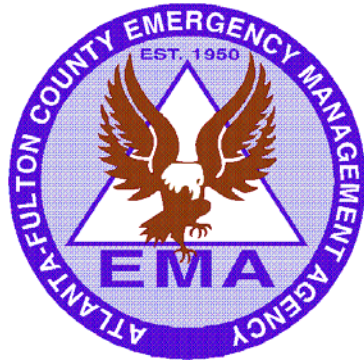


Atlanta-Fulton County Emergency Management Agency



Emergency Operations Plan

2002 Edition

James Cook, CEM

Interim Director

**Atlanta-Fulton County
Emergency Management Agency**

130 Peachtree St. SW
Atlanta, Georgia 30303
404.730.5600



MEMORANDUM

TO: Department, Agency Heads and/or Business Industry Emergency Coordinators

FROM: Jim Cook, Interim Director

DATE: March 29, 2002

SUBJECT: Atlanta-Fulton County Emergency Operations Plan

The Atlanta-Fulton County Emergency Management Agency is pleased to announce the 2002 revision of the Emergency Operations Plan. This plan must be exercised regularly, before a disaster occurs, to ensure its effectiveness among each agency/jurisdiction.

This revision coincides with the Federal Response Plan, the Georgia Emergency Operations Plan, as well as all other local emergency operations plans, statewide. The plan now includes a revised version of the Emergency Checklists as well as additional Emergency Support Functions. I am sure that you, as an emergency coordinator, department head, or city official, will find this revised plan to be extremely beneficial to your agency.

When you receive the amended Emergency Operations Plan, it may be necessary for you to assemble it. You will note that there are tabs, as well as the individual sections to be put together. Please be aware that this document may also be downloaded online in its entirety using Adobe Acrobat Reader 5.0 at www.afcema.net.

For additional information and assistance, please contact the Atlanta-Fulton County Emergency Management Agency at (404) 730-5600.

Enclosure



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LOCAL GOVERNMENT RESOLUTION FOR EMERGENCY MANAGEMENT

Revision 7/7/00

SECTION I - DEFINITION

“Emergency Management means the preparation for the carrying out of all emergency functions other than functions for which military forces are primarily responsible to prevent, minimize, and repair injury and damage resulting from emergencies, energy emergencies, disasters, or the imminent threat thereof, of manmade or natural origin”... “These functions include, without limitation, fire-fighting services; police services [public safety]; medical and health services; rescue; engineering; warning services; communications; defense from radiological, chemical, and other special weapons; evacuation of persons from stricken areas; emergency welfare services; emergency transportation; [nuclear power] plant protection; temporary restoration of public service utility services; and other functions related to civilian protection, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions.” (*Georgia Emergency Management Act of 1981, As Amended December 1992, Chapter 3, Article 1, 38-3-3.*)

SECTION II - LOCAL ORGANIZATION FOR EMERGENCY MANAGEMENT

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

- *Maintain an emergency management office in a building owned or leased by the political subdivision and the director or designee shall be available or on call at all times beyond working hours*



- *Develop, in conjunction with public and private agencies/organizations that have responsibility for designated emergency support functions, plans for responding to and recovering from disasters [and/or emergencies]*
- *Respond to emergency scenes, command posts, and operation centers*
- *Coordinate emergency response of public and private agencies and organizations*
- *Attend training and meetings convened by the appointing authority or the (state emergency management) director*
- *Develop or cause to be developed, in collaboration with other public and private agencies within the state, mutual aid arrangements, consistent with state plans and programs, for reciprocal emergency management aid and assistance in case of emergency or disaster too great to be dealt with unassisted*
- *Enter into mutual aid agreements, subject to approval of the Governor, with emergency management agencies or organizations in other states for reciprocal emergency management aid and assistance in case of emergency or disaster too great to be dealt with unassisted (Chapter 3, Article 3, 38-3-27 and 38-3-29).*

SECTION III - LOCAL EMERGENCY MANAGEMENT POWERS

Each political subdivision shall have the emergency management power and authority to: *appropriate and expend funds; execute contracts; obtain and distribute equipment, materials, and supplies; provide for the health and safety of persons and property, including emergency assistance to victims; direct and coordinate development of local emergency management plans and programs in accordance with federal and state policies and plans; appoint, employ, remove or provide, with or without compensation, chiefs of services, warning personnel, rescue teams, auxiliary fire and police personnel, and other emergency management workers; establish a primary and one or more secondary control centers to serve as command posts; and acquire, temporarily or permanently, by purchase, lease or otherwise [identify] sites required for installation of temporary housing units and prepare or equip such sites (Chapter 3, Article 2, 38-3-27)*



SECTION IV-LOCAL EMERGENCY MANAGEMENT FINANCIAL ASSISTANCE

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

SECTION V - IMMUNITY OF STATE AND POLITICAL SUBDIVISIONS


“Neither the state nor any political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity.” *Immunity does not apply in cases of willful misconduct, gross negligence or bad faith (Chapter 3, Article 2, 38-3-35).*

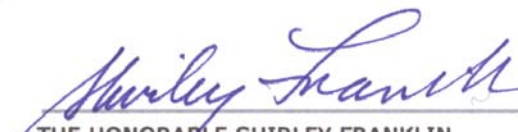
SECTION VI - LOCAL EMERGENCY MANAGEMENT AGENCY PLAN


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

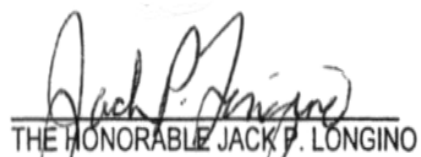


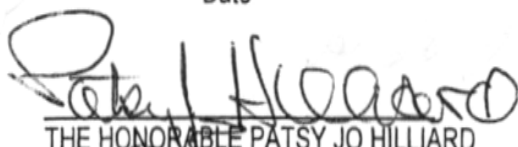
RESOLUTION SIGNATURES



THOMAS ANDREWS
County Manger
Fulton County
6-25-01
Date


THE HONORABLE SHIRLEY FRANKLIN
Mayor
City of Atlanta
3/29/02
Date


THE HONORABLE CHUCK MARTIN
Mayor
City of Alpharetta
8/13/2001
Date


THE HONORABLE JACK P. LONGINO
Mayor
City of College Park
7/12/01
Date


THE HONORABLE PATSY JO HILLIARD
Mayor
City of East Point
6/28/2001
Date


THE HONORABLE BETTY W. HANNAH
Mayor
City of Fairburn
7/16/01
Date



Atlanta-Fulton County Emergency Operations Plan



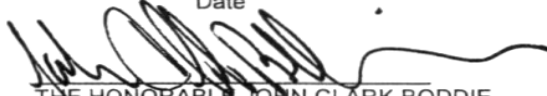
THE HONORABLE C.C. MARTIN
Mayor
City of Hapeville

7/24/01
Date




THE HONORABLE JOYCE AYERS
Mayor
City of Mountain Park

11-10-01
Date



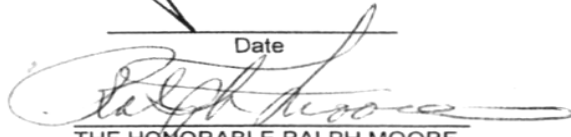
THE HONORABLE JOHN CLARK BODDIE
Mayor
City of Palmetto

7/26/01
Date



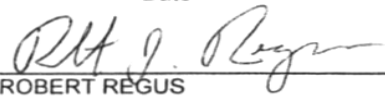
THE HONORABLE JERE WOOD
Mayor
City of Roswell

7/26/01
Date




THE HONORABLE RALPH MOORE
Mayor
City of Union City

6/28/01
Date




ROBERT REGUS
City Administrator
City of Alpharetta

8/3/01
Date



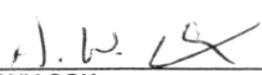
SCOTT MILLER
City Manager
City of College Park

7/12/01
Date



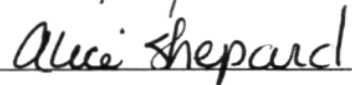
MICHAEL G. MILLER
City Manager
City of East Point

6/28/01
Date



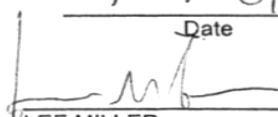
TONY COX
City Administrator
City of Fairburn

7-4-01
Date



Alice Shepard
City Clerk
City of Hapeville

7/20/01
Date



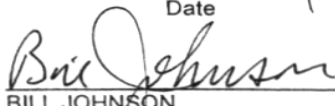
LEE MILLER
City Clerk
City of Mountain Park

9-10-01
Date



WILLIAM SHELL
City Administrator
City of Palmetto

7/19/01
Date



BILL JOHNSON
City Administrator
City of Roswell

7/26/01
Date



SONYA G. CARTER
City Administrator
City of Union City

6/28/01
Date



LOCAL PLAN DISTRIBUTION LIST

<u>LOCAL GOVERNMENTS AGENCIES/ORGANIZATIONS</u>	<u>NUMBER OF COPIES PROVIDED</u>
Georgia Emergency Management Agency- Statewide Planning and Hurricane Preparedness (Area Coordinator and Planner)	2
County Commission/Mayors	17
American Red Cross - Local Chapter	1
Community Mental Health Board	1
County Health Department	3
Department of Family and Children Services	2
Department of Public Works (e.g., Transportation, Road Department)	11
Emergency Medical Services	3
Fire Departments	10
Law Enforcement Agencies (e.g., Sheriff's Office, Police Departments)	11
Board of Education	2
Medical Examiner	1
Local Emergency Management Veterinarian	1
Forestry Commission	1
Utility Companies, County and/or City	8
911 Communications Centers	10



PREFACE

This comprehensive local emergency operations plan is developed to ensure prior mitigation and preparedness, appropriate response, and timely recovery from natural or man-made hazards, which may affect this jurisdiction. The plan is organized based on the jurisdictional authority of the local government for emergency management and contains specific emergency support functions that must be provided during emergencies. Standard Operating Procedures (SOPs) are the responsibility of the lead community agency or organization for each emergency support function in coordination with other assisting agencies and organizations.

The plan consists of three sections:

1. **Basic Plan** - outlines the legal basis, situations and assumptions, responsibilities, concept of operations, direction and coordination of local emergency operations.
2. **Emergency Support Functions** - states specific services and assistance to be provided, describes the lead agency's responsibility and/or authority, includes assisting agencies and organizations responsibilities, and indicates the direction and coordination of each function.
3. **Response Action Checklists** - outlines the specific functions for some emergency coordinators during an EOC activation.
4. **Appendices**
Hazard Profile - describes natural or man-made situations most likely to affect this emergency management jurisdiction.

Other Appendices - identify components that are specific to this emergency management jurisdiction (e.g., contacts and resource capabilities).



BASIC PLAN (BP)

I. INTRODUCTION

The City of Atlanta and Fulton County, located in the State of Georgia, were established as a joint agency responsible for the development and implementation of Emergency Management for the City and County jurisdictions. This plan establishes a framework for emergency management planning and response to: prevent emergency situations; reduce vulnerability during disasters; establish capabilities to protect residents from the effects of crisis; respond effectively and efficiently to actual emergencies; and provide for rapid recovery from any emergency or disaster that affects the local jurisdiction.

II. PURPOSE

The purpose of this local emergency plan is to prevent or minimize injury to people and damage to property resulting from emergencies or disasters of natural or man-made origin. AFCEMA maintains an Emergency Operations Center and trained staff, to activate during emergencies for the following purposes:

1. To provide for the continuity of Government for the City and County.
2. To manage the region-wide coordination of Emergency Response Operations.
3. To collect, record, evaluate, analyze and document disaster status and damage assessment information from all jurisdictions and entities within the City of Atlanta and Fulton County.
4. To notify and liaison with the State of Georgia Emergency Management Agency (GEMA), and the Federal Emergency Management Agency (FEMA).
5. To provide emergency public information for public warning, public health and safety notification, emergency response information and disaster recovery programs.
6. To implement and manage disaster recovery programs and channel support into the City of Atlanta, Fulton County and the incorporated cities and other public agencies in Atlanta - Fulton County.



7. To maintain response readiness with plans, facilities, systems and trained staff.
8. To prepare contingency plans for hazard specific risks and vulnerabilities, and to support mitigation programs to build disaster resistant communities.

III. SITUATIONS AND ASSUMPTIONS

A. *Situations*

This jurisdiction has identified hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. (*Priority for emergency management planning is based on the Hazard Profile contained in Appendix A-1.*)

B. *Assumptions*

Local government assumes responsibility for emergency management operations and commits all available resources to save lives, minimize personal injury and property damage. Assistance from other jurisdictions, the state and/or federal government may be available, under certain circumstances, when emergency or disaster response and recovery operations exceed local government capabilities.

IV. CONCEPT OF OPERATIONS

A. *Phases of Emergency Management*

1. Mitigation activities may prevent the occurrence of an emergency, reduce the community's vulnerability, and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is to enforce local building codes to minimize such situations.
2. Preparedness activities exist prior to an emergency to support and enhance disaster response. Planning, training, exercises, community awareness, and education are among such activities.



3. Response activities address the immediate and short-term effects of an emergency or disaster. This helps to reduce casualties, damage, and speed recovery. Response activities include direction and coordination, warning, evacuation, and other similar operations.
4. Recovery activities involve restoring the community to a normal state. Short-term recovery includes damage assessment and the return of vital functions to minimum operating standards, such as utilities and emergency services. Long-term recovery activities may continue for years, when rebuilding and re-locating due to damaged

B. Local Government Responsibilities

1. Local government is responsible for all emergency management activities in order to protect life and property from the effects of emergency situations. When operating under such conditions, the Atlanta-Fulton County Emergency Management Agency (AFCEMA) will utilize all available resources from within the jurisdiction, including voluntary and private assets, before requesting other assistance. After the emergency exceeds the local government's capacity to respond, assistance will be requested from other jurisdictions and the Georgia Emergency Management Agency (GEMA). Upon a Presidential declaration, assistance as requested by the state, will be provided through federal Emergency Support Functions (ESFs) and/or other resources.
2. Consistent with the state's commitment to comprehensive emergency management, this plan addresses major emergency situations which may develop in the jurisdiction other than those for which the military is primarily responsible. It outlines activities that address mitigation, preparedness, response, and recovery. The plan emphasizes the capacity of AFCEMA to respond and accomplish short-term recovery.
3. The AFCEMA director, in coordination with local government, will implement interagency coordination for emergency operations.



4. The public information designee, in coordination with local government and AFCEMA director, will release all emergency information.
5. If an agency requests functional support from another agency or organization, assigned personnel and resources will be coordinated by the agency with responsibility for the ESF.
6. Local government officials and the AFCEMA director, in conjunction with the agency that has functional support responsibilities, will develop memorandums of Understanding (MOU's) for effective emergency response.
7. All agencies will inform the AFCEMA director of assigned personnel to work in the EOC.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. *Primary Responsibilities*

Primary organizational responsibilities are included in each ESF. In the event that a MOU becomes necessary, coordination will be handled through the Chairperson of the county commission, Mayor of the municipality, Chief Executive Officer of the consolidated government, AFCEMA director, and/or the agency or organization's designee with ESF responsibilities.

Agencies and organizations with primary ESF responsibilities will:

- Develop and maintain the ESF and SOP, in conjunction with the EMA director and other supporting agencies;
- Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness and response issues and commit resources (*Staff assignments should include personnel who are trained to work in the EOC.*);



- Maintain an internal emergency management personnel list with telephone, fax and pager numbers;
- Provide for procurement and management of resources for emergency operations and maintain a list of such resources;
- Participate in training and exercises to evaluate and enhance ESF capabilities;
- Negotiate and prepare MOU's that impact the specific ESF, in conjunction with the AFCEMA director; and
- Establish procedures for keeping records, including personnel, travel, operations and maintenance expenditures and receipts.

B. *Support Functions*

Most agencies and organizations within local government and the community have emergency functions to perform, in addition to their other duties. Each agency and/or organization with ESF responsibilities, in conjunction with other support agencies and organizations, will develop and maintain Standard Operating Procedures (SOPs). These procedures provide for direction and coordination of ESF responsibilities.

C. *Responsibilities*

The EMA director, under the direction of local government, is responsible for the following:

- Assist and advise all agencies and/or organizations in development and coordination of ESF's to ensure necessary planning;
- Brief and train EOC personnel and volunteers as well as conduct periodic exercises to evaluate support function responsibilities;
- Manage the EOC and/or alternate facilities for operational readiness;



- Coordinate with other emergency management agencies, GEMA, and other emergency response organizations;
- Maintain a list of all agency contacts including telephone, fax, and pager numbers (*Refer to Appendix D-3, Local Government and Agency/Organization Contact List*);
- Obtain copies of SOPs for all ESF's;
- Update, maintain, and distribute the plan and all major revisions to agencies and organizations contained on the distribution list;
- Advise 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 for the public.

V. ADMINISTRATION AND LOGISTICS

A. *Continuity of Government*

1. Succession of Authority is the line of succession for the local government. (Refer to Appendix B-1, Direction and Coordination.)
2. Preservation of Records addresses the protection of essential records (*e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents*) by the appropriate agency following an emergency or disaster.



B. Direction and Coordination

1. The person responsible for emergency management within a county will be the Chairperson of the County Commission. For a municipality, the Mayor will have this responsibility. Within a consolidated government, the Chief Executive Officer will be the responsible party. The designated official provides direction and coordination to the AFCEMA director.
2. Representatives from agencies and organizations with emergency support functions may staff the Emergency Operations Center (EOC). The AFCEMA director provides direction and coordination for the EOC. Emergency operations will usually be conducted within the primary EOC, or alternate EOC, if required. Either full or partial activation may be required based on the severity of the emergency situation. However, if the situation warrants, the AFCEMA director may request that the agency or organization with ESF responsibility report to the site of the emergency. (*Appendix B, Direction and Coordination, contains the primary and alternate EOC locations and accompanying activation, communications and warning, resource management, and response.*).
3. The combined communications systems of the AFCEMA, Sheriff's Office, police or fire department (s) and/or emergency communications center will be utilized to ensure contact with appropriate agencies and organizations.
4. Upon Declaration of a State of Emergency by the Governor, state resources may be obtained through GEMA at the State Operations Center (SOC).
5. The Governor may request federal assistance if a disaster occurs and the situation exceeds the capability of the state to respond.



C. *Services and Resources*

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

1. Local government will commit services and resources in order to save lives and protect property. Response agencies will first utilize services and resources available through their agency or organization. Additional needs may be met from other local governments, agencies and/or organizations through mutual-aid or MOU's. After these sources have been exhausted, additional resources will be requested from GEMA.
2. Detailed records of expenditures are required by all agencies and organizations responding to a disaster for possible reimbursement, such as through an authorized federal declaration.

VII. PLANNING AND OPERATIONS

A. *Local Involvement*

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

B. *State and Local Involvement*

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



Atlanta-Fulton County Emergency Operations Plan

agencies with ESF responsibilities and enhancing emergency capabilities.



Laws and Authorities

This plan is established under the following laws and authorities for emergency management as amended:

- Atlanta City Code, PART I, Subpart A, Appendix 1V, Section 1 (r); PART II, Chapter 50 – Emergency Management; PART II, Chapter 2, ARTICLE IV, Sec. 2-2335
- Fulton County Code PART II, Chapter 26 – Environmental Protection, Chapter 30 – Fire Safety, Chapter 130 – Emergency Management
- State of Georgia, Emergency Management Act, 1981, as amended
- Federal Response Plan for Public Law 93-288, as amended
- US Code, TITLE 42, Chapter 116, Subchapter 1, Sec. 110005, SARA TITLE 3, Sections 301 – 303, 304 et al

Operational Objectives

The objectives of this plan are to:

1. Provide clear and easy to follow guidelines for the most critical functions and liaisons during an emergency response.
2. Organize and format this plan into an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.
3. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process, and know what is going on in the City of Atlanta and Fulton County.
4. Determine through a clear decision process, the level of response and extent of emergency control and coordination that should be activated when incidents occur.
5. Utilize efficiently the resources in the City of Atlanta and Fulton County, to implement a comprehensive and efficient emergency management response team.



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6. Continuously be prepared with a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents.
7. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
8. Provide a basis for training staff and organizations in emergency response management.



TRANSPORTATION SERVICES EMERGENCY SUPPORT FUNCTION (ESF) - I

I. INTRODUCTION

This emergency support function of transportation services supports the State Emergency Operations Plan ESF #1- Transportation. It involves the direction and coordination, operations, and follow-through of transportation services during an emergency or disaster.

II. PURPOSE

The purpose is to provide local agency transportation service support including evacuation routing and road, highway, and bridge repair or clearance.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by General Services, in cooperation with the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The emergency transportation function is the primary responsibility of General Services and secondary support for this function is the responsibility of the following:

- Atlanta Department of Corrections
- Atlanta Highways and Streets
- Atlanta Housing Authority
- Fire Departments
- National Defense Transportation Association
- Parks and Recreation Departments
- Public Works Departments
- School Systems
- Local Churches



A. Mitigation/Preparedness

- Plan and coordinate with support agencies and organizations;
- Maintain a current inventory of transportation resources;
- Establish policies, procedures, plans, and programs to effectively address transportation needs;
- Recruit, designate, and maintain a list of emergency personnel; and
- Participate in drills and exercises to evaluate transportation capabilities.

B. Response/Recovery

- Staff the EOC when notified by the AFCEMA Director;
- Establish and maintain a working relationship with support agencies, transportation industries, and private transportation providers;
- Provide transportation resources, equipment, and vehicles, upon request;
- Channel transportation information for public release through the EOC and continue providing information and support upon re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.



COMMUNICATIONS AND WARNING EMERGENCY SUPPORT FUNCTION (ESF) - 2

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #2-Communications. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to provide communications and warning for the affected area and coordinate with other support agencies and organizations during a potential or imminent emergency or disaster situation.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The emergency communications and warning function is the primary responsibility of the Atlanta-Fulton County Emergency Management Agency and secondary support for this function is the responsibility of the Public Safety Community, Media and Emergency Communication Centers and includes, but is not limited to, the following:

- AT&T Cable
- BellSouth Telephone Company
- Fire Departments
- HAM Radio Operators
- Law Enforcement Departments
- Local Broadcast Media



A. Mitigation/Preparedness

- Establish methods of communications and warning for probable situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary. Increased readiness actions are referred to as Operating Conditions (OPCONs). A method of warning must be available for the public, including people with visual and hearing impairments and/or non-English speaking.
- Ensure that primary and alternate communication systems are operational;
- Recruit, train, and designate communications and warning operators for the EOC;
- Establish warning systems for critical facilities;
- Provide communication systems for the affected emergency or disaster area;
- Develop maintenance and protection arrangements for disabled communications equipment; and
- Participate in drills and exercises to evaluate local communications and warning response capability.

B. Response/Recovery

- Verify information with proper officials;
- Establish communication capability between and among EOC, agencies and organizations with ESF responsibilities, other jurisdictions, and SOC;
- Coordinate communications with response operations, shelters, lodging, and food facilities;
- Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking;



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- Warn critical facilities;
- Continue coordinated communications to achieve rapid recovery and contact with the SOC; and
- Maintain records of expenditures and document resources utilized during recovery.



PUBLIC WORKS AND ENGINEERING EMERGENCY SUPPORT FUNCTION (ESF)-3

I. INTRODUCTION

The emergency support function for public works services supports the State Emergency Operations Plan ESF #3-Public Works and Engineering. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to provide public works and engineering services including technical assistance, inspection, evaluation, repair, and maintenance of utility services, debris removal, restoration of roads, and bridges through coordination with appropriate agencies and/or the private sector.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by Public Works Departments in cooperation with the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The emergency public works function is the primary responsibility of Public Works Departments and secondary support for this function is the responsibility of the following:

- Sanitation Departments
- Debris removal services
- Parks and Recreation Departments
- General Services Department



A. Mitigation/Preparedness

- Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness;
- Develop and maintain an inventory of equipment, supplies, and suppliers required to sustain emergency operations;
- Prioritize service restoration for emergencies;
- Recruit, train, and designate public works and engineering personnel to serve in the EOC; and
- Participate in drills and exercises to evaluate public works and engineering response capability.

B. Response/Recovery

- Alert emergency personnel of the situation and obtain necessary resources;
- Establish response operations and support personnel working in the EOC;
- Maintain coordination and support among applicable agencies and organizations and the private sector;
- Channel all pertinent emergency information through the EOC;
- Assist in evaluating losses, recommending measures for conservation of resources, and responding to needs on a priority basis;
- Conduct restoration and maintenance operations until completion of repair services; and
- Maintain records of expenditures and document resources utilized during recovery.



FIRE SERVICES EMERGENCY SUPPORT FUNCTIONS (ESF) - 4

I. INTRODUCTION

The emergency support function of fire services supports the State Emergency Operations Plan ESF #4- Fire Fighting. It involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to provide fire service support including personnel, equipment, and supplies to detect and suppress rural and urban fires.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fire Department, in cooperation with the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The primary responsibility for fire services rests with the fire department in the jurisdiction where the fire emergency/disaster occurs. Secondary support for this function includes, but is not limited to, the following:

- Alpharetta Fire Department
- Atlanta Fire Department
- College Park Fire Department
- East Point Fire Department
- Fulton County Fire Department
- Hapeville Fire Department
- Palmetto Fire Department
- Roswell Fire Department
- Union City Fire Department



A. Mitigation/Preparedness

- Keep abreast of fire and weather forecasting information and maintain a state of readiness;
- Implement efficient and effective MOUs among local fire agencies;
- Establish reliable communications and incident command systems between support agencies, for an emergency site and EOC;
- Recruit, train, and designate fire service personnel to serve in the EOC; and
- Participate in drills and exercises to evaluate fire service response capability.

B. Response/Recovery

- Maintain a list of current fire service agencies and resource capabilities
- Coordinate fire services support among and between EOC, functional support agencies, organizations, and SOC;
- Obtain, maintain, and provide fire situation and damage assessment information;
- Channel fire services information for public release through the EOC;
- Conduct fire fighting operations;
- Provide technical assistance and advice in the event of fires that involve hazardous materials;
- Continue fire service operations through re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.



INFORMATION AND PLANNING EMERGENCY SUPPORT FUNCTION (ESF) - 5

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #5-Information and Planning. The emergency support function of information and planning involves the overall direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose of information and planning is to coordinate overall Emergency Operations Center (EOC) response within the jurisdiction of local resources by collection, analysis, and dissemination of information and development of plans.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The emergency information and planning function is the primary responsibility of Atlanta-Fulton County Emergency Management Agency and secondary support for this function is the responsibility of all local agencies.



- A. Mitigation/Preparedness
 - a. Identify hazards and capacities for response in the jurisdiction.
 - b. Develop and maintain the Emergency Operations Plan (EOP), in conjunction with agencies and organizations with primary ESF responsibilities.
 - c. Distribute the EOP and accompanying major revisions.
 - d. Coordinate and secure SOPs from agencies and organizations with primary responsibilities for emergency support functions.
 - e. Review the Georgia Emergency Operations Plan (GEOP).
 - f. Maintain the EOC, if applicable, and secure an alternate location for emergencies.
 - g. Coordinate communication resources with other agencies and organizations (e.g., Sheriff's Office, communications center) to establish a hazard warning system.
 - h. Identify resources and equipment to support agencies and organizations with ESF responsibilities (e.g., mobile command posts, critical facilities).
 - i. Conduct drills and exercises to evaluate information and planning capability.

- B. Response/Recovery
 - a. Activate and obtain resources for the EOC.
 - b. Notify appropriate agencies and organizations with ESF responsibilities, regarding EOC activation and necessary response.



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- c. Coordinate hazard warning and communication with appropriate local, state, and volunteer agencies and organizations.
- d. Provide information on plans for evacuation during potential threats or imminent situations, under the direction of the local government and in coordination with other agencies and organizations.
- e. Coordinate needs and damage assessment of affected areas for dissemination to appropriate agencies and organizations.
- f. Prepare timely situation reports for local authorities, EOC, SOC, and other appropriate personnel.
- g. Secure and disseminate necessary information in support of other emergency support functions.
- h. Establish closing date for EOC.
- i. Maintain records of expenditures and document resources utilized during recovery.



MASS CARE AND SHELTER EMERGENCY SUPPORT FUNCTION (ESF) - 6

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #6-Mass Care and Shelter. This emergency support function outlines the concept of operations, responsibility, direction and control necessary for the performance of the emergency shelter and temporary housing function during an emergency.

II. PURPOSE

The purpose is to provide mass care and shelter services through coordinated efforts involving sheltering, feeding, and first aid in time of emergency or disaster.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fulton County Department of Family and Children, in cooperation with the Atlanta-Fulton County Emergency Management Agency (AFCEMA). This function will be coordinated with and involve other support agencies and organizations to ensure operational readiness in time of emergency

The emergency mass care and shelter function is the primary responsibility of the Fulton County Department of Family and Children Services in partnership with the American Red Cross: Metropolitan Atlanta Chapter. Support organizations include, but are not limited to the following:

- Atlanta Public Schools
- Fulton County Public Schools
- Metropolitan Atlanta Rapid Transit Authority
- Law Enforcement



A. Mitigation/Preparedness

- Coordinate MOUs with appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families;
- Maintain, through the County Department of Family and Children Services, in coordination with AFCEMA, American Red Cross, County Public Health Department, and Rehabilitation Services Office, an updated list of shelters with all relevant information (e.g., location, capacity, health inspection status, accessibility level, pet space, contact persons' telephone and pager numbers); (A 1997 County Emergency Shelter List is contained in Appendix F. After computerization of this information, an individual county shelter list may be maintained on the AFCEMA database rather than being listed in the Appendix.);
- Request that the American Red Cross assume responsibility for securing shelter and feeding agreements, train shelter workers, provide shelter management, prepare first-aid kits media releases of shelter locations, operate shelters, and maintain shelter records;
- Coordinate with the American Red Cross and AFCEMA to establish a communication system between the EOC and shelters;
- Prepare for evacuation and care of protective service recipients during an emergency or disaster; and
- Participate in drills and exercises to evaluate mass care and shelter response capability.

B. Response/Recovery

- Support opening and operating American Red Cross shelter(s), at the request of AFCEMA;
- Assist with staffing of American Red Cross shelters, in coordination with County Public Health and Community Mental Health, as requested upon opening;



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- Provide staffing support for American Red Cross Service Centers and local Disaster Application Centers (DACs), upon request;
- Ensure evacuation and care of protective service recipients and arranging for re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.



RESOURCE MANAGEMENT EMERGENCY SUPPORT FUNCTION (ESF) - 7

I. INTRODUCTION

The emergency support function of resource support adheres to State Emergency Operations Plan ESF #7- Resource Support. It involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies and procedures for requesting, coordinating, and obtaining emergency resources.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Atlanta-Fulton County Emergency Management Agency. This function will be coordinated with and involve other support agencies and organizations.

The emergency resource support function is the primary responsibility of the Atlanta-Fulton County Emergency Management Agency and secondary support for this function is the responsibility of the Purchasing Department/Agency.

A. Mitigation Preparedness

- Coordinate with all applicable agencies and organizations to prepare for an emergency or disaster;
- Identify available and needed resources and/or personnel that may be necessary;



- Develop and maintain a Resource Directory (e.g., sheriff's office, police department, emergency medical services, utility companies, motels/hotels, and hospitals) for use in the EOC by agencies with ESF responsibilities. (Resource information could be included on AFCEMA database rather than being maintained and updated manually.);
- Establish uniform procedures and train personnel on procurement and documenting expenditures, such as supplies and equipment;
- Develop MOUs with other jurisdictions and agencies for provision of necessary goods and/or services, personnel, and staging area(s) required during a disaster; and
- Participate in drills and exercises to evaluate resource support response capability.

B. Response/Recovery

- Alert resource support agencies regarding a potential emergency or disaster;
- Coordinate with law enforcement for the protection of resources and personnel;
- Implement resource inventory, record keeping and control system to include storage, donated goods, maintenance, and replacement of resources;
- Request logistical assistance from supporting agencies and mutual-aid partners;
- Assess damages and determine community needs;
- Support state and/or federal Disaster Application Centers (DACs);
- Document and request additional needed resources, personnel and staging area support necessary to accomplish re-entry; and



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- Maintain records of expenditures and document resources utilized during recovery.



HEALTH AND MEDICAL SERVICES EMERGENCY SUPPORT FUNCTION (ESF) - 8

I. INTRODUCTION

This emergency support function supports State Emergency Operations Plan ESF #8-Health and Medical. It outlines the concept of operations, responsibility, directions and control necessary for the health and medical services function before, during and after an emergency/disaster.

II. PURPOSE

The purpose is to provide health and medical services including emergency medical services; disease, epidemic and vector control; immunizations; food, water, and environmental hazard surveillance; debris removal; solid waste disposal; health and safety inspections; dental assistance; crisis counseling; and public information.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fulton County Health Department, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency health and medical function is the primary responsibility of the Fulton County Health Department and secondary support for this function is the responsibility of Grady Memorial Hospital and the Fire Service and includes, but is not limited to, the following:

- Alpharetta Fire
- Atlanta Fire
- College Park Fire
- East Point Fire
- Fulton County Fire
- Hapeville Fire
- Palmetto Fire
- Roswell Fire
- Union City Fire



A. Mitigation/Preparedness

- Coordinate MOUs with all appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families;
- Plan for the continuity of health and medical services, in conjunction with AFCEMA, American Red Cross, Community Mental Health agency and Rehabilitation Services office;
- Establish a directory of health and medical resources (*refer to Appendix G-1, Health and Medical Resource List*);
- Work with the American Red Cross on the identification of volunteers and provision of training;
- Maintain a coordinated approach with state public health; and
- Participate in drills and exercises to evaluate health and medical services response capability.

B. Response/Recovery

- Assist AFCEMA with health and medical resources, services, and personnel upon notification of an emergency or disaster;
- Support the American Red Cross with health and medical services during shelter operations, as requested upon opening;
- Secure, in conjunction with AFCEMA, American Red Cross, other agencies and organizations, and the private sector, mental health, rehabilitation assistance, and other services, when necessary;
- Assist AFCEMA, American Red Cross, other community agencies and organizations, and the private sector with issues affecting people who have special needs;
- Provide informational support to emergency medical services;



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- Coordinate with the medical examiner and coroner, who has responsibility for deceased identification and mortuary services, upon request (*refer to Appendix G-2, Deceased Identification and Disposition*);
- Channel all relevant health and medical information for public release through AFCEMA and state public health;
- Continue service assistance throughout re-entry and until all health and medical issues are resolved; and
- Maintain records of expenditures and document resources utilized during recovery.



SEARCH AND RESCUE SERVICE EMERGENCY SUPPORT FUNCTION (ESF) - 9

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #9-Search and Rescue Service. The emergency support function of search and rescue services involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to provide search and rescue services including location of individuals reported missing or in jeopardy, extrication of persons trapped, provision of medical assistance, and retrieval or return of persons and property.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fire Service, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency search and rescue function is the primary responsibility of the Fire Service and secondary support for this function is the responsibility of Law Enforcement and includes, but is not limited to, the following:

Alpharetta Fire
Atlanta Fire
College Park Fire
East Point Fire
Fulton County Fire
Hapeville Fire
Palmetto Fire
Roswell Fire
Union City Fire
Alpharetta Police

Atlanta Police
College Park Police
East Point Police
Fulton County Police
Fulton County Sheriff
Hapeville Police
Palmetto Police
Roswell Police
Union City Police



A. Mitigation/Preparedness

- Establish and maintain uniform search and rescue procedures;
- Recruit, train, and certify search and rescue personnel;
- Develop an inventory of resources, equipment, and personnel;
- Enter MOUs for additional assistance and/or logistical support;
- Conduct and/or support community education programs on survival;
- Establish a record keeping system; and
- Participate in drills and exercises to evaluate search and rescue response capability.

B. Response/Recovery

- Respond to requests by AFCEMA;
- Monitor response efforts;
- Channel emergency search and rescue information to the AFCEMA - EOC;
- Support requests from other community agencies and/or jurisdictions; and
- Maintain records of expenditures and document resources utilized during recovery.



HAZARDOUS MATERIALS EMERGENCY SUPPORT FUNCTIONS (ESF) -10

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #10-Hazardous Materials. The emergency support function of hazardous materials involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies and procedures for a coordinated response by city and county agencies to minimize the adverse effects of hazardous materials on man and environment resulting from an uncontrolled release of or exposure to such chemicals. Hazardous materials pose a potential threat to all municipalities within the county at both fixed facilities and during transport.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fire Department, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The legal duty for reporting, containing, and clean up of a hazardous materials incident rests with the party responsible for the material prior to the incident. Over 700 facilities have been identified in Fulton County that either produce, utilize, transport and/or store hazardous materials.

The emergency hazardous materials function is the primary responsibility of the Fulton County Fire Department and secondary support for this function is the responsibility of the City of Atlanta Fire Department and includes, but is not limited to, the following:

Alpharetta Fire	East Point Fire
College Park Fire	Fulton County Fire
Palmetto Fire	Hapeville Fire
Roswell Fire	



A. Mitigation/Preparedness

- Prepare a facility profile and inventory of potential hazardous materials.
- Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous material threats and on-site inspections;
- Plan for response to hazardous material incidents and coordinate with AFCEMA and other first responders;
- Develop procedures for identification, communications, warning, public information, evacuation, control, and clean-up of hazardous materials;
- Obtain training for response personnel available through GEMA, Georgia Fire Academy, manufacturers, and shippers of hazardous materials; and
- Participate in drills and exercises to evaluate mass care and shelter response capability.

B. Response/Recovery

- Verify incident information and notify AFCEMA and other applicable agencies;
- Establish a command post at a safe distance near the scene or staff the EOC, if the situation becomes excessive;
- Provide further information on the situation to AFCEMA and convey warnings for dissemination to the public;
- Request assistance for emergency health and medical, as well as mass care, if the situation warrants;
- Ensure availability of expertise and equipment to manage the incident;



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- Utilize proper procedures for containment and clean-up to prevent additional dangers;
- Support response teams, owner, shipper, state, and/or federal environmental personnel during cleanup;
- Establish area security and prohibit all unauthorized personnel from entering the containment area;
- Terminate cleanup operations after dangerous situation subsides; and
- Maintain records of expenditures and document resources utilized during recovery.



FOOD SERVICES EMERGENCY SUPPORT FUNCTIONS (ESF) -11

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #11-Food. The emergency support function of food services involves direction and coordination, operations and follow-through to ensure the public is provided food during and after an emergency/disaster.

II. PURPOSE

The purpose is to provide food services including food preparation for congregate shelters, food stamps, food products/supplies, portable water, and distribution.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Fulton County Department of Family and Children Services, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency food function is the primary responsibility of the Fulton County School System and secondary support for this function is the responsibility of the Fulton County Department of Family and Children Services and includes, but is not limited to, the following:

- Salvation Army
- Atlanta Community Food Bank, Inc.
- Georgia Food Bank
- Georgia Baptist Convention
- Fulton County Health Department
- U. S. Department of Agriculture
- Metropolitan Atlanta American Red Cross



A. Mitigation/Preparedness

- Identify agencies and organizations with food preparation and distribution capabilities and coordinate MOUs with appropriate entities;
- Maintain procedures and responsibilities for food service, issuance, and distribution, in coordination with AFCEMA, American Red Cross, Georgia Baptist Convention, Salvation Army, Fulton County Department of Family and Children Services, County Health Department, U. S. Department of Agriculture, and/or other agencies;
- Establish a system for county implementation of Expedited and/or Emergency Food Stamps;
- Develop a system for mobile and on-site feeding of emergency workers and shelter residents; and
- Participate in tests and exercises to evaluate food distribution and service response capability.

B. Response/Recovery

- Work with AFCEMA to determine food and water needs;
- Begin plan implementation as expeditiously as possible;
- Coordinate community resources and personnel to assist with food and water services and/or distribution;
- Establish sites for food and water service, distribution, and issuance;
- Implement the Expedited and/or Emergency Food Stamp Programs at the request of local government, in coordination with AFCEMA director;
- Monitor food and/or water for contamination and issuance of health-related public service announcements, as necessary;



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- Continue the provision of food and/or water throughout re-entry and recovery; and
- Maintain records, expenditures, and document resources utilized during recovery.



ENERGY SERVICES EMERGENCY SUPPORT FUNCTIONS (ESF) - 12

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #12-Energy. The emergency support function of energy services involves direction and coordination, operations and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies and procedures for providing, maintaining, and restoring energy services that were interrupted, damaged, or destroyed during and after emergencies/disasters.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the Public Works Department, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency energy function is the primary responsibility of the Public Works Department and secondary support for this function is the responsibility of the Energy Service Industry and includes, but is not limited to, the following:

- Georgia Natural Gas
- Shell Energy Services
- Atlanta Gas Light Company
- Georgia Power



A. Mitigation/Preparedness

- Establish liaison support to ensure responsiveness, in conjunction with AFCEMA and the private sector;
- Identify additional resources and assistance teams;
- Develop emergency response support plans;
- Prepare damage assessment, repair and restoration procedures, and reporting mechanisms;
- Recommend actions to conserve energy and conservation guidance; and
- Participate in drills and exercises to evaluate energy response capability.

B. Response/Recovery

- Determine critical energy supply needs of priority populations (e.g., infants, elderly, and other people with special needs);
- Gather, assess, and share information on energy system damage, as well as estimate repair and restoration time;
- Activate assistance teams and obtain necessary resources to assist in recovery;
- Serve as the focal point for AFCEMA and EOC in order to protect the health and safety of affected persons;
- Work with AFCEMA to provide public service announcements on energy conservation, mitigation impacts, and restoration forecasts;
- Coordinate with other affected areas to maximize resources and information exchange;
- Conduct repair and maintenance operations until restoration of all services; and



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- Maintain records of expenditures and document resources utilized during recovery.



TERRORISM EMERGENCY SUPPORT FUNCTIONS (ESF)-13

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #13-Terrorism. This emergency support function for terrorism outlines the responsibilities, policies and procedures necessary before, during and after an emergency/disaster.

II. PURPOSE

The purpose is to provide assistance for prevention and response of a terrorist attack, international incident, and/or militant or domestic act of violence through specialized services for detection, diffusion of nuclear, biological/chemical agents or other explosives, security, decontamination, health/medical services, mass care and shelter, deceased identification, and disposition.

III. CONCEPT OF OPERATIONS

Standing Operating Procedures will be developed and maintained by the Law Enforcement and Fire Service assigned the primary responsibility for the terrorism function. Coordination with all appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.

The emergency terrorism and attack preparedness function is the primary responsibility of Law Enforcement and Fire Services. Secondary support for this function is the responsibility of the Fulton County Department of Health and the Atlanta-Fulton County Emergency Management Agency.



A. Mitigation/Preparedness

- Train on the identification of and preparedness for an unusual threat or incident;
- Maintain a working knowledge of facilities, companies, and businesses with chemical agents that could produce potentially dangerous explosives;
- Identify specialized medical supplies and equipment;
- Develop a proactive approach through MOUs with other agencies and organizations for specially trained personnel and resources;
- Establish an incident command system for response;
- Prepare for an adequate communications system and public information response;
- Plan for a post management and care system; and
- Participate in drills and exercises to evaluate terrorism response capability.

B. Response/Recovery

- Respond immediately to “calls for action” by the AFCEMA - EOC;
- Mobilize specially trained personnel and ensure necessary identification, supplies, protective gear, and equipment;
- Secure the perimeter around the incident;
- Implement the incident command and communications systems;
- Coordinate the dissemination of public information through the EOC;



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- Support federal and/or state response teams, upon arrival at the incident site;
- Continue support assistance until completion of recovery; and
- Maintain records of expenditures and document resources utilized during recovery.



ANIMALS AND ANIMAL INDUSTRY EMERGENCY SUPPORT FUNCTION (ESF) - 14

I. INTRODUCTION

The emergency support function of animals and animal industry supports the State Emergency Operations Plan ESF #14-Animals and Animal Industry. This emergency support function outlines the concept of operations, responsibility, direction and control necessary for the performance of the animals and animal industry function during an emergency.

II. PURPOSE

The purpose is to provide animal and animal industry services including shelter for companion pets and disposition of abandoned, diseased, disabled or dead animals for protection of the public from disease or injury during an emergency or disaster.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOP's) will be developed and maintained by Fulton County Animal Control, which has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve the Georgia Department of Agriculture.

The emergency animals and animal industry function is the primary responsibility of Fulton County Animal Control and secondary support for this function is the responsibility of the Atlanta-Fulton County Emergency Management Agency and includes, but is not limited to, the following:

- Atlanta Humane Society
- Atlanta Police Department
- Atlanta Zoo
- City of Atlanta Department of Corrections
- Fulton County Police Department
- Georgia Veterinary Specialists



A. Mitigation/Preparedness

- Coordinate with and involve other support agencies and organizations designated to assist;
- Develop MOUs with professional associations, volunteer organizations, and the private sector;
- Prepare, in conjunction with GEMA, Public Service Announcements (PSAs) to increase public awareness regarding pet options and animal directives; and
- Participate in drills and exercises to evaluate animal and animal industry response capability.

B. Response/Recovery

- Support the AFCEMA-EOC with all available resources;
- Coordinate local emergency response with regional and state systems;
- Request additional personnel and equipment for triage and shelter facilities, when necessary;
- Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination;
- Obtain additional supplies, equipment, personnel, and technical assistance from support agencies and the private sector;
- Provide representation at Disaster Application Centers (DACs), when necessary;
- Continue to augment services to effect rapid recovery and re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.



LAW ENFORCEMENT SERVICES EMERGENCY SUPPORT FUNCTIONS (ESF)-15

I. INTRODUCTION

The emergency support function of law enforcement services supports the State Emergency Operations Plan ESF #15-Law Enforcement. The emergency support function of law enforcement services involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to establish responsibilities, policies and procedures, which shall be followed in executing law enforcement services under an emergency/disaster condition. (An "emergency" for the purpose of this emergency support function shall be a situation that is extraordinary to any single area of public safety and requires the response of more than one bureau, department or agency to insure public safety, assistance and recovery). Major events (i.e., college/professional games, parades, conventions, etc.), where large gatherings of people congregate, are staged regularly in Fulton County are included.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by Law Enforcement Services has primary functional responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency law enforcement function is the primary responsibility of the Police Department where the emergency/disaster occurs. Secondary support for this function is the responsibility of the Sheriff's Department and includes, but is not limited to, the following:

Fulton County Marshal's Office



A. Mitigation/Preparedness

- Analyze hazard needs and determine public safety requirements;
- Identify agencies and organizations capable of providing resources and support;
- Coordinate with AFCEMA on critical facilities that require special security;
- Establish a chain of command and succession of authority for law enforcement and other first responders;
- Develop MOUs with adjacent and support law enforcement agencies; and
- Participate in drills and exercises to evaluate law enforcement response capability.

B. Response/Recovery

- Provide personnel for the EOC in time of emergency or disaster;
- Coordinate dissemination of information through the EOC;
- Assist with evacuation, traffic control, and security in restricted areas, as well as provide for communications;
- Maintain adequate law enforcement communication and warning signals to support the AFCEMA-EOC;
- Control exit and entry into the emergency or disaster area;
- Report transportation blockages to the AFCEMA-EOC;
- Arrange for security at critical facilities (e.g., shelters, Disaster Application Centers);
- Request additional support through MOUs and/or EOC;



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- Assist in the return of evacuees; and
- Maintain records of expenditures and document resources utilized during recovery.



EVACUATION EMERGENCY SUPPORT FUNCTIONS (ESF) -16

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #16-Evacuation. The emergency support function of evacuation involves direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to establish responsibilities, policies and procedures for affecting an expeditious and orderly movement of the population from a threatened or stricken area to an area of safety; and to ensure a prompt and orderly return after the threat has subsided and the area is safe for reentry.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary functional responsibility for this ESF, in cooperation with the AFCEMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency evacuation support function is the primary responsibility of the Atlanta-Fulton County Emergency Management Agency and secondary support for this function is the responsibility of Law Enforcement and/or Fire Services.

The Atlanta-Fulton County Emergency Management Agency will coordinate large-scale evacuations. Local fire and law enforcement services will initiate immediate area evacuations, when necessary.

Specific area evacuation is defined as the area needed to ensure the immediate safety of the population without regard to transportation, shelter or other needs. These types of evacuation require Police and/or Fire Services. The Director of the Atlanta-Fulton County Emergency Management Agency, or his/her designee must coordinate any other evacuation.



A. Mitigation/Preparedness

- Coordinate with applicable agencies to establish evacuation procedures;
- Develop a system to move people in an orderly manner (e.g., pre-planned routes, and flood plain considerations);
- Identify available and necessary resources and personnel needed for evacuation;
- Coordinate dissemination of route and evacuation information with appropriate agencies and organizations;
- Identify a staging area for personnel and equipment; and
- Participate in drills and exercise to evaluate local evacuation response capability.

B. Response/Recovery

- Recommend to local government officials evacuation options for the public;
- Alert support agencies and other jurisdictions regarding potential emergency or disaster;
- Coordinate with law enforcement for security of the evacuated area, limiting egress and ingress of the area;
- Implement the traffic plan prepared by designated agency;
- Request logistical assistance from supporting agencies and MOUs partners, as necessary;
- Coordinate with other jurisdictions to ensure opening of shelters to house evacuees;
- Request additional personnel, resources, and support necessary to accomplish re-entry; and



Atlanta-Fulton County EMERGENCY OPERATIONS PLAN

- Maintain records of expenditures and document resources utilized during recovery.



PUBLIC INFORMATION EMERGENCY SUPPORT FUNCTIONS (ESF) -17

I. INTRODUCTION

The emergency support function of communications and warning supports the State Emergency Operations Plan ESF #17-Public Information. The emergency support function of public information involves direction and coordination, operations and follow-through during an emergency or disaster.

II. PURPOSE

The purpose is to establish responsibilities, policies and procedures for conducting public information programs to educate and inform the public of emergency preparedness programs, the status of response to major emergencies/disasters, and a system for informing citizens of any restrictions or limitations (i.e., danger zones, road closings, etc.) which might be imposed during such incidents.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) will be developed and maintained by Public Affairs, which has primary responsibility for this ESF, in cooperation with AFCEMA. This function will be coordinated with and involve support agencies and organizations.

The public information function is the primary responsibility of Public Affairs and secondary support for this function is the responsibility of the Atlanta-Fulton County Emergency Management Agency. (*See Media Contact List, Annex J-2*)

A. Mitigation/Preparedness

- Designate an individual to serve as a public information officer or coordinator;
- Assist agencies and organizations with ESF responsibilities in development of uniform procedures for media releases;



- Maintain a media directory;
- Support disaster public awareness initiatives through dissemination of information, news articles, PSAs, and presentation of audio-visual materials;
- Establish communication resources to provide people with sensory disabilities (e.g., visual and hearing impaired) and non-English speaking persons with emergency management information regarding emergencies or disasters;
- Educate the public on alert messages such as watches and warnings through media such as radio, television, and newspaper;
- Develop protocols for agencies and organizations with functional support responsibilities to inform the media about emergency and/or disaster plans; and
- Participate in drills and exercises to evaluate public information capability.

B. Response/Recovery

- Define public notification timeframe regarding an emergency or disaster and disseminate information to the media;
- Maintain a system to ensure accurate dissemination of emergency information such as location, type of hazard, extent of damage, casualties, shelters open, evacuation routes, and other protective actions;
- Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner;
- Provide updates (e.g., response to inquiries about missing relatives, restricted areas of access and re-entry) regarding the emergency or disaster;
- Establish media responsibilities and appropriate spokespersons from local government, agencies, and organizations with ESF responsibilities;



Atlanta-Fulton County Emergency Operations Plan

- Continue provision of public safety and other necessary assistance information throughout the recovery phase;
- Provide advanced media releases to the GEMA - SOC;
- Coordinate with other jurisdictions that share the same media market.
- Maintain records of expenditures and document resources utilized during recovery.



CHECKLIST 1 EOC/Command Center Manager (Page 1 of 5)

Name: _____ Date: _____ Time: _____

EMERGENCY RESPONSE:

When notified of an emergency, which requires emergency notification and coordination for the City of Atlanta and/or Fulton County, advise the duty officer that the EOC will be activated. Refer to The EOC Activation Form with this checklist.

Fill out the attached EOC Activation Form. Determine the level of activation and identify the current priorities, both for the EOC and the field operations.

Notify the County Manager or Chief Operating Officer of the activation of the EOC and provide frequent updates on the status of the emergency.

Coordinate with the EMA department staff to identify required functions for the EOC. Ensure each activated function will be staffed. Refer to the assignment list (See Appendix B) for the primary and alternate assignees.

Evaluate the situation to determine all operations. Identify the following:

- Location of incident(s)
- General type of incident – fire, police activity, flood, etc.
- Jurisdiction over field emergency response (police, fire, medical, public works, etc.)
- Location of Field Incident Command Post
- City Jurisdiction, if any
- City EOC Activation
- Number and types of injuries, casualties or fatalities
- Status of victims
- Displaced population
- Number and type of emergency responders
- Impact to the environment, hazardous materials incidents
- Immediate field response priorities
- Current or pending mutual aid operations
- Emergency public information/warning requirements



CHECKLIST 1 EOC/Command Center Manager (Page 2 of 5)

<p>Based on the above information, determine the following:</p> <ul style="list-style-type: none"> • Level of emergency activation of the EOC (1, 2, or 3) • Primary activity of the EOC (i.e., coordination of information to key constituents, public information, readiness in the event of escalating needs, etc.) 	
<p>As the EMA staff and EOC Team Leaders arrive, establish the EOC Action Plan. Follow the template provided with this checklist. Establish the immediate actions, next hour actions and short-term actions. Work with each of the EOC Team Leaders to establish a joint process for sharing information and coordinating emergency operations.</p>	
<p>Summarize into the overall "Big Picture" view of the emergency situation, understanding current operations and how operations will eventually transition to recovery. Update the Action Plan and re-post every 2-5 hours or as conditions change. Number Action Plan forms sequentially to establish a time sequence. Communicate this to the staff in the EOC, the Policy Group and other constituents as needed.</p>	
<p>Work with the Emergency Public Information Team and EMA staff as available to establish a Communications Plan for the EOC activation. Determine what messages and information will be released, in what form and who will receive them. Ensure the news broadcasts are monitored for accuracy.</p>	
<p>If the crisis impacts schools, public services, local businesses and/or whole communities, activate and direct the Liaison position to communicate with key constituents and agencies on the Liaison list. Coordinate with the public information releases to ensure consistency and accuracy with the information released.</p>	
<p>If this crisis impacts the City of Atlanta and the City has activated City Hall East as an EOC, establish ongoing communication and coordination with the City. Serve as the Emergency Manager for the City if the disaster is contained within the city boundaries. It may become necessary to combine key functions, such as Public Information and the Operations Team with the City. Work through how this will be done and establish full coordination between City Hall East, the EOC and GEMA. If direct representation from the EOC is needed at City Hall East, appoint an EOC Manager to serve at the County and coordinate directly with you at City Hall East.</p>	



CHECKLIST 1 EOC/Command Center Manager (Page 3 of 5)

<p>If the crisis impacts multiple jurisdictions, including the City of Atlanta, work closely with the County and City Leadership to establish a primary EOC for the entire region at the County EOC. Communicate with the City Police Chief and Fire Chief, and establish a working relationship for coordinating disaster management activities together. Strive for combined Public Information and other key EOC functions including coordinating with GEMA. See Activation Process Charts for County (Figure 2) and For City (Figure 3) in Part 1 of this plan.</p>	
<p>If the EOC will be activated for more than normal work hours, or extended beyond 8 hours, direct the EMA staff to establish an EOC staffing schedule.</p>	
<p>If the crisis involves key County departments or emergency policies impacting County operations, activate the Policy Group to address policy issues and executive decision-making. Ensure that this group is informed and current throughout the EOC activation. If the Policy Group will be needed for extended hours, obtain contact information and/or arrange for one or two members to serve as primary contacts during non-business hours.</p>	
<p>Determine if the County should issue a Proclamation of a Local Disaster. If the disaster involves a local city, ascertain if the local city has also issued a declaration of a disaster.</p>	
<p>Notify the Georgia Emergency Management Agency (GEMA) of the EOC activation and provide status reports see Status Report Form with this checklist and/or use the AFCEMA Status Summary Form, Appendix C. Establish coordination with GEMA for mutual aid requests, requests for state resources, Governor's Declaration of Emergency Proclamations, and requests for state and federal disaster assistance programs. As the EOC Manager, serve as the primary contact to GEMA or delegate to the EMA staff.</p>	
<p>Serve as the EOC Manager over staff issues and policies regarding EOC operations. Keep in mind that people from multiple departments who may have differing policies and operational priorities, staff the EOC. It is essential that the EOC staff support the EOC management decisions and is able to communicate the priorities of the EOC to their respective agencies and departments. Staff issues covering pay and other employment issues should be referred to their own departments and supervisors. All staff in the EOC is treated as County staff for the purposes of support and care while they are in the EOC.</p>	
<p>Review and update the EOC Action Plan, with a focus on the transition to recovery as the emergency subsides. Work with the Planning Leader to continually reassess the situation and assess damage and emergency response costs</p>	



CHECKLIST 1 EOC/Command Center Manager (Page 4 of 5)

<p>Continue to update the EOC Action Plan every hour or as needed. Number and post EOC Action Plan in sequence. Bring together the EOC Leaders to review and implement the Action Plan. Lead periodic briefings with the entire EOC to communicate status and the EOC Action Plan.</p>	
<p>Consolidate all status reports and situation reports and updates, by placing them in a documentation file. Direct EMA staff at the Situation Status position to consolidate and archive into documentation files, including key email messages, faxes, etc. If possible, scan information into the computer system and hold in one central documentation file for archive purposes.</p>	
<p>As emergency conditions subside, deactivate EOC functions when no longer needed. Retain all notes and completed checklists from staff before they leave – again consolidate with the Situation Status position.</p>	
<p>As the emergency subsides, transition the EOC Action Plan into a Recovery Plan, identifying key strategies and programs for recovery of community services and operations. Determine if state and federal Disaster Declarations have been issued and if public assistance programs will become available.</p>	
<p>Prepare a Recovery Plan and present it to the Policy Group for approval.</p>	
<p>As the emergency subsides, continue to work with key functions that are needed to transition to recovery: Public Information, Damage Assessment, etc. Provide continual staffing at the EOC in the event other functions will be needed, and to provide central coordination.</p>	
<p>Deactivate the EOC when emergency coordination is no longer needed. Transition to the Recovery Phase.</p>	
<p>RECOVERY:</p>	
<p>If the disaster has significantly impacted the community and public assistance programs will be implemented for recovery, assign lead staff at EMA to coordinate with GEMA and FEMA, as these programs are provided to the City of Atlanta and Fulton County and eligible jurisdictions. Assist and communicate with all eligible jurisdictions to ensure they have appropriate representation at all public forums and understand the process for delivering public assistance to the community.</p>	
<p>In the unincorporated areas of the County, assign an EMA staff member or other representative from the County to coordinate the implementation of public assistance programs. Individual assistance programs are usually direct from FEMA to citizens provided through Disaster Assistance Centers (DAC's). However, some assistance for implementing DAC's may be needed from the EMA.</p>	
<p>Continue to review the Recovery Plan, determining the status of recovery operations and report updates to the County Manager and/or Policy Group.</p>	



CHECKLIST 1 EOC/Command Center Manager (Page 5 of 5)

Schedule and moderate an EOC activation debrief session to encourage staff who worked in the EOC, to provide feedback and input into opportunities for improvement into EOC operations, and to assist with the further development of emergency management skills. For many staff, working in the EOC is infrequent and they rarely have to.

Conduct a debriefing and review of the Emergency Response Management Plan with EMA staff. Update and revise the plan, forms and processes as needed.

Coordinate with all affected County departments for the City of Atlanta and Fulton County's application for Federal Disaster Assistance funds. Ensure the following:

- Documentation for damage to County assets using the Federal Disaster Forms, remaining consistent with damage categories
- Photographs and documentation regarding emergency repair projects and associated costs
- Application requirements, including Capital Project documentation for repair and reconstruction design drawings and specifications, funding sources (all projects have shared funding based upon percentages or total amounts available through Federal funding)
- Associated approval processes and documentation, Board of Commissioners, etc.
- Site Inspection, review of application packet and project review by FEMA inspector and agency representatives (this is a prolonged process and may take extended months or years.)
- Separate accounting tracking/audit trail for all FEMA funded projects in the event of a FEMA audit

Assist the County with analyzing the impacts of the disaster and identifying causes and potential mitigation strategies to reduce the impact of future similar events. If federal disaster programs have been appropriated by the US Congress, strategize to determine if the County and jurisdictions qualify for Hazard Reduction Program funding. Develop proposals and applications for Hazard Reduction Programs funded by FEMA.

Place all documentation associated with the EOC response and County management of the disaster on file, archive for seven years or as determined by County and Federal policy.



EOC Activation Form

EOC Manager:			
Date/Time Notified:	via:	Notified by (Name):	#:
Problem:		Location:	
EOC will be activated: YES <input type="checkbox"/> NO <input type="checkbox"/> Level <input type="checkbox"/>			
1. Mark on attached chart functions to be activated.	2. Notify Duty staff	3: Notify County Manager and City COO	
EOC Level of Response			
Color	Level	✓	Deactivation Time
1	Local Incident – EMA Staff		
2	Local Incident – EMA STAFF, EOC Operations Team, Planning Team, Public Information, Mutual Aid		
3	Full EOC Activation		
Green	DEACTIVATION		
City of Atlanta/Fulton County Proclamation			
4. Fill out Form <small>See attached form</small>	Key Departments Notified	Cities Notified?	
GEMA Notified		Elected Officials?	
Situation Analysis			
1. Lives Threatened:	2. Property Damaged:	3. Public Information Required?	
4. Public Services Impacted	5. Community Reputation Impacted?	6. Legal/Environmental/Regulatory Issues?	
Agencies Involved:			
City of Atlanta	Police	Fire	
School District(s)	EMS	Utilities	
Cities:	Hospitals	Other	



EOC/Command Center Activation Form

Emergency Operations		
Police	Fire	Paramedic/Medical
Public Works- Storm drains	Water/Sewer	Power
Medical Examiner	Public Works - Streets	Community Services –
Location (s) and Situation Status:		
Map Attached?		
Immediate Action Plan		
Highest Priority/Goal for the EOC:		
EOC Actions:		
Primary Actions on Site:		
Anticipated Next Steps:		
Anticipated Decisions, EOC Action Plan Update or Deactivation:		
Date:	Time:	Decision Point:
Attachments (please list):		



Atlanta-Fulton County Emergency Management Agency Proclamation of a Local Emergency in Fulton County, Georgia

WHEREAS, in accordance with **Fulton County** Code of Laws, Chapter 114 Section 37 Subsections (1), (2), and (3), the County Manager of **Fulton County** or designee, issues this Proclamation of a Local Emergency to **Fulton County** on this day: _____ (date/time); and

WHEREAS, severe emergency conditions exist which threaten lives, public health and/or safety, essential community services, publicly owned assets and/or the viability of the greater **Fulton County** communities; due to _____; and

WHEREAS, immediate action is needed for the protection of lives, protection of the public health and/or safety, restoration of essential community services and/or protection of property and recovery of the community viability in Fulton County; and

WHEREAS, the **Atlanta-Fulton County** Emergency Response Management Plan is activated and the **Atlanta-Fulton County** Emergency Operations Center is activated; therefore

BE IT PROCLAIMED and declared that a state of Local Emergency is in effect in **Fulton County** and all designated departments, agencies and staff are authorized to take emergency action, as necessary to protect the lives, property and viability of the public and citizens of **Fulton County**.

Signed: _____

Date: _____

Time: _____

Presented to the **Fulton County** Board of Commissioners:

Date: _____

Time: _____

Agenda Number: _____



Emergency Response Priorities

EMERGENCY RESPONSE PRIORITIES
Life safety - protection of lives and care of the injured
Containment of hazards – protection of the public and responders
Protection of property
Perimeter control/ security
Providing essential services: water, sewer, power, telephone
Protection of the environment
Emergency public information
Restoring public services and programs
Care and shelter of displaced persons



EOC/Command Center Action Plan

DATE:	TIME:	EOC Manager:
<i>Primary problem or incident</i>		
Agency in charge in the Field		
Highest priority or operational objective		

Strategic Actions Plan

List all strategies in prioritized order:

- Priority 1:**
- Priority 2:**
- Priority 3**
- Priority 4:**
- Priority 5**

For each strategy, plan the primary actions, assign a lead who will identify tasks and steps, and list the resources that will be needed:

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED



EOC/Command Center Action Plan (Continued)

DATE:	TIME:	EOC Manager:
--------------	--------------	---------------------

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES NEEDED

Continue this page, as needed to plan strategies



EOC/Command Center Action Plan (Continued)

Main issues to be addressed:

Issue	Lead	Time to Report Back

TIME FOR NEXT ACTION PLAN UPDATE:



Situation Status Report

DATE		TIME		REPORT #		Type of Emergency		
EOC/COMMAND CENTER ACTIVATED?			EOC/COMMAND CENTER MANAGER:			CHIEF OPERATING OFFICER NOTIFIED?		
Damage/Impacts:								
<input type="checkbox"/> People - Fatalities <input type="checkbox"/> People - Injuries <input type="checkbox"/> People - Evacuated <input type="checkbox"/> People - At Risk/Threatened <input type="checkbox"/> People – Other: _____ <input type="checkbox"/> Agriculture <input type="checkbox"/> County Departments/Facilities <input type="checkbox"/> City/Jurisdictions: _____				<input type="checkbox"/> Roads <input type="checkbox"/> Water Systems <input type="checkbox"/> Schools <input type="checkbox"/> Airports <input type="checkbox"/> Buildings/Facilities (attach list) <input type="checkbox"/> Gas/Power/Energy Utilities <input type="checkbox"/> Communications <input type="checkbox"/> Banks/Finance <input type="checkbox"/> Business <input type="checkbox"/> Government Services				
Emergency Response:								
<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Paramedic <input type="checkbox"/> Hospital <input type="checkbox"/> Public Works				<input type="checkbox"/> Communication Utilities <input type="checkbox"/> Heavy Rescue/Construction <input type="checkbox"/> Emergency Repair/ Construction <input type="checkbox"/> American Red Cross <input type="checkbox"/> Social Services <input type="checkbox"/> Public Health Services <input type="checkbox"/> Media/ Public Information				
Mutual Aid and Resources:								
<input type="checkbox"/> Fulton County Requests Mutual Aid: _____		<input type="checkbox"/> Fulton County can provide Mutual Aid: _____		<input type="checkbox"/> Fulton County requests other resources: _____		<input type="checkbox"/> Fulton County can provide other resources: _____		
Report Sent From:		Report Sent To:		Attachments:		Approved for Release by:		
Name <input type="text"/> Agency <input type="text"/> Phone <input type="text"/> Fax <input type="text"/> Email <input type="text"/>		Name <input type="text"/> Agency <input type="text"/> Phone <input type="text"/> Fax <input type="text"/> Email <input type="text"/>						

Attach additional pages, as necessary.



CHECKLIST 2

Policy Group (Page 1 of 3)

Name: _____ Date: _____ Time: _____

When notified of the activation of the County Emergency Operations Center, make all arrangements to coordinate with your department from the EOC.	
Report to the Policy Group conference room in the EOC and obtain a briefing from the EOC Manager.	
With the members of the Policy Group, evaluate the overall situation to identify: <ul style="list-style-type: none">• Potential policy level issues for County staff, County programs and/or the health and safety of County citizens• Emergency allocation of resources and/or funding for the immediate emergency response to protect life and property• Emergency measures which may be temporarily instituted to mitigate and/or control damage, loss and major impacts• Response and Recovery priorities for restoring essential public services and resuming normal operations• Potential State and Federal support for response and recovery	
With the EOC Manager, review the EOC Action Plan. As a group, develop the executive leadership part of the Action Plan to include the above areas.	
Note that the Atlanta-Fulton County Emergency Operations Center, while serving as the emergency command over County departments, primarily provides coordination, exchange of information and fosters cooperation from other cities and political jurisdictions within the County.	
Work with the Public Information Team to develop key messages for release regarding the County's status and priorities based on the Action Plan. Serve as the spokesperson(s) for the County as requested by the Public Information Team, especially during high volume media requests for interviews and media releases.	



CHECKLIST 2

Policy Group (Page 2 of 3)

<p>Communicate with your department to obtain status reports regarding operations, available resources and estimates of costs that are a result of the emergency (non-budgeted expenses). Provide updated reports to the EOC Manager and the Policy Group as the emergency continues. Evaluate the EOC Action Plan to identify areas in which current County assets and resources will not be sufficient to carryout plans and programs.</p>	
<p>PROCEDURES</p>	<p>TIME/DATE</p>
<p><i>EMERGENCY RESPONSE:</i></p>	
<p>With the EOC Manager, confer with the County Manager and other key leadership for approval of the EOC Action Plan and full understanding of the overall County's status and operations.</p>	
<p>Support the EOC's operation with direct communication as needed, to counterparts in other jurisdictions including: City of Atlanta, other Cities in the County, neighboring Counties, State agencies and others as needed.</p>	
<p>With the EOC Manager, develop a Recovery Plan for transitioning the emergency response to normal operations and for implementation of recovery programs and projects.</p>	
<p>Support the presentation and communication of the Recovery Plan for full cooperation from all County departments and involved agencies.</p>	
<p>Assign programs and tasks to departments as needed to implement emergency and recovery programs, providing leadership internally to ensure full cooperation and effectiveness.</p>	
<p>If essential department business operations are interrupted due to the emergency, coordinate Countywide business resumption from the Policy Group. Assign key staff from departments to manage overall business resumption, either consistent with former Y2K plans or as needed, to resume key business functions.</p>	



CHECKLIST 2

Policy Group (Page 3 of 3)

Assign lead staff in departments to work with EMA on the preparation of Disaster Assistance Program applications for the provision of data and documentation consistent with Federal requirements.	
During an extended activation of the EOC, provide for back-up representation from your department on the Policy Group, or provide a back-up contact in the event your department is not essential to the Policy Group.	
Support the EOC Manager with communication and coordination to elected officials, key businesses and agencies and other entities, as requested.	
Assist with EOC management as needed, to allow relief for the EOC Manager and others in the EOC, if requested.	
PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Continue to meet periodically to review the updated EOC Action Plan and update the status of departments. As emergency conditions subside, make contact arrangements to receive reports and/or faxes from the EOC if the Policy Group does not need to be physically present in the EOC.	
<i>RECOVERY:</i>	
If the represented department is involved in recovery operations, assign a department lead to coordinate with the EOC Manager and EMA.	
Support the EOC Manager with post-activation debriefing and analysis, for areas of improvement and lessons learned from the response.	
If Federal Hazard Mitigation funding will be made available, determine how your department may be involved in the development and implementation of Hazard Reduction programs.	
Follow-up with all staff, agencies and entities who worked in and supported emergency response and recovery operations with official letters of acknowledgement. This may be from the EOC Manager, County Manager, Department Heads, or elected officials.	



CHECKLIST 3

Public Information (Page 1 of 3)

Name: _____ Date: _____ Time: _____

<p>When notified of an emergency or an activation of the Atlanta-Fulton County Emergency Operations Center, activate at least one member of the County Public Information Team and report to the EOC.</p>	
<p>Become fully briefed on the situation. Identify all affected jurisdictions and agencies.</p>	
<p>Meet with the EOC Manager and/or the Policy Group to review the current EOC Action Plan. Identify public information needs and processes. Develop and present to the EOC Manager, the Public Information Communication Plan. Include: Basic message(s) and information; Channels of release/dissemination; Lead Spokesperson(s); scheduled media conferences; Other jurisdictions and agencies who may wish to join with the City of Atlanta and Fulton County; Key officials who may need to be briefed prior to releases; process for public inquiries and information kiosks (i.e., web based, hot-lines, email, etc.).</p>	
<p>Prepare basic message(s) and obtain approval from the EOC Manager and/or the Policy Group for release. Verify and validate information to ensure accuracy.</p>	
<p>Review and coordinate with Public Information officers of other agencies and jurisdictions, as needed.</p>	
<p>Distribute and release information as planned, via all channels involved: Fax, email, telephone calls to radio, television and cable stations, web site posting, and conferences. Maintain a record of released information and log all outgoing and incoming messages via copies attached to this checklist or a signature log for the team.</p>	



CHECKLIST 3 Public Information (Page 2 of 3)

<p>Monitor the receipt and dissemination by the professional media and other agencies via news broadcasts and live updates on the radio and television stations. If the activation extends to more than one day, verify that the print media has been included.</p>	
<p>If inaccuracies or other mistakes are noted in the professional media broadcasts, follow-up with corrections and updates.</p>	
<p>If the media is staging at a disaster site in the field, in the unincorporated area of the City of Atlanta and Fulton County, work with the lead agency in the Emergency Response to coordinate field media management. Provide support as needed, to ensure consistency with media releases in the field and the EOC.</p>	
<p>If the media is staging at the EOC and/or nearby County offices, establish a “Public Information Center” and direct media and other inquiries to that location for interviews and releases. Establish a time schedule for releases and ensure key officials and department representatives are available for media interviews.</p>	
<p>If the emergency requires notification and warning to the Public, work with the lead agency in developing public information and warning messages. Such messages may include hazard warning information, protection of property and personal safety information, health and safety information regarding water, food or other services, and/or direction to the public regarding restrictions or special circumstances. Again, disseminate this information via public information channels and monitor for accuracy in rebroadcasts. <i>If available, inquire with County Emergency Communications regarding the activation of the local Emergency Broadcast capability of local media and/or the State of Georgia warning communications system.</i></p>	



CHECKLIST 3 Public Information (Page 3 of 3)

<p>Support the Policy Group and other Department Heads with internal releases of information for County staff via email, releases, postings and other employee/staff notices.</p>	
<p>As needed, provide public forums in conjunction with emergency responders and public officials, to provide emergency information to affected neighborhoods, businesses and other groups. Bring elected officials, technical experts or managers who will be able to provide information to assist the public with on-going disaster response and recovery.</p>	
<p>Support the EOC Manager with providing updated releases to all jurisdictions and agencies in the City of Atlanta and Fulton County, the State of Georgia and Federal representatives. Ensure that all interested parties have access, either via direct communication with the Public Information Team or via publicly accessed kiosks on the Fulton County web site, etc.</p>	
<p>Provide the EOC Manager and the EOC with updates regarding external conditions and other information that may impact operations.</p>	
<p>Implement rumor control procedures, coordinating closely with all other public information teams and departments to correct misinformation and provide accurate information and updates. Provide 24-hour support to the EOC and the EOC Manager.</p>	
<p>Plan to transition public information activities to the County Information and Public Affairs Department.</p>	
<p>RECOVERY:</p>	
<p>Provide public information support as needed, for the County's Recovery Plan and to inform the public and qualifying entities of the application process for disaster assistance programs.</p>	
<p>Prepare after action reports as requested, for the EOC Manager's post-activation debriefing. Review as a team, the Public Information Team's activation and update this plan as improvements are implemented to the Public Information process.</p>	



CHECKLIST 4 School Systems (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When notified of an emergency which affects the local region in which the School system is located, automatically send in a status report to the AFCEMA via telephone call, fax or email.	
Use the attached status reporting form or other form to report: <ul style="list-style-type: none">• Schools are OPEN/CLOSED• Status of students• Status of staff and faculty• Damage estimates• Immediate response actions• Requests for emergency resources or services, include specific type, number and location needed• Resources available to support community needs (shelter, food services, transportation, etc.)• Location of School System EOC	
Receive status reports, press releases and emergency public information from the EOC.	
Disseminate emergency public information as requested to staff and students, including parents and/or families.	
If significant damage has occurred to School property, provide descriptions, locations and estimates of loss to the EOC.	
If School resources are needed, provide the name, title and contact information for the School authority authorizing the use of School resources to support community emergency response (i.e. Red Cross shelters).	



CHECKLIST 4 School Systems (Page 2 of 2)

<p>If emergency resources are needed, provide specific information regarding what type of resource, why it is needed, where it is needed, how long it will be needed and the name and contact information for the School staff person who will be the site contact.</p>	
<p>Fax exact messages for the EOC's Public Information Team to include in EOC releases and emergency public information regarding School status and operations.</p>	
<p>Provide updates every four hours, daily or as requested by the EOC.</p>	
<p>RECOVERY:</p>	
<p>Notify the EOC when the School operations have returned to normal.</p>	
<p>Coordinate disaster assistance program applications with the County EMA, as notified by AFCEMA or FEMA.</p>	
<p>Coordinate mitigation programs to reduce hazards and increase preparedness with the County EMA.</p>	



School System Status Report Form AFCEMA EOC

Telephone:			
Fax:			
Email:			
1. School System			
Date/Time:	Name	Title	Telephone
Person in charge		Headquarters or EOC location:	
2. School EOC will be activated: YES <input type="checkbox"/> NO <input type="checkbox"/>			
3. School is OPEN/CLOSED: _____ <i>until:</i> _____			
4. Situation Summary			
1. Status of Schools: Attach lists, as needed	2. Damage to Buildings/Property:	3. Status of Students	
4. Status of Staff/Faculty	5. Injuries/Fatalities/Casualties	6. Emergency Response Operations on Site	
Emergency Needs:			
Police	Fire	Paramedic	



Atlanta-Fulton County Emergency Operations Plan

Security	Child Care Assistance	Emergency Building Repair
Flood Control	Building Inspection	Drinking Water
Power/Electricity	Transportation	Communications
Media Control	People seeking shelter on site	Children without parents
Animal Control	Sanitation Services	Food
Administrative Support	Office Equipment/Support	Other:



School System Status Report Form AFCEMA EOC

Page 2 of 2

Telephone:	
Fax:	
Email:	
Resources Needed	
Type of resources needed	
Location needed	
Amount needed	
Person requesting: (name, title, contact #)	
Person on-site who will coordinate: (name, title, contact #)	
§ Resources and Support Able to Provide:	
Gymnasium for public emergency shelter	
Food/Water	
Transportation (buses, drivers, fuel)	
Equipment/Staff	
Next Status Update:	
Date:	
Time:	
Attachments (please list):	



CHECKLIST 5 Incorporated Cities (Page 1 of 4)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
When notified of an emergency that requires emergency notification and coordination, or when the City EOC is activated, automatically send in a status report to the EOC via telephone call, fax or email.	
Use the Appendix C reporting form or other form to report: <ul style="list-style-type: none"> • Status of the City Emergency Operations Center • Status of City Emergency Response Operations • Damage estimates • Requests for emergency resources or services, include specific type, number and location needed • Resources available to support other emergency operations • Emergency Public Information messages, releases and public warning information • Mutual Aid operations • Local Declaration of Disaster Proclamation Issued? 	
Receive status reports, press releases and emergency public information from the EOC.	
Disseminate emergency public information to City staff and public.	
If significant damage has occurred to public property, provide estimates and descriptions for the County report to GEMA and FEMA.	



CHECKLIST 5 Incorporated Cities (Page 2 of 4)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>If the EOC requests resources to support other operations, determine that the City is able to provide those resources without depleting the City's Emergency Response capability. Track the provision of staff, equipment, supplies and services provided, and provide a summary to the EOC. If Mutual Aid resources are requested OUTSIDE of the County EOC (i.e. directly from another jurisdiction or via GMAG), provide a status report to the County EOC to keep them informed of mutual aid operations.</p>	
<p>If the City is requesting emergency resources, provide specific information regarding what type of resource, why it is needed, where it is needed, how long it will be needed and the name and contact information for the person who will be the site contact. Treat incoming resources (staff and services) as if they are city assets and track work progress. Provide status reports and updates to the EOC.</p>	
<p>If the emergency involves GMAG for requests and coordination of Fire Agency mutual aid, provide status reports and updates to the EOC regarding GMAG operations. This reporting allows for complete coordination between Fire operations statewide and County emergency management.</p>	
<p>Fax exact messages for the EOC's Public Information Team to include in EOC releases and emergency public information regarding the City's status and operations. For significant incidents in which the City's EOC is activated, coordinate joint releases and conferences with the EOC Public Information Team.</p>	
<p>Provide updates every four hours, daily or as requested by the EOC.</p>	



CHECKLIST 5 Incorporated Cities (Page 3 of 4)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>If the City Emergency Response Operations involve multiple jurisdictions and/or multiple agency response, coordinate the City's Emergency Response with the County EOC Operations Team to ensure Countywide support and cooperation. If the emergency incident occurs within City boundaries, the City maintains control and jurisdiction over the Emergency Response Operations and management. In this case, keep the County EOC informed of city operations and request support functions such as Public Information to be activated in support of the City response.</p>	
<p>If the County Policy Group and/or Board of Commissioners has enacted emergency measures including: curfews, restricted activities, restricted access to secured areas, etc., coordinate the support and local enactment of such measures as needed for emergency management and control.</p>	
<p>Ensure that a Local Proclamation of a Disaster has been issued by the City EOC, as needed. Inform the EOC when the local proclamation is issued.</p>	
<p>Provide damage assessment summary information to the EOC for the City, including public property damage, private property damage and impacts to utilities, critical public services, and business viability.</p>	
<p>Notify the EOC when the City EOC will be deactivated and as emergency conditions subside.</p>	
<i>RECOVERY:</i>	
<p>Work with the County EMA to coordinate FEMA and GEMA Disaster Assistance Program implementation and other recovery operations.</p>	



CHECKLIST 5

Incorporated Cities (Page 4 of 4)

RECOVERY:

Provide post-incident debriefing and lessons learned information to the EMA, as information is available. Coordinate joint debriefing sessions with EMA and other agencies as needed, to evaluate Response Operations and identify areas of improvement for plans and processes.

Coordinate hazard mitigation strategies and programs with the County, as needed. Inform EMA of such strategies and programs which may lead to local ordinances and measures for promoting hazard resistance communities and improving emergency response capabilities.

Participate in Countywide programs for hazard awareness, increased and improved emergency management plans and process and long-term disaster recovery and preparedness programs.

Update and test emergency communication systems to maintain a state of readiness for emergency response.



CHECKLIST 6

City of Atlanta Mayor/Chief Operating Officer (Page 1 of 1)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
The City of Atlanta, as the premier municipality in Fulton County, will need to be informed of emergency information and operations whenever the County EOC is activated. This function is primarily notification and information exchange. Please note: <i>If the disaster involves directly or indirectly the City of Atlanta, the County EOC also serves the City of Atlanta and will coordinate operations directly with the emergency response departments of the City.</i>	
The County Liaison, EOC Manager or other representative of the EOC will notify the Mayor's office or Chief Operating Officer's office of the activation of the County EOC and the on-going status of operations when the EOC is activated for emergencies not in the City of Atlanta.	
The Mayor's Office or Chief Operating Officer's office, will receive status reports, press releases and emergency public information from the EOC.	
City staff may need to be informed of emergency conditions outside of the City, as many staff members live in and commute through, other cities and unincorporated areas of the City of Atlanta and Fulton County.	
While most emergency resources will be requested through Fire Department, Law Enforcement or other department communications, the County EOC may request specific City resources as mutual aid for other jurisdictions. Further coordination may be needed to provide such resources to other municipalities or the County.	
The EOC will provide updates every four hours, or as new information is available.	
RECOVERY:	
The County EOC or EMA will provide updated information on recovery operations and programs as a result of the disaster. City representatives may be invited to post-disaster debriefings for the exchange of information and lessons learned.	



CHECKLIST 7 Environment/Health (Page 1 of 4)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>When called to the EOC, assemble into the Environment/Health Team ensuring a representative for each type of field response operation: hazmat (may be represented by the Fire Department) sanitation or public health, or environmental response agency. At a minimum, the Team should have a public health and safety representative.</p>	
<p>Work with the Public Safety Team to obtain a field situation report. Obtain all information regarding health and environmental impacts, including:</p> <ul style="list-style-type: none"> • Potable (drinking) water • Waste water • Hazardous materials spills, releases or contamination • Airborne contaminants or toxic plumes • Rivers, streams and other waterway contamination • Unstable land, slopes or foundations • Wind, weather, meteorological hazards (impacting health and safety) • Wells, mines and pit hazards • Infectious diseases, viruses and other epidemiological hazards • Food-borne contaminants and health risks • Blood-borne pathogens and potential contamination • Sanitation and waste disposal issues • Vector infestation and disease hazard 	
<p>Serve as the control and coordination team for environment and public health response. In this case, decision makers and/or Department Heads should be represented on the Policy Group in the EOC, and control over field operations is directed from the EOC.</p>	



CHECKLIST 7 Environment/Health (Page 2 of 4)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>If the emergency involves one or more incorporated jurisdictions, the Environment/Health Team may have jurisdiction over the above hazards and emergencies, depending on the city. The Team may serve a dual role of overseeing the regulatory response and/or serve as a coordinating unit for the exchange of information and tracking of field operations in incorporated cities.</p>	
<p>If state and/or federal agencies also respond to the incident, the EOC may need to identify the lead agency in the field. If it is Fulton County Health Department or the Environmental Department, then the EOC assumes a control role over the response and requests liaison from all supporting agencies (state and federal). If the other agencies are the lead, then the EOC and Environment/Health Team assumes a coordinating role and supports the lead agency in the field with a County Liaison.</p>	
<p>Evaluate the situation to identify hazards and risks. Prepare recommendations for immediate response, safety and containment and present to the Operations Group Leader and the Public Safety Team. If the situation involves fatalities and/or extensive property damage, as well as ongoing emergency response, all teams of the Operations Group will work jointly to develop strategic plans and recommendations for containment and safety.</p>	
<p>Develop plans for initiating and implement emergency public warning operations in the field. Coordinate messages with the Public Information Team, and work with the Public Safety Team to release emergency public warning messages to all public safety agencies. With the Public Safety Team, monitor the receipt and dissemination of the messages to ensure completeness and accuracy.</p>	
<p>Provide technical support to the Public Information Team for the development and release of public warning and safety information. Be prepared to provide hot-line support for public inquiries and/or development and dissemination of public information bulletins.</p>	



CHECKLIST 7 Environment/Health (Page 3 of 4)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Track the numbers, location and disposition of victims, casualties and affected persons. In the event of diseases, viruses or other illness-based hazards, work with the Public Health Department on tracking and monitoring the victims. Work with the Public Health Department and the EOC Manager to notify appropriate state and federal agencies of epidemiological hazards and crises.	
Analyze the situation summary and evaluate for allocation and use of available health and environmental resources within Fulton County. If a Countywide strategy for emergency response or heightened state of readiness is identified, develop and present the recommendations to the Operations Group Leader and EOC Manager. The Operations Group Leader and EOC Manager will move forward with obtaining consensus from executive leadership regarding such strategies and action plans, including the request for outside resources.	
Provide technical support and expertise to the EOC for all potential environmental impacts, safety issues and protection strategies.	
Gather information regarding operations from all environment and health agencies involved, including state and federal responders. Obtain contact information and exchange information regarding the status of operations and plans of action for health and environmental operations.	
If requests for resources for field emergency response are received, forward to the Operations Group Leader and the Logistic and Resources Group. The Logistics and Resources Group is tasked with procurement and delivery of resources.	
Initiate investigations and gather information for documentation for all hazards and subsequent response operations. Work with department staff to transition EOC documentation to normal department management.	



CHECKLIST 7

Environment/Health (Page 4 of 4)

RECOVERY:

Provide copies of documentation of the EOC response and forward to the Operations Group Leader for any post

Work with EMA to implement disaster assistance programs for qualifying public agencies, emergency service providers and private citizens, as available from State and Federal grants and programs.

Support County Elected Officials in the implementation of programs and measures to mitigate and protect from risk, exposure and further hazards.

Participate as requested, in post- activation debriefing to identify lessons learned and areas of improvement for the Environment/Health Team in the EOC.



CHECKLIST 8 Utilities (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When contacted by the Atlanta-Fulton County EOC, report to EOC with all necessary maps, telephones, and communication access.	
Provide a report to the Operations Group Leader and other teams regarding the status of utility operations and services. Utilities include: <ul style="list-style-type: none"> • Telephone • BellSouth • Electric Power • Natural Gas • Fuels • Water Delivery • Wastewater • Public Transportation • Waste Pick-up and Disposal 	
If staffed by County personnel, initiate contact with all listed utilities and obtain operational status reports.	
As requested by the Operations Group Leader, request an operational Liaison in the EOC from each critical lifeline agency. The Liaison should be prepared to work with the Public Safety Team and support the development of operational strategies to restore services and safety within the community.	
If a Liaison for the agency is not available for the EOC, establish communication with the agency Emergency Operations Center and coordinate status report and the exchange of information. (In many cases, the utility will have a representative in the field at the Command Post, or at a local jurisdiction's EOC instead of the County).	



CHECKLIST 8 Utilities (Page 2 of 2)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Provide status reports and updates on all utilities and essential services. Work with the Public Safety Team to develop coordinated plans and requests for restoring service to high priority users including: hospitals	
Track the status of utilities and notify the Operations Group Leader and all teams, as services are restored.	
If water, sewer, and power services are interrupted for extended periods (more than 24 hours), work with the Environment/Health Team to determine hazards and risks to public health and safety.	
Support the Public Information Team in the development of messages and releases of information regarding utilities and services. Ensure the coordination of public information releases with involved utilities.	
Represent the utilities with the Public Safety Team in the development of response and recovery plans. Plan for the restoration of all services to restore the community to normal operations.	
Provide updates to the Liaison position in order to assist with communication to key agencies and constituents, regarding utilities. Serve as a technical resource to the EOC regarding the utilities.	
<i>RECOVERY:</i>	
Provide copies of documentation of the EOC response and forward to the Operations Group Leader for any post-activation reports and debriefings.	
Provide updates and information regarding the full restoration of services to promote business resumption and normal operations.	
Support the implementation of disaster assistance programs for qualifying public agencies, emergency service providers and private citizens, as available from state and federal grants and programs.	
Participate as requested, in post-activation and debriefings to identify lessons learned and areas of improvement for the Environment/Health Team in the EOC.	



CHECKLIST 9

Medical Examiner (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
The EOC will request a representative from the Medical Examiner's office to work with the Operations Group in the EOC when the number of fatalities exceeds the capability of the Medical Examiner's Office.	
Report to the EOC, and with the Public Safety Team, assess the number of fatalities. Further assess the response conditions including: <ul style="list-style-type: none"> • Hazards to responders and staff • Control and decontamination procedures • Crime scene preservation and investigation requirements • Weather and temperature impacts • Availability and proximity of appropriate storage and processing facilities (funeral homes, hospitals, air conditioned gymnasiums, etc.) • Transportation requirements • Victim identification processes • Notification of relatives • Property and effects of victims 	
Based on the above conditions, develop with the Operations Group Teams a Medical Examiners Response Action Plan. Coordinate the request for resources and support, with the Logistics and Resources Group – providing for emergency contracts and vended services.	
Process the associated documentation in the Medical Examiner's Office (not in the EOC), or at the temporary facility. Request support staff to augment Medical Examiner's staff, as needed. The EOC will coordinate the temporary assignment of staff or procurement of temporary services.	
Plan for and manage, the set up and coordination of temporary Medical Examiner operations in the field. Work with the Operations Group to coordinate all response activities and public information releases.	



CHECKLIST 9 Medical Examiner (Page 2 of 2)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>Plan for the reception and communication with victim's relatives near the incident, or at an appropriate location. With the Public Safety Team and EOC Manager, plan for support, including:</p> <ul style="list-style-type: none"> • Formal notification • Crisis and grief counseling • First- Aid and medical treatment • Interviews and informational meetings • Official representation and management from the County 	
<p>As soon as possible, transition temporary field operations to normal processes.</p>	
<p>In the event of a large number of mass casualties, request mutual aid support (via the EOC Manager) from the State of Georgia, other counties and federal resources. If such resources are provided, continue to oversee and coordinate all Medical Examiner operations. Remember that Fulton County Medical Examiner is the local agency in charge of fatalities.</p>	
<i>RECOVERY:</i>	
<p>Provide copies of documentation of the EOC response and forward to the Operations Group Leader for any post-activation reports and debriefings.</p>	
<p>Support investigations of the incidents, including reviewing the overall County response and Medical Examiner operations.</p>	
<p>Participate as requested, in post- activation debriefing to identify lessons learned and areas of improvement for the Environment/Health Team in the EOC.</p>	



CHECKLIST 10

Planning and Intelligence (Page 1 of 5)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>When activated at the EOC, obtain a full briefing from the Operations Group Leader on the location of the emergency and extent of the response operations. Activate the situation status position and direct the posting of summary information. Ensure the EOC log has been started and update throughout the EOC activation.</p>	
<p>Provide regular status reports and updates to the EOC Manager and all staff. This can be via small meetings, or by holding a briefing presentation for all staff assembled in the EOC. Provide summary status reports to the Liaison position for dissemination to the contact list for the EOC.</p>	
<p>Provide information and data to the Public Information Team, and review the information that will be released to validate accuracy and consistency.</p> <p><i>EMERGENCY RESPONSE:</i></p> <p>Review the display and posting of information. Ensure the following categories are addressed:</p> <ul style="list-style-type: none"> • Major events, incidents and locations of field response operations • General deployment of emergency response agencies and primary activities in the field • Status of incorporated cities, unincorporated neighborhoods, and communities • Status of major hospitals • Status of major transportation routes • Status of public transportation services • Status of County departments and services • Status of County facilities, buildings and resources • Status of utilities and lifeline services • General status of private property and location of damage • Weather 	



CHECKLIST 10 Planning and Intelligence (Page 2 of 5)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<ul style="list-style-type: none"> • Summary of known damage • Estimates (can be very general) of financial impact, losses and repair costs • Problems outstanding –prioritized • Resources needed • Recommendations for actions, strategies and continued operations • Notifications made • Status of key County and City Officials and Leadership (if involved in the EOC response) 	
<p>If there is extensive damage in the unincorporated area, activate the Damage Assessment Team and determine if field windshield assessments need to be conducted. Ensure the coordination and communication with the American Red Cross to receive information obtained by their volunteers. Determine if there is extensive damage to private homes and small businesses. If so, gather aggregate data regarding damage, losses, financial impacts and rebuild costs. Notify the Tax Assessor of extensive private property damage.</p>	
<p>If field inspection teams are needed in the unincorporated area, manage the assembly and deployment of teams from the Environment and Community Development department. Establish a priority for field assignment based on: life safety, public safety and hazard containment, restoration of critical utilities, or other priority requests from the Operations Group.</p>	
<p>Coordinate with the Liaison position to gather damage assessment information and data from the incorporated cities.</p>	



CHECKLIST 10

Planning and Intelligence (Page 3 of 5)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>Provide a summary of damage assessment and estimated losses to the EOC Manager and the Policy Group. Forward the information to the FEMA/Insurance position on the Finance Group. The Preliminary Damage Assessment (PDA) report is required by FEMA before the state can request Federal disaster assistance. Prepare summary reports for GEMA and FEMA, based upon the Federal damage categories:</p> <ul style="list-style-type: none"> • Category A: Debris removal • Category B: Emergency protective measures • Category C: Road systems and bridges • Category D: Water control facilities • Category E: Public buildings and contents • Category F: Public utilities • Category G: Parks, recreational, and other agencies <p>Also prepare a summary of private sector damage assessment by jurisdiction, as the information comes available.</p>	
<p>Refrain from releasing damage estimates to the media before a total estimate has been calculated.</p>	
<p>With the Operations Group Leader, conduct an analysis of the situation status and all information. Determine the primary needs, operational objectives for emergency response, status of resources and capability for sustained response and recovery, and the primary issues involved in restoring normal operations. Provide a summary report with recommendations to the other Group Leaders, the EOC Manager, and as requested, to the Policy Group. Provide updates to this analysis as conditions change and the emergency subsides.</p>	



CHECKLIST 10 Planning and Intelligence (Page 4 of 5)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Prepare an emergency repair and restoration plan to address immediate repair projects, anticipated capital improvement and repair projects and other alternatives for County facilities, roads and other properties, which have been damaged. Prioritize based upon life safety, public health and safety, critical services, and other priorities established by the overall EOC Action Plan. As authorized by the EOC Manager and the Policy Group, initiate repair projects. Coordinate with the FEMA/Insurance position to ensure appropriate documentation and management processes to support eligibility for Federal reimbursement for qualifying projects.	
Provide ongoing updates to the EOC Manager regarding the overall situation and recovery process. Provide status reports on County departments and services impacted by damage to County facilities.	
Provide a list of County facilities and other facilities that will be open for operations and public assistance. Assist the Policy Group with resuming critical County business operations.	
Keep track of, and collect all documentation and reports in the EOC for archive. If able, collect emails, faxed documents and other electronic reports and save on electronic media. File status updates and action plans sequentially, to assist with the after-action debriefing.	
Support the EOC Manager in planning for extended EOC operations. Ensure situation status posting and logging of activities are conducted throughout the activation of the EOC.	



CHECKLIST 10

Planning and Intelligence (Page 5 of 5)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<i>RECOVERY:</i>	
Support the EOC Manager with the development of a recovery plan. Identify all County services that are interrupted or operating in alternate locations, and provide recommendations for the eventual transition back to normal operations. Provide an estimate of repair and reconstruction projects based upon priorities. Anticipate the influx of Federal inspection and assistance teams. Determine, with the EOC Manager, how and where these programs will be managed. Identify fast-track programs to assist the private sector with recovery and disaster assistance.	
Plan for the transition of emergency projects and programs to transfer to normal County department management.	
Provide all documentation to the FEMA/Insurance position for FEMA Disaster Assistance Program applications.	
Participate in debriefing meetings with the EOC Manager to identify areas of improvement for the EOC.	
Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.	



CHECKLIST 11

Damage Assessment (Page 1 of 3)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When called to the EOC, determine the geographical boundaries of the emergency. Identify types of damage and properties affected.	
Collect damage information for the following: <ul style="list-style-type: none"> • County owned properties and facilities • City and other publicly owned properties and facilities • Private commercial property and facilities – by jurisdiction • Individual property and facilities – by jurisdiction • Schools and hospitals, and other private or non-profit emergency and/or community services – by jurisdiction <i>Note that state and federal property will be assessed at state and federal levels, and are not included in the County damage assessment.</i>	
If the above information is not readily available, plan for windshield surveys in the affected areas. Frequently, the American Red Cross will conduct such surveys in advance of the local agencies. Work with the Red Cross to collect windshield survey information. If it is not available, work with the Operations Group Leader to determine if the emergency response agencies can perform this task. If not, work with the Planning and Intelligence Group Leader to determine if County staff from the Environment and Community Development, and/or the Tax Assessor departments should be deployed to collect windshield survey information. If such teams are deployed, provide maps and establish a process for noting damage and collecting information. Generally, estimates can be made based on major, moderate or light damage assessment and the square footage of private homes and buildings (available from the property tax files). For roads, utilities and public works facilities, contact the agencies and departments for estimates.	



CHECKLIST 11

Damage Assessment (Page 2 of 3)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
<p>Plan to provide damage assessment data in several ways. Verify with the Planning and Intelligence Group Leader the type of assessment needed:</p> <ul style="list-style-type: none"> • Loss estimates are generally based on damage to known value which results in a loss • Repair/reconstruction estimates are based on projects and restoration estimates, and are higher than losses • Financial impacts include loss of revenue, inventory, medical, fees, liability and/or other incurred expenses <p>Initial damage assessment reports are usually a calculation of loss. However, FEMA program information may include the other costs, as appropriate.</p>	
<p>DO NOT RELEASE DAMAGE ASSESSMENT INFORMATION OUTSIDE OF THE EOC UNLESS APPROVED BY THE EOC MANAGER.</p>	
<p>Work with the Liaison position to collect data from cities and other agencies and entities impacted by the emergency. Separate data by political jurisdiction, as well as agency or owner.</p>	
<p>Provide a Fulton County damage assessment for County owned properties and operations.</p>	
<p>If private, individual or commercial property is damaged, notify the Tax Collector. Forward information to the Tax Assessor, as available.</p>	
<p>Provide damage summary reports by FEMA categories, as requested. The categories are:</p> <ul style="list-style-type: none"> • Category A: Debris removal • Category B: Emergency protective measures • Category C: Road systems and bridges • Category D: Water control facilities • Category E: Public buildings and contents • Category F: Public utilities • Category G: Parks, recreational, and other <p>Again, separate by jurisdiction.</p>	



CHECKLIST 11

Damage Assessment (Page 3 of 3)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Update damage assessment estimates as information is received in the EOC.	
File and archive all damage reports by jurisdiction and property address. Forward copies to Situation Status and the FEMA/Insurance position as needed.	
<i>RECOVERY:</i>	
Collect all reports, files and associated documents, and forward to situation status for archive.	
Provide copies of reports to the Tax Assessor's office, as requested.	
Participate in the post-activation debriefing to identify areas of improvement for the EOC.	



CHECKLIST 12 Purchasing (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When activated to the EOC, set up the emergency purchasing system. Work with Finance to obtain emergency account numbers and coordinate the purchasing process.	
Meet with the Logistics and Resources Group Leader to analyze the current emergency operations, and identify anticipated resources. Discuss and determine selection criteria and process, as applicable.	
Contact potential resource providers, as directed, to set up contingency purchase orders and emergency contracts.	
Activate pre-qualified contractors, vendors and service providers as needed to support emergency projects.	
Receive requests for services and procurement. Process within the authority of the EOC for the emergency. PROCESS PROCUREMENT FOR THE COUNTY ONLY. OTHER AGENCIES ARE RESPONSIBLE FOR THEIR OWN EMERGENCY PURCHASING. <i>Please note that once purchased, the County may elect to provide resources as mutual aid to other agencies.</i> However, the County, unless acting as the managing agency, does not purchase for other cities or independent public agencies.	
Handle all arrangements for logistics, including delivery and pick-up. Support the emergency operations as much as possible by taking care of administrative items regarding the procurement and delivery of resources including: <ul style="list-style-type: none"> • Contract documents • Purchase Orders • Insurance Certificates • Payment process • Additional requirements (compliance with state and federal environmental regulations, etc.) 	



CHECKLIST 12

Purchasing (Page 2 of 2)

Keep original source documents for all purchases and transfer to the appropriate department when the emergency subsides.	
Provide updates to Situation Status and the Operations Group when resources have been procured.	
<i>RECOVERY:</i>	
Provide all source documentation and copies to the Financial Group, as requested.	
Transfer active agreements, contracts and invoice process to the appropriate departments.	



CHECKLIST 13 Personnel (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When activated to the EOC, meet with the Logistics and Resources Group Leader to analyze the deployment of County staff and the potential need for additional human resources.	
Identify any report of significant injuries or fatalities of County employees. Establish a file with an initial report or claim and follow up the report with disposition, facts and other information.	
If volunteer resources will be needed, especially for emergency rescue, care and shelter or other disaster functions, contact the volunteer organizations and determine if they will be able to provide resources. Some special function resources may be provided through GMAG or other mutual aid process. If mutual aid is used, allow the GMAG or mutual aid coordinator to work with the volunteer organizations. If a volunteer agency is providing general human resources support, coordinate the type of human resources needed, the location, the duration of the assignment and who will manage the resources in the field with the agency. Coordinate with the Operations Group to work out the details of volunteer groups. Validate that Georgia Worker's Compensation insurance will provide coverage for volunteers during the disaster assignment for the County. Provide statistics to the Situation Status position on the number of volunteers and assignments for the disaster response.	
If temporary services are needed to assist with emergency operations or emergency County services, work with the Purchasing position to arrange for emergency workers. Assist with coordinating the logistics for selection, assignment and tracking of temporary hires.	
Provide technical counsel and support to the EOC Manager for human resources and personnel issues. Review represented labor agreements and provide support, as requested, regarding pay issues, temporary assignment and other emergency work conditions.	



CHECKLIST 13 Personnel (Page 2 of 2)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
If special hiring is requested by County departments in the EOC, work with the Personnel department to process emergency hires.	
Estimate the number of overtime hours, if available, and provide information to the FEMA/Insurance position. In addition, alert the Cost Analysis/Budget Impacts position if overtime hours will impact the current budget for labor to departments.	
Prepare all files and reports for transfer to the appropriate departments for normal management.	
<i>RECOVERY:</i>	
Forward copies of reports and documents, as appropriate, to the Situation Status and FEMA/Insurance position in support of the archive of the EOC response and FEMA application.	
Participate in post-activation debriefing sessions to identify areas of improvement for the EOC.	



CHECKLIST 14

Supplies Maintenance & Transportation (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
When activated, conduct an inventory of County – owned resources including: transportation vehicles, fuel, drivers, heavy equipment, materials, supplies and staff. If non-business hours, work with the Department Head and Policy Group to call back essential department staff for resources support.	
Meet with the Operations Group and Logistics and Resources Group to analyze emergency operations for resource requirements. Identify the capability of the Supply Maintenance and Transportation department resources, to meet the current and anticipated needs of the emergency response. Provide immediate assistance with rescue and evacuation operations, as requested.	
Receive requests for resources and coordinate the deployment of County resources to field operations.	
Manage the assignment and allocation of field resources to support the emergency. If County-owned resources are not sufficient, work with the purchasing position or activate vended services to obtain sufficient resources.	
Obtain authorization for emergency purchases and expenditures beyond existing budgeted funds. Track all expenses and document the location and use of all resources.	
Work with the department to plan for on-going operations and sustained emergency assignments for staff and equipment.	
Coordinate with MARTA the plan for emergency public transportation services. Check with Situation Status to verify safe transportation roads, highways and freeways for routing.	
Support emergency projects with County-owned resources for emergency projects and restoration.	



CHECKLIST 14

Supplies Maintenance & Transportation (Page 2 of 2)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Support the recovery plan with transportation and other resources.	
Track the work of County employees in the department and appraise the Personnel position of extensive overtime or represented labor work agreement issues.	
Review budget and fiscal impacts of the emergency response; provide a summary report to the Logistics and Resources Group Leader.	
Track the use and return of County-owned property provided as mutual aid resources to other agencies.	
Forward any documentation and reports to the FEMA/Insurance position for FEMA disaster funding application.	
<i>RECOVERY:</i>	
Support the EOC Manager's recovery plan with department resources.	
Participate in post-activation debriefing meetings to identify areas of improvement in the EOC activation process, and the coordination with the department.	



CHECKLIST 15

Mass Care & Shelter (Page 1 of 2)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
When activated, meet with the Operations Group and Logistics and Resources Group to analyze emergency operations for mass care and shelter needs and requirements.	
For any operations involving the evacuation and movement of large groups of people, assess the following operational items for requirements and assignment: <ul style="list-style-type: none"> • Emergency transportation • Delivery point • Temporary shelter and care • Food, water and sanitation support • Reuniting and notification for families • Crisis counseling • Security and safety 	
Work closely with the American Red Cross and, as much as possible, rely on their program for emergency shelters. Provide support to the Red Cross, as needed.	
Review and contact available community resources for shelter operations as possible alternatives for County-managed shelters. This may include: church organizations, service organizations, volunteer service organizations and schools, colleges and universities.	
Plan for the following shelter requirements: <ul style="list-style-type: none"> • Registration of people sheltered • Basic support – food, water, sanitation • Time and duration of shelter operation • Shelter management staff on site • Liability of the County for incidents occurring at the shelter • Security • Release of minors and others • Medical care and counseling services • Amount of support the County can provide • Cost 	



CHECKLIST 15

Mass Care & Shelter Team (Page 2 of 2)

PROCEDURES	TIME/DATE
<i>EMERGENCY RESPONSE:</i>	
Provide information on shelter resources to the Public Information Team.	
Obtain authorization for implementing emergency shelters by the County or for providing County resources to support shelter operations. Track all expenses and document the location and use of all resources.	
Work with the Mental Health Services Team to provide Crisis counseling services at shelters.	
Support emergency response operations with American Red Cross, Salvation Army or other worker relief and rest support in the field. If not available, work with the EOC Group Leaders to determine if the County should provide for worker rest and shelter at the site of field operations. If provided, organize and deploy County resources to set up and manage field rest areas for workers.	
Provide summary reports to the Situation Status position regarding location of shelter sites and number of people in shelters.	
Plan for on-going operations and sustained emergency assignments for staff and services.	
Plan for the deactivation of shelter operations and recommend support strategies for returning displaced people to their homes.	
<i>RECOVERY:</i>	
Provide reports and documentation of shelter operations to the Situation Status position for archive.	
Participate in post-activation debriefing meetings to identify areas of improvement for the EOC operations.	



CHECKLIST 16

Mental Health Services (Page 1 of 1)

Name: _____ Date: _____ Time: _____

PROCEDURES	TIME/DATE
EMERGENCY RESPONSE:	
When activated to the EOC, meet with the Logistics and Resources Group Leader to determine the need and process for Mental Health Services for Crisis Counseling.	
Plan and coordinate Crisis counseling operations. Crisis counselors may be needed at schools, hospitals, care and shelter areas, County work sites and other areas.	
Local community resources may be available to assist with Crisis counseling, including hospital chaplains, churches, professional therapists and counselors. Make contacts as authorized by the EOC Manager or via existing support agreements between the County and local resources.	
Request FEMA Crisis counseling services if the emergency is severe and Federal assistance has been authorized.	
Manage the availability of County crisis counseling resources and provide information on counseling resources to the Public Information Team, for release to the public and media.	
Provide emergency crisis counseling for emergency workers in the field at the request of the Operations Group.	
Track and monitor County crisis counseling teams in the field.	
Forward any documentation and reports to the FEMA/Insurance position for FEMA disaster funding application.	
RECOVERY:	
Continue Crisis counseling services in the Recovery phase, as requested.	
Participate in post-activation debriefing meetings to identify areas of improvement for EOC operations.	



HAZARD PROFILE APPENDIX A

This hazard profile contains a community-specific prioritization of the most prevalent hazards that occur within Fulton County. Number One is the hazard most likely to have a debilitating effect on the county infrastructure and operation; and the highest number is the least likely hazard to affect the community. For example, dam failure may be an 8 reflecting that it is considered a hazard that could occur, but would not be considered a major potential hazard. If a hazard is not likely to occur in the community, it will not be ranked. Plans for training and exercises will be reflective of the most serious community hazards.

TYPE OF HAZARD

RANKING

Civil Disturbance

11

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

14

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.

Drought

7

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 time of response and recovery.



Earthquake

15

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

4

A fire that burns in a community is primarily considered urban in nature. This type of 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 forestland. 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

5

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

3

Major sources of hazardous material accidents are spills along roadways, railways, pipelines, rivers, and port areas. Hazardous materials are substances that 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 a part of recovery.

Heat

7

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 include the protection of people from a severe heat index through the distribution of resources and care of individuals.

Hurricane

8

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 of 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 floodplains 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.

Radiological Incidents/Nuclear Power Plant Accident 10

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 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 6

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 gunpoint, 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

5

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

2

A passenger accident involving an airplane, train, bus, or other vehicle that 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

7

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

1

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. Streets 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.

Large Gatherings of People

4

When a large group of people gather inside a stadium, outdoor arena, mall or other highly populated venue, problems can arise when attempting to evacuate the premises during an emergency/disaster situation. Due to the popularity of Atlanta as a tourist attraction, there exist several possible platforms for disasters to occur. Events such as bomb threats, acts of terror and severe weather have the potential to cause mass destruction and loss of life. The more closely a venue is filled to capacity, the more likely it is that mass confusion and hysteria will develop if there is a lack of coordinated control and response to the incident. Mitigation includes the mapping of evacuation routes from large gathering arenas. Preparedness is achieved by outlining responsibilities, conducting vulnerability assessments and developing operational plans. A coordinated approach amongst law enforcement, hospitals and emergency medical personnel is critical to a response of this nature. The recovery phase includes debris removal, restoration of transportation systems, and determination of the cause of the incident to prevent reoccurrence.



DIRECTION AND COORDINATION APPENDIX B-1

Emergency Operations Center

The Emergency Operations Center (EOC) location, telephone, and fax numbers are stated below:

Address: 130 Peachtree Street, SW
Suite G-157
Atlanta, Georgia 30303

Phone Number: (404) 730-5600

Fax Number: (404) 730-5646

The alternate Emergency Operations Center (EOC) location, telephone, and fax numbers are stated below:

Address: City of Atlanta Command Center
Second Floor, City Hall East
675 Ponce de Leon Avenue
Atlanta, GA 30308

Phone Number: (404) 817-2382

Fax Number: (404) 817-4448

The response command system will be established before an emergency occurs. Once the response begins, the organizational structure and succession of authority will be clearly defined. Open lines of communications should be established among and between response agencies and organizations. Agreement on a command system helps to ensure that responders understand designated responsibilities and are ready to implement upon emergency notification. Basically, there are two types of direction and coordination systems: centralized and on-scene command.



Centralized command refers to the EOC as a centralized management center to facilitate coordination of policies and overall direction for response to large-scale emergency situations. In some situations, the AFCEMA office will serve as an EOC.

An on-scene command system vests the responsibility for direction and coordination of all response with a designated individual at the emergency site.

Direction and coordination includes, but is not limited to, the following responsibilities:

- Establish protocols and a chain of command for emergency response;
- Establish lines of communication with other jurisdictions, state agencies, and federal agencies involved in the disaster response;
- Identify fiscal authorities for commitment to a response; and
- Assure transition of responsibilities between responders, other jurisdictions and agencies.



**EMERGENCY SUPPORT FUNCTIONS -SUPPORT TABLE
APPENDIX C-1**

PRIMARY AND SUPPORT AGENCIES/ORGANIZATIONS	Transportation	Communication and Warning	Public Works and Engineering	Fire Services	Information and Planning	Mass Care and Shelter	Resource Support	Health and Medical Services	Search and Rescue Services	Hazardous Materials	Food	Energy	Terrorism	Animal and Animal Industry	Law Enforcement	Evacuation	Public Information	Identification and Recognition
Atlanta-Fulton County Emergency Management Agency					P		P						S	S		P	S	S
Department of Corrections	S													S				
Department of Health	S							P			S		S					S
Department of Highways and Streets	S																	
Department of Parks and Recreation	S		S															
Department of Public Works	S		P							S		P						
Fire Department	S	S		P				S	P	P			P			S		
Housing Authority	S																	
Law Enforcement Agencies	S	S				S			S	S			P	S	P	S		
Public School Systems	S					S					P							
General Services	P																	

**P-INDICATES PRIMARY AGENCY/ORGANIZATION
S-INDICATES SUPPORT AGENCY/ORGANIZATION**



**EMERGENCY SUPPORT FUNCTIONS - SUPPORT TABLE
APPENDIX C-1**

PRIMARY AND SUPPORT AGENCIES/ORGANIZATIONS	Transportation	Communication and Warning	Public Works and Engineering	Fire Services	Information and Planning	Mass Care and Shelter	Resource Support	Health and Medical	Search and Rescue	Hazardous Materials	Food	Energy	Terrorism	Animal and Animal Industry	Law Enforcement	Evacuation	Public Information	Identification and Recognition
BellSouth Telephone Company		S																
Broadcast Media		S															S	
Emergency Communications Center (911 Center)		S						S										
Public Affairs																	P	
Georgia Mutual Aid Group (GMAG)				S														
Grady Memorial Hospital								S										
Metropolitan Atlanta Rapid Transit Authority (MARTA)						S		S										
National Defense Transportation Association	S																	
Public Safety Community		S																
Medical Examiner's Office																		P
Georgia Bureau of Investigations																		S

**P-INDICATES PRIMARY AGENCY/ORGANIZATION
S-INDICATES SUPPORT AGENCY/ORGANIZATION**



**EMERGENCY SUPPORT FUNCTIONS -SUPPORT TABLE
APPENDIX C-1**

PRIMARY AND SUPPORT AGENCIES/ORGANIZATIONS	Transportation	Communication and Warning	Public Works and Engineering	Fire Services	Information and Planning	Mass Care and Shelter	Resource Support	Health and Medical Services	Search and Rescue Services	Hazardous Materials	Food	Energy	Terrorism	Animal and Animal Industry	Law Enforcement	Evacuation	Public Information	Identification and Recognition
Ambulatory Services								S										
American Red Cross						P					S							S
AT & T Cable		S																
Debris Removal Services			S															
Department of Family and Children Services						P					S							
Food Banks						S					S							
Georgia Power Company												S						
Metropolitan Medical Response System (MMRS)								S										
Metropolitan Medical Strike Team (MMST)								S										
Sanitation Departments			S															

**P-INDICATES PRIMARY AGENCY/ORGANIZATION
S-INDICATES SUPPORT AGENCY/ORGANIZATION**



**EMERGENCY SUPPORT FUNCTIONS -SUPPORT TABLE
APPENDIX C**

PRIMARY AND SUPPORT AGENCIES/ORGANIZATIONS	Transportation	Communication and Warning	Public Works and Engineering	Fire Services	Information and Planning	Mass Care and Shelter	Resource Support	Health and Medical Services	Search and Rescue Services	Hazardous Materials	Food	Energy	Terrorism	Animal and Animal Industry	Law Enforcement	Evacuation	Public Information	Identification and Recognition
Department of Animal Control														P				
Humane Society														S				
Natural Gas Providers												S						
Public Zoos & Farms														S				
U. S. Department of Agriculture											S			S				
National Transportation Safety Board (NTSB)																		S
Local Area Churches	S																	

**P-INDICATES PRIMARY AGENCY/ORGANIZATION
S-INDICATES SUPPORT AGENCY/ORGANIZATION**



**LOCAL GOVERNMENT AND AGENCIES/ORGANIZATIONS WITH ESF RESPONSIBILITIES
CONTACT LIST – APPENDIX C-2**

The contact information for local government agencies/organizations is kept on file at the Atlanta-Fulton County Emergency Management Agency.



**STATE AND FEDERAL AGENCY
CONTACT LIST- APPENDIX C-3**

STATE/FEDERAL SECTOR	AGENCY/PRIVATE	OFFICE TELEPHONE	TOLL-FREE TELEPHONE	CELLULAR TELEPHONE	PAGER	RADIO CALL SIGN
GEORGIA EMERGENCY MANAGEMENT AGENCY		404-635-7000/7200	1-800-TRY-GEMA (1-800-879-4362)			KUX283
GEMA FIELD COORDINATOR		404-635-7000/7200	1-800-TRY-GEMA (1-800-879-4362)			
CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTREC)		1-800-424-9300				
FEDERAL EMERGENCY MANAGEMENT AGENCY		770-220-5200				
GEORGIA BUREAU OF INVESTIGATIONS		404-244-2554				
NATIONAL DEFENSE TRANSPORTATION ASSOCIATION		703-751-5011				
NATIONAL TRANSPORTATION SAFETY BOARD		202-314-6000				
U. S. DEPARTMENT OF AGRICULTURE		202-720-5711	877-559-9872			
UNITED STATES PUBLIC HEALTH		202-619-0257	877-696-6775			
Center for Disease Control & Prevention		404-639-3311	888-246-2675			



LOCAL GOVERNMENT OFFICIALS CONTACT LIST- APPENDIX C-4

The Atlanta-Fulton County Emergency Management Agency retains a list of contact information for local government officials on file.



COMMUNICATIONS AND WARNING RESPONSIBILITIES APPENDIX D-1

COMMUNICATION

Effective communications are essential to the success of emergency operations. The Atlanta-Fulton County Emergency Management Agency will coordinate emergency communications.

WARNING

Efficient warning procedures are critical to emergency operations. The Atlanta-Fulton County Emergency Management Agency has warning capability to city and county governments. Warning messages will be disseminated on a 24-hour basis. Warnings can be received by the Atlanta-Fulton County Emergency Management Agency via radio or commercial telephone. The appropriate agency/organization should be notified as stated on the attached *Appendix D-3, Local Alert Notification Chart*.

Warning the public about an emergency or disaster situation includes various means of communications, such as: *local radio and television; Emergency Alert System (EAS); weather band radios; sirens mounted on emergency vehicles; and "alert" signals*. An "alert" is usually three to five minutes of steady sound. In some situations, a siren, whistle, or other device may be an indication to "turn on" the radio or television for further information and instructions. Upon activation of a warning system, the AFCEMA director or authorized personnel may instruct law enforcement, fire services or other designated agency to sound warning systems over vehicle sirens or activate the broadcast system available through radio and television. Communications and warning procedures should be developed by AFCEMA for the applicable jurisdiction.



OPERATING CONDITIONS CHECKLIST APPENDIX D-2

Introduction

The possibility of a state emergency or federal disaster occurring with little warning requires that local government and community agencies take automatic, predetermined actions under varying conditions. However, with advance warning, an established system of preparedness will assist with response actions. These actions are designated as Operating Conditions (OPCONs).

Purpose

An OPCON is the level of emergency or disaster that may occur. Different numbers indicate the OPCON level with "one" being the most severe.

Concept of Operations

OPCON 5 - the readiness state is normal day-to-day operations and includes training and exercises.

- Maintain or revise plans, SOPs, and MOUs.
- Monitor weather or other disturbances and events that cause a threat.

OPCON 4 - the possibility of an emergency or disaster situation developing requires plan review, readiness, and monitoring the situation.

- Review local EOPs including specific appendices and SOPs.
- Monitor development of threat or other incidents.
- Notify local government and appropriate agencies and organizations with ESF functions.
- Begin preparation for on-site response and check mobile command posts.



OPCON 3 - an alert, such as a watch or warning, is issued to indicate development of a threat requiring notification to appropriate agencies or EOC activation.

- Activate appropriate ESFs and implement accompanying SOPs.
- Notify local government, appropriate agencies and organizations with ESF functions and activate EOC.
- Participate in briefings with local government, appropriate agencies (e.g., National Weather Service, Coast Guard), and notify GEMA on the situation.
- Coordinate issuance of warning systems communication.
- Issue public advisories about protective actions, evacuation, and sheltering.
- Participate in conference calls with other local and state agencies.

OPCON 2 - an emergency or disaster is imminent or occurring requiring notification to appropriate agencies or organizations with ESF responsibilities and activation of the EOC or alternative location.

- Consult local officials, appropriate agencies or organizations with ESF responsibilities, and GEMA regarding local decisions on protective actions and evacuation.
- Mobilize appropriate agencies and organizations and other resources and prepare to respond.
- Continue issuance of public advisories and other emergency or disaster information through local government and media.
- Request additional assistance through mutual aid, MOUs, and/or GEMA, as necessary.



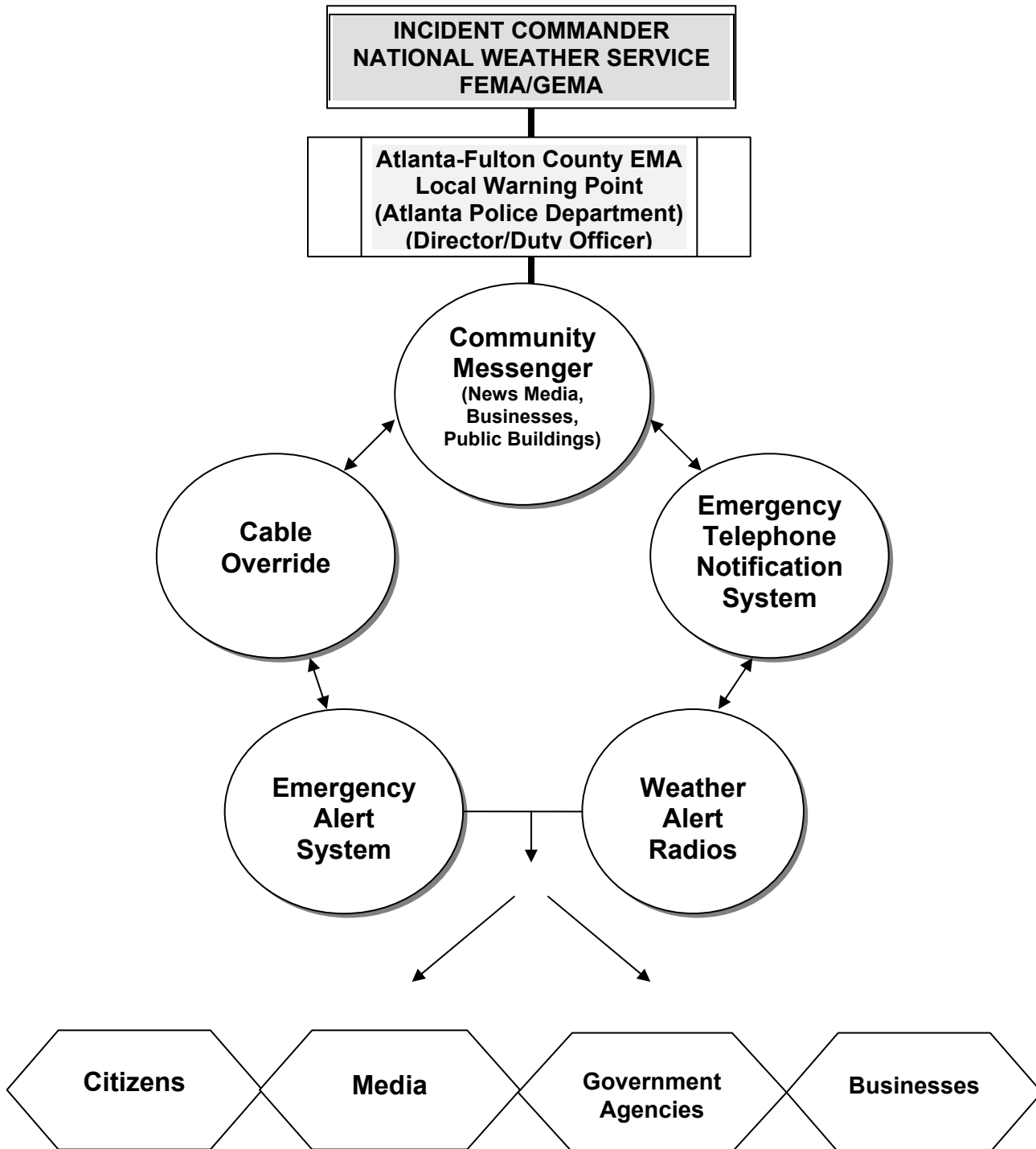
OPCON 1 - the most severe emergency or disaster is imminent or occurring requiring immediate response by appropriate agencies or organizations with ESF responsibilities and potential activation of the EOC or alternative location.

- Respond immediately.
- Continue public advisory updates regarding protective actions.
- Determine preliminary damage assessment, additional assistance required, and report to GEMA.
- Prepare for re-entry and continue assistance until completion of recovery.

An OPCON will not necessarily progress from a level five to one. The OPCON placed in effect will be the appropriate level for the situation existing at the time. Actions to be taken by the AFCEMA director for a level three to one will include completion of all actions from the previous OPCONs.



LOCAL ALERT NOTIFICATION CHART APPENDIX D-3





**FIRE SERVICES CONTACT AND RESOURCE LIST
APPENDIX E-1**

FIRE DEPARTMENT	CONTACT PERSON ADDRESS TELEPHONE/FAX/E-MAIL NUMBERS	MAJOR RESOURCES
<p>City of Atlanta</p>	<p>City Hall East 675 Ponce De Leon Ave, NE Suite 2001 Atlanta, GA 30308-1807 (404) 853-7000 Fax (404) 853-7245</p>	<p>Hazardous Materials Team Certified Emergency Medical Technicians Pumpers Ladder Trucks Tankers</p>
<p>Roswell Fire and Rescue</p>	<p>Chief Neal Butterworth 38 Hill Street Suite 235 Roswell, GA 30075 (770) 641-3730 (770) 641-3843 nbutterworth@ci.roswell.ga.us</p>	<p>Engines Ladder Trucks Rescue Trucks Water Rescue Rope Rescue</p>
<p>Union City Fire</p>	<p>Chief Ken Collins 5060 Union Street Union City, GA 30291 (770) 306-6860</p>	<p>95 Aerial Platform 2-1500 GPM Pumper</p>



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<p>College Park Fire</p>	<p>Chief Henry Argo 1879 Columbia Avenue College Park, GA 30337 (404) 766-8248 Fax (404) 762-4611</p>	<p>1-2000 GPM Pumper 1-1500 GPM Pumper 1-1500 GPM Pumper 1-100ft Platform w/1500 GPM Pump 1 Rescue Ambulance 1 Rescue Suburban</p>
<p>Fulton County Fire</p>	<p>Deputy Fire Chief Jim Maddox 3977 Aviation Circle S.W. Atlanta, Georgia 30336 (404)-699-8905 Fax (404) 699-8908 Mobile (770) 560-1508</p>	<p>Dive Team Forestry Investigations/Bomb Squad Internal Affairs Honor Guard</p>
<p>East Point Fire</p>	<p>Chief David Hawkins 2967 Holcomb Court East Point, GA 30344 (404)-765-1120 Fax: (404)-765-1172</p>	<p>4 Engines 1 Ladder Truck 2 Non-transport First Responder modified pick-up trucks</p>
<p>Hapeville Fire</p>	<p>Chief Eddie Hill 3468 N Fulton Ave., PO Box 82311, Hapeville, GA 30354 (404) 766-2030 Fax: (404) 669-2148</p>	<p>35 Firefighter/EMT's 2 Engines 1 Ladder Truck 1 ALS Ambulance 1 Tactical Rescue Truck</p>



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Alpharetta Fire	Chief William S. Bates 2970 Webb Bridge Rd Alpharetta, GA 30004 (678) 297-6270 Fax (678) 297-6271	5-1500 GPM Engines 2-100' Trucks 1 Heavy Rescue w/ Area Light 1 Light Rescue Transport 1 HAZMAT Trailer 1 Command Trailer 1 Pontoon Boat
Palmetto Fire	Roger D. Handley (770) 463-4243 Fax (770) 463-6306	2-1250 GPM Pumpers w/1000 gallon tanks Team of Heavy Equipment Operators



**2001-2002 Fulton County Emergency
Shelter List-Appendix F-1**

<u>School Name</u>	<u>Address</u>	<u>City</u>
Roswell North Elem. Sch.	1025 Woodstock Rd.	Roswell
Independence High Sch.	791 Mimosa Blvd.	Roswell
Roswell High Sch.	11595 King Rd	Roswell
Mimosa Elem. Sch.	1550Warsaw Rd.	Roswell
Centennial High Sch.	9310 Scott Rd.	Roswell
River Eves Elem.	9000 Eves Rd.	Roswell
Easter Jackson Elem.	1400 Martin Rd.	Roswell
Northwestern Middle Sch.	12805 Birmingham Hwy.	Alpharetta
New Prospect Elem.	3055 Kimball Bridge Rd.	Alpharetta
Milton High Sch.	86 School Dr.	Alpharetta
Webb Bridge Middle Sch.	4455 Webb Bridge Rd.	Alpharetta
Haynes Bridge Mid. Sch.	10665 Haynes Bridge Rd.	Alpharetta
Medlock Bridge Elem. Sch.	10215 Medlock Bridge Parkway	Alpharetta
Chattahoochee High Sch.	51230 Taylor Rd.	Alpharetta
Barnwell Elem. Sch.	9425 Barnwell Rd.	Alpharetta
Creekside High Sch.	Creekside High Sch.	Fairburn
Bearcreek Middle Sch.	7415 Herndon Rd.	Fairburn



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C.H. Gullatt Elem. Sch.	6110 Dodson Dr.	Union City
North Atlanta High Sch.	2875 Northside Dr.	Atlanta
Inman Middle Sch.	774 Virginia Ave, NE	Atlanta
Sylvan Middle Sch.	1461 Sylvan Rd. SW	Atlanta
Arkwright Elem. Sch.	1261 Lockwood Dr. SW	Atlanta
Therrell High Sch.	3099 Panther Trail	Atlanta
Gartha B. Peterson Elem.	1757 Mary Dell Dr. SW	Atlanta
Peyton Forest Elem.	301 Peyton Rd. SW	Atlanta
Young Middle Sch.	3116 Ben E. Mays Dr.	Atlanta
John Hope Elem. School	112 Blvd. NE	Atlanta
King Middle School	582 Connally St. SE	Atlanta
Booker T. Washington High Sch.	45 Whitehouse Dr. SW	Atlanta
Kennedy Middle Sch.	225 Griffin St. NW	Atlanta
Mary Agnes Jones Elem.	1040 Fair St.	Atlanta
A.F. Herndon Elem. Sch.	1075 Simpson Rd.	Atlanta
Capitol View Elem. Sch.	3252 Bagwell Dr. SW	Atlanta
Dobbs Elem. Sch.	1965 Lewis Rd. SE	Atlanta
Long Middle Sch.	3200 Lantona Dr. SW	Atlanta
Parks Middle Sch.	2090 Windsor St. SW	Atlanta
Cleveland Elem. Sch.	81 Cleveland Ave.	Atlanta
Carver High Sch.	1275 Capitol Ave. SW	Atlanta
Lakewood Heights Elem.	335 Sawtell Ave.	Atlanta
Slaton Elem. Sch.	688 Grant St. SE	Atlanta
Benteen Elem. Sch.	200 Cassanova St. SE	Atlanta
Price Middle School	1670 Capitol Ave. SW	Atlanta



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Thurgood Marshall Middle Sch.	1820 Mary Dell Dr. SE	Atlanta
Crim High Sch.	256 Clifton St., SE	Atlanta
Coan Middle Sch.	1550 Blvd. Dr. Ne	Atlanta
H.M. Turner Middle Sch.	2210 Perry Blvd.	Atlanta
Ralph J. Bunche	1925 Niskey Lake Rd.	Atlanta
Warren T. Jackson Elem.	1325 Mt. Paran Rd.	Atlanta
Riverwood High Sch.	5900 Heards Dr. NW	Atlanta
Heards Ferry Elem. Sch.	1050 Heards Ferry	Atlanta
North Springs High Sch.	7447 Roswell Rd.	Atlanta
William M. Boyd Elem. Sch.	1891 Johnson Rd.	Atlanta
Blalock Elem. Sch.	1445 Maynard Rd. NW	Atlanta
Fickett Elem. Sch.	3935 Rux Rd. SW	Atlanta
Fain Elem. Sch.	101 Hemphill School	Atlanta
Beecher Hill Elem. Sch.	2257 Bollingbrook Dr. SW	Atlanta
A. Philips Randolph Elem.	5320 Campbellton Rd. SW	Atlanta
Ben. E. Mays High Sch.	3450 Ben. E. Mays Dr. SW	Atlanta
Adamsville Elem. Sch.	286 Wilson Mill Rd. SW	Atlanta
Miles Elem. Sch.	4215 Bakers Ferry Rd. SW	Atlanta
Westlake High Sch.	2370 Union Rd. SW	Atlanta
Harper Archer High Sch.	3399 Collier Dr.	Atlanta
Riverview Middle School	5340 Trimble Rd.	Atlanta
South Atlanta High School.	800 Huchens Road, SE	Atlanta
Parklane Elem. Sch.	2809 Blount St.	East Point
Conley Hill Elem Sch.	2580 Delowe Dr.	East Point
Tri-Cities High Sch.	2575 Harris St.	East Point



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Frank McClarin High Sch.	3605 Main St.	Collge Park
College Park Elem.	2075 Princeton Ave	Collge Park
Love T. Nolan Elem. Sch.	2725 Creel Rd.	Collge Park
Ronald McNair Mid. School	2800 Burdette Rd.	Collge Park
Camp Creek Mid. Sch.	4345 Welcome All Rd.	Collge Park
Seaborn Lee Elem. Sch.	4600 Scarbrough Rd.	Collge Park
Ben. Banneker High Sch.	5935 Feldwood Rd.	Collge Park
Bethune Elem. Sch.	5925 Old Carriage Rd.	Collge Park
Hapeville Elem. Sch.	3440 North Fulton Ave.	Hapeville



**HEALTH AND MEDICAL SERVICES CONTACT AND RESOURCE LIST
APPENDIX G-1**

Health and medical agencies /organizations	Contact person Address /telephone number Fax number/email Address	Major resource
<p>Atlanta Center for Medical Research</p> <p>Dr. Riesenber, Owner 404-833-6438</p>	<p>Heather Beitz Director 404-716-1617 Fax 404-532-8646 811 Juniper Street N.E. Atlanta, GA 30308 404 881-5800 www.acfmr.com</p>	<p>Research Facility</p>
<p>Atlanta Medical Center</p>	<p>Bill Moore, CEO 404-265-6155 Fax 404-265-3903 301 Parkway Drive N.E. Atlanta, GA 30312 404-265-4000 www.atiantamedcenter.com</p>	<p>Hospital\ Acute Care</p>
<p>Children's Healthcare at Scottish Rite</p>	<p>Dennis Johnson, Security 404-250-2101 Fax 404-531-6089 1001 Johnson Ferry Road N.E. Atlanta, GA, 30342 404-256-5252 www.Dennis.Johnson.choa.org</p>	<p>Hospital\ Children's Healthcare</p>
<p>Crawford Long Hospital</p>	<p>Curtis Echols, Director of Safety 404-686-3434 Fax 404-686-4787 550 Peachtree Street N.E. Atlanta, GA 30308 404-686-4411 www.crawfordlonghospital.org</p>	<p>Hospital\ General -Acute Care</p>
<p>Grady Health System</p>	<p>Edward Renford, President 404-616-4252 Fax 404-616-9204 80 Butler Street, S.E. Atlanta, GA 30303 404-616-4252 www.gradyhealthsystem.org</p>	<p>Hospital\ General -Acute Care</p>



Atlanta-Fulton County Emergency Operations Plan

Health and medical agencies /organizations	Contact person Address /telephone number Fax number/email Address	Major resource
Hillside Hospital	Pete Bartoweski, Administrator 404-875-4551 Fax 404-616-5839 Fax 404-875-1394 690 Courtenay Drive, N.E. Atlanta, GA 30306	Hospital\ Psychiatric Care for Children
Hughes Spalding Children's Hospital	Paula Parris, Administrator 404-616-6191 35 Butler Streets N.E. Atlanta, GA 30303 404-616-6191 www.gradyhealthsystem.org	Hospital\ Pediatric Care
North Fulton Regional Hospital	Charlie Hall CEO 770-751-2795 Fax 770-751-2912 Earl Clemons 770-751-2800 3000 Hospital Blvd. Roswell, GA 30076 770-751-2500 www.northfultonregionaL.com	Hospital\ Acute Care
Northside Hospital	John McDonald, Director of Safety 404-851-8784 Fax 404-851-8260 1000 Johnson Ferry Road N.E. Atlanta, GA 30342 404-851-8000 www.northside.com	Hospital\ Acute Care
Piedmont Hospital	Gary McClair, Director of Security 404-605-1739 Fax 404-609-6688 368 Peachtree Road N.W. Atlanta, GA 30309 404-605-5000 www.piedmonthospitaLorg	Hospital\ Acute Care



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Health and medical agencies /organizations	Contact person Address /telephone number Fax number/email Address	Major resource
Shepherd Center Inc	Heddi Silon, Admission Director 404-35-07312 Fax 404-350-7360 2020 Peachtree Road N.W. Atlanta, GA 30309 404-352-2020 WebmasterCcD_shepherd.org	Rehabilitation Hospital Spinal Cord and Brain Injury
South Fulton Medical Center	Larry Daniels, Security 404-305-4480 Fax 404-305-4345 170Cleveland Avenue East Point, GA 30066 www.southfulton.org	Hospital\ General -Acute Care
Southwest Hospital and Medical Center	Bruce Duddley, Security 404-5055396 Fax 404-505-5366 501 Fairburn Road, SW Atlanta, GA 30331 404-699-1111	Hospital\ Acute Care
St. Joseph's Hospital of Atlanta	Seonia Nenette, Security 404-851-7631 Fax 404-851-7673 Joe Nedley 404-851-7183 5665 Peachtree-Dunwoody Rd. Atlanta, GA 30342 404-851-7001	Hospital\ Acute Care



DECEASED IDENTIFICATION AND DISPOSITION APPENDIX G-2

Deceased identification and disposition of disaster victims resides with the medical examiner. This may include documentation and coordination responsibilities in certification, location of bodies at the scene, selection of a temporary morgue facility, authorization for removal of bodies, determination of final disposition, minimization of potential trauma to families and survivors, and provisions to safeguard community health. Further, this emergency responsibility may require:

- Designation of a communication center for dissemination of information (*in the case of an airplane crash, the National Transportation Safety Board assumes this responsibility*);
- Location of additional agencies, organizations, and/or individuals capable of providing assistance with identification and disposition of bodies (*support provided through a request from the EOC to the SOC will be tasked to the Georgia Bureau of Investigations [GBI]*);
- Coordination for release of information will be assumed by the Fulton County Public Health Department representative, in coordination with the AFCEMA director, American Red Cross designee, medical examiner, coroner and other appropriate agency representatives;
- Identification of agencies, organizations, and individuals capable of providing support services for grief assistance and support to victims' families (*coordination responsibility for this component normally resides with Mental Health; however, in the case of an airplane crash, coordination responsibility resides with the American Red Cross*);
- Arrangements for final disposition of bodies; and
- Documentation of required death certificates, expenditure records, and a final fatality assessment provided to the AFCEMA - EOC.



HAZARDOUS MATERIALS FACILITY PROFILES APPENDIX H-1

Hazardous materials facilities have been determined to have extremely hazardous substances as defined by Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. As required by the Department of Natural Resources-Environmental Protection Division, a profile is on file with the Fire Department. A listing of hazardous materials facilities is also kept on file at the Atlanta-Fulton County Emergency Management Agency.



HAZARDOUS MATERIALS CONTACT AND RESOURCE LIST APPENDIX H-2

The Atlanta-Fulton County Emergency Management Agency maintains a listing of hazardous materials contacts and resources on file.



HAZARDOUS MATERIALS TACTICS AND NOTIFICATION PROCEDURES APPENDIX H-3

TACTICS

Specific tactics outlined are based on the Student Performance Manual, Handling Hazardous Material, Transportation Emergencies, and U.S. Department of Transportation:

- Rescue and evacuate trapped or injured persons from the exposed area;
- Cool containers, place barriers between source and object for injury prevention;
- Stop the leak; apply diluting spray or neutralizing agent; construct dams, dikes, or channels; remove ignition sources; and start controlled ignition;
- Use recommended extinguishing agent, remove fuel supply and oxygen source, and let substance burn;
- Locate personnel and vehicles in proper position, protect nearest unburned materials, use tactical withdrawal, and exposure-resistant barriers; and final,
- Implement additional emergency plans, control traffic and crowds, treat injured, and use the media effectively.

NOTIFICATION PROCEDURES

Incident information will be provided as follows:

- Contact person, address, and telephone, pager and fax numbers;
- Location and type of incident (*e.g., ground, water, air*);
- Quantity, substance or chemical and physical form involved;
- Time of incident;
- Anticipated health and/or medical risks and recommended actions;
- Actions taken by first responders (*e.g., fire, EMS, law enforcement*); and



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- Status of situation including causalities (*contact Chemical Transportation Emergency Center {CHEMTREC} for technical assistance*).



HAZARDOUS MATERIALS RESPONSE ACTIONS APPENDIX H-4

SAFETY

When approaching a scene that may involve hazardous materials, move toward the incident from an upwind and uphill direction, avoid inhaling fumes, smoke, and vapors; and touching the substance. Keep unauthorized persons at a safe distance.

RESPONSE ACTIONS

Proper procedures and safety precautions are essential in containing hazardous materials, for instance:

- Contact the Fire Department or designated 24-hour communications center and request AFCEMA notification;
- Notify the carrier or manufacturer of the incident and request assistance;
- Use respiratory protective equipment;
- Perform lifesaving or first aid, if required, and keep unauthorized persons from site;
- Request all persons to remain at the site, unless transported to a hospital, and obtain names, addresses, and telephone numbers;
- Prohibit eating, drinking, and smoking at the incident;
- Survey the scene, determine conditions, notify the Fire Department, and/or law enforcement agency;
- Inform Emergency Medical Services and hospital(s) regarding type of hazard;
- Follow U.S. Department of Transportation Emergency Guidelines;
- Treat area as toxic and likely to explode, if chemical cannot be identified;
- Determine if evacuation of the community is necessary; and



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- Ensure notification of type and form of materials (e.g., CHEM-CARD, bill, placards, labels) to GEMA and appropriate state agencies.

Note: Refer to the 1996 Title III Superfund Amendments and Reauthorization Act (SARA) and Occupational Safety and Health Administration (OSHA) Incident Command System (ICS)-Hazardous Waste Operations and Emergency Response Standard (29 CFR 1910).



**LAW ENFORCEMENT SERVICES CONTACT AND RESOURCE LIST
APPENDIX I-1**

<i>LAW ENFORCEMENT AGENCIES/ORGANIZATIONS</i>	<i>CONTACT PERSON ADDRESS TELEPHONE/FAX/E-MAIL NUMBERS</i>	<i>MAJOR RESOURCES</i>
FULTON COUNTY POLICE DEPT	DEPUTY CHIEF JAMES A. MCCARTHY 130 PEACHTREE ST. ATLANTA, GA 30303 404-730-5707 / 404-730-5758 / JAMCCARTHY@CO.FULTON.GA.US	INVESTIGATIONS, STREET PATROL / SWAT/ HELICOPTER AERIAL PATROL / MOTORCYCLE PATROL
FULTON COUNTY POLICE DEPT	GARY D. STILES 130 PEACHTREE ST. SW ATLANTA, GA 30303 404-730-5748 / 404-730-5757/ PLGDTI@CO.FULTON.GA.US	INVESTIGATIONS, STREET PATROL / SWAT/ HELICOPTER AERIAL PATROL / MOTORCYCLE PATROL
ATLANTA POLICE DEPT	CHIEF BEVERLY HARVARD 675 PONCE DE LEON AVE ATLANTA, GA 30308 404-209-5260 / 404-209-5268	INVESTIGATIONS, STREET PATROL / SWAT / HELICOPTER AREIAL PATROL / BOMB SQUAD / K-9 / BIKE PATROL



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<p>ATLANTA POLICE DEPT</p>	<p>P.N. ANDRESEN 675 PONCE DE LEON AVE ATLANTA, GA 30308 404-209-5260 / 404-209-5268 APDDSOSMAJOR@HOTMAIL.COM</p>	<p>INVESTIGATIONS, STREET PATROL / SWAT / HELICOPTER AREIAL PATROL / BOMB SQUAD / K-9 / BIKE PATROL</p>
<p>FULTON COUNTY SHERIFFS</p>	<p>JACQUELYN BARRETT 185 CENTRAL AVE ATLANTA, GA 30303 404-730-5208 /404-224-8821 JBARRET@IX.NETCOM.COM</p>	<p>WARRANTS / SUMMONS / CORRECTIONS / ESCORT</p>
<p>FULTON COUNTY SHERIFF'S</p>	<p>CAUDELL JONES 185 CENTRAL AVE ATLANTA, GA 30331 404-730-5122 / 404-224-8821</p>	<p>WARRANTS / SUMMONS / CORRECTIONS / ESCORT</p>
<p>UNION CITY POLICE</p>	<p>MICHAEL H. ISOME SR. 5047 UNION STREET UNION CITY, GA 30291 770-306-6862 / 770-969-9908 MISOME@UNIONCITYGA.ORG</p>	<p>INVESTIGATIONS, STREET PATROL</p>
<p>UNION CITY POLICE</p>	<p>CHUCK ODOM 5047 UNION STREET UNION CITY, GA 30291 770-641-3730 / 770-641-3843 CODOM@UNIONCITYGA.ORG</p>	<p>INVESTIGATIONS, STREET PATROL</p>



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ROSWELL POLICE	ED WILLIAMS 39 HILL ST ROSWELL, GA 30075 770-640-4201 / 770-640-4271 EWILLIAMS@CI.ROSWELL.GA.US	INVESTIGATIONS / STREET PATROL
ROSWELL POLICE	JOHN WATSON 39 HILL ST ROSWELL, GA 30075 770-640-4204 / 404-628-5004 JWATSON@CI.ROSWELL.GA.US	INVESTIGATIONS / STREET PATROL
PALMETTO POLICE	WILLIAM C. SIMPSON 401 CARLTON RD. PALMETTO, GA 30268 770-463-9068 / 770-463-1456	INVESTIGATIONS / STREET PATROL
HAPEVILLE POLICE	ED ATAWAY 700 DOUG DAVIS DR HAPEVILLE, GA 30354 404-768-7171 / 404-669-2146 EATAWAY@HAPEVILLE.ORG	INVESTIGATIONS, STREET PATROL, BIKE PATROL, SWAT, K-9
FAIRBURN POLICE	MACKIE CARSON 191 W. BROAD STREET FAIRBURN, STREET 30213 770-964-1441	INVESTIGATIONS / STREET PATROL
EAST POINT POLICE	FRANK BROWN LEC BUILDING 2727 EAST POINT ST EAST POINT,GA 30344 404-765-1102	INVESTIGATIONS / STREET PATROL



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COLLEGE PARK POLICE	GARY ENDORA P.O. BOX 87137 COLLEGE PARK, GA 30337 404-669-3772	INVESTIGATIONS / STREET PATROL
ALPHARETTA POLICE	DANA DAVIS TWO SOUTH MAIN ST. ALPHARETTA, GA 30004 678-297-6302	INVESTIGATIONS / STREET PATROL
FULTON COUNTY MARSHALLS	HAZELENE JENKINS 160 PRYOR ST SW ATLANTA, GA 30303 404-730-4451/ 404-730-4496	WARRANTS, SUMMONS, CORRECTIONS / ESCORT



PUBLIC INFORMATION PROCEDURES APPENDIX J-1

The pre-planning, collecting, processing, and dissemination of information about a potential or actual emergency is addressed through public information. Building good will and public confidence is essential to emergency preparedness. This may be accomplished, in part, through maintaining a current media roster as contained in *Appendix I-2, Media Contact List and Resources* and providing the media with appropriate emergency management information.

AFCEMA will develop methods to provide people with sensory disabilities (e.g., *blindness, deafness*) and/or non-English speaking with emergency information. This issue should also be considered when developing community awareness materials.

One area of particular concern is educating the public regarding the difference in watches versus warnings. Often, these terms are confusing to the public.

Coordinating and assisting agencies and organizations with ESF responsibilities in the development of uniform policies for new releases and establishing protocols to keep the media informed is extremely important. Evacuation, shelter opening, outreach, donated goods, and public safety are issues where the media may be of assistance.

Defining a time frame to warn the public about a potential or imminent threat of an emergency is another important factor. The media should be cognizant of dissemination timeframes for different types of disasters (e.g., *hurricanes, tropical storms*).

A coordinated arrangement among agencies and organizations with ESF responsibilities regarding the exchange of emergency or disaster information is another consideration. The provision of timely updates including a method to respond to inquiries (e.g., *missing relatives, restricted areas of access, and re-entry*) must be shared with all responders, as well as the media. Continuing the provision of public safety and other necessary information is necessary throughout the recovery phase. The media may be a valuable partner in this process.



**MEDIA CONTACT LIST
APPENDIX J-2**

TV STATIONS

**CLEAR-NEWS
WGCL TV ATLANTA (CBS)**
ERIC HEININGER
425 14TH STREET NW
ATLANTA, GA 30318
404-327-3163
404-327-3003 FAX
ehaining@wgcltv.com

**WSB-TV
CHANNEL 2 (ABC)**
RAY CARTER
1601 WEST PEACHTREE STREET NE
ATLANTA, GA 30309
404-897-7000
404-897-7439 FAX

**WAGA-TV
FOX 5 ATLANTA**
BUD MCENTEE
1551 BRIARCLIFF ROAD NE
ATLANT, GA 30306
404-875-5555
404-898-0277 FAX
bmcen889@foxxatlanta.com

**WXIA-TV
CHANNEL 11 (NBC)**
ROBERT WALKER
1611 WEST PEACHTREE ST. NE
ATLANTA, GA 30309
404-892-1611
404-892-0182 FAX
BWALKER@WXIA.GANNETT.COM



CNN

NEWS DIRECTOR
1 CNN CENTER NW
ATLANTA, GA 30303
404-827-1500

THE WEATHER CHANNEL

300 INTERSTATE NORTH PARKWAY NW
ATLANTA, GA 30039
770-226-0000

WATL CH 36

DANIEL BERKERY
ONE MONROE PLACE
ATLANTA, GA 30324
404-881-3600
404-881-3748 FAX

WGNX CH 46

HERMAN RAMSEY
1810 BRIARCLIFF ROAD NE
ATLANTA, GA 30329
404-325-4646
404-237-3003 FAX

WPBA CH 30

MILTON CLIPPER
740 BISMARCK ROAD NE
ATLANTA, GA 30324
404-827-8900
404-827-8956 FAX

WTBS CH 17

JOE WHEELER
1050 TECHWOOD DRIVE NW
ATLANTA, GA 30318
404-827-1717
404-885-4947 FAX



WUPA CH 69
WALTER NAAR
PHOENIX BUSINESS PARK
BUILDING A
2700 NORTHEAST EXPRESSWAY
ATLANTA, GA 30345
404-325-6929
404-633 4567 FAX

RADIO STATIONS

WSB AM 750/WSB FM98.5
DAVID MESZAROS
1601 WEST PEACHTREE STREET
ATLANTA, GA 30309
404-897-7500
404-897-7500 FAX

WKLS FM 96.1
PAT ERVIN
1800 CENTRY BLVD
SUITE 1200
ATLANTA, GA 30345
404-325-0960
404-325-8715 FAX

WZGC FM 92.9
MICHAEL HUGHES
110 JOHNSON FERRY ROAD
SUITE 593
ATLANTA, GA 30342
404-851-9393
404-843-3541 FAX

WGST AM 640
PAT McDONNELL
1819 PEACHTREE ROAD
SUITE 700
ATLANTA, GA 30309
404-367-0640
404-367-1057 FAX



WFOX FMM 97.1

MARV NYREN
2000 RIVER EDGE PARKWAY
SUITE 797
ATLANTA, GA 30328
770-953-9369
770-955-5483 FAX

WGKA RADIO

DIANE WATSON, NEWS DIRECTOR
P.O. BOX 52128
ATLANTA, GA 30355
404-231-1190

WHAT FM 97.5

DON ALIAS
5526 OLD NATIONAL HIGHWAY
BUILDINGS B&C
COLLEGE PARK, GA 330349
404-765-9750
404-765-0071

WVEE FM 103.3

RICK CAFFEY
400 COLONY SQUARE
SUITE 800
1201 PEACHTREE STREET
ATLANTA, GA 30361
404-898-8900
404-898-8916 FAX

WCNN AM 680

MARC MORGAN
1601 WEST PEACHTREE STREET
ATLANTA, GA 30309
404-897-7500
404-897-7363 FAX



WNNX FM 99.7

MARK RENIER
3405 PIEDMONT ROAD NE
SUITE 500
ATLANTA, GA 30305
404-266-0997
404-364-5855 FAX

WYAY FM 106.7

NEIL MCGINLEY
210 INTERSTATE NORTH
6TH FLOOR
ATLANTA, GA 30339
404-955-0106
404-952-7461 FAX

WARM POWER 99

3405 PIEDMONT ROAD NE
ATLANTA, GA 30305
404-266-9970
404-364-5855 FAX

WIGO RADIO

JOYCE LITTLE, PUBLIC AFFAIRS DIR.
1532 HOWELL MILL RD NW
ATLANTA, GA 30318
404-352-3943

WKLS 96 ROCK

ED ANDERSON, NEWS DIR.
1800 CEMTIRY BLVD., NE
ATLANTA, GA 30345
404-325-960
404-634-5281 FAX

WQXI STAR 94

ROB STADLER, NEWS DIR.
1 CAPITAL CITY PLAZA
3350 PEACHTREE RD. PENTHOUSE
ATLANTA, GA 30326
404-261-2970
404-365-9026 FAX



WRAS

GEORGIA STATE UNIVERSITY
MARK BAILEY, GENERAL MANAGER
UNIVERSITY PLAZA
ATLANTA, GA 30303
404-651-2240
404-651-2184 FAX

WKHX – WPLO

VERN ORE, PRES./GENERAL MANAGER
360 INTERSTATE NORTH
#101
ATLANTA, GA 30339
404-955-0101
404-953-4612 FAX

WRFG

JOE LEWIS, STATION MANAGER
1083 AUSTIN AVE NE
ATLANTA, GA 30307

WSB AM/FM RADIO

LEE HALL, NEWS DIRECTOR
1601 W. PEACHTREE ST NE
ATLANTA, GA 30309
404-897-7000
404-897-7363 FAX

WYZE RADIO

LEROY SWANGER, NEWS DIRECTOR
1111 BOULEVARD SE
ATLANTA, GA 30312
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GLOSSARY

Alternate EOC - a site located away from the primary EOC where officials exercise direction and coordination in an emergency or disaster.

CHEMTREC - “Chemical Transportation Emergency Center,” a public service of the Chemical Manufacturers Association located in Washington, D.C. CHEMTREC provides immediate advice for emergency personnel at the scene of an accident or spill.

Command Post - a designated location to communicate and exercise direction and coordination over an emergency or disaster.

Continuity of Government - measures taken to ensure coordination of essential functions of government in the event of an emergency or disaster.

Critical Facilities - schools, libraries, hospitals, and other essential facilities.

DAC - Disaster Application Center.

Damage Assessment - an appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works and utilities, and transportation resulting from a man-made or natural disaster.

Decontamination - reduction or removal of chemical, biological or radioactive material from a structure, area, object, or person.

Direction and Coordination - determining and understanding responsibilities so as to respond appropriately and expeditiously at a centralized center and/or on-scene location during emergency operations.

Disaster - a “large-scale” man-made or natural hazard resulting in severe property damage, injuries and/or death within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.

Drill - a method or procedure that involves elements of a preparedness plan or the use of specific equipment.



EAS - Emergency Alert System, a digital voice/text technology communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission to provide public information before, during, and after disasters.

Emergency - A man-made or natural hazard that seriously threatens the loss of life and damage to property within a community or multi-jurisdictional area and requires local and/or state response to save lives and protect property, public health, and safety.

Emergency Management - an organized analysis, planning, direction, and coordination of resources to mitigate, prepare, respond, and assist with recovery from an emergency or disaster.

Emergency Management Agency Director - an individual with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the jurisdiction.

Emergency Operations Center (EOC) - a protected site from which local government officials and designated agencies and/or organization representatives exercise direction and coordination in an emergency or disaster.

Emergency Operations Plan (EOP) - a document describing mitigation, preparedness, response, and recovery actions necessary by local government and designated and supporting agencies or organizations in preparation of an anticipated emergency or disaster.

Emergency Support Function (ESF) - a functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

Exercise - a simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice, and evaluation.

Evacuees - persons moving from areas threatened or struck by an emergency or disaster.

Federal Disaster Assistance - aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies.



Hazard - a dangerous situation or occurrence that may result in an emergency or disaster.

Hazardous Materials Incident - an occurrence resulting in the uncontrolled release of materials from a transportation accident capable of posing a risk to health, safety, and property.

Mitigation - saves valuable resources and prevents suffering and hardship in future disasters by breaking the repetitive cycle of destruction and reconstruction through actions designed to reduce the long-term risk to human life and property from hazards. Mitigation involves three basic approaches: avoidance of spatially-predicted natural hazards, human activity, and the built environment (*e.g., limited development in flood-prone areas*); spatially-unpredictable hazards that include activities that are not vulnerable to hazards (*e.g., establishment of building codes that require building or retrofitting resulting in less likely damage*); and hazard-prone areas, such as urban settings, that involve development or activity to shield from a hazard (*e.g., flood control structures*) and limit activity and use of land.

Mobile Command Post (MCP) - a vehicle having the capability to communicate and exercise direction and coordination over an emergency or disaster.

MOU - a written memorandum of understanding between agencies and organizations to share resources and assistance during an emergency or disaster.

Mutual Aid Agreement - a formal written agreement among local governments which includes sharing of resources and assistance during an emergency or disaster.

Nuclear Power Plant - an electrical generating facility using a nuclear reactor as a power (*heat*) source.

Operating Condition (OPCON) - increasing levels of preparedness from five to one requiring performance of predetermined actions in response to a perceived or real threat.

OSHA - Occupational Safety and Health Administration.

Power Outage - an interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.



Public Information - dissemination of information in anticipation of an emergency or disaster and timely actions, updates, and instructions regarding an actual occurrence.

Public Information Officer - a person responsible for preparing and coordinating the dissemination of emergency public information.

Preparedness - maintaining emergency management capabilities in readiness, preventing capabilities from failing, and augmenting the jurisdiction's capability including training, developing, conducting and evaluating exercises, identifying, and correcting deficiencies, and planning to safeguard personnel, equipment, facilities, and resources from effects of a hazard.

Primary Responsibility - an agency or organization designated leadership and coordination of a specific emergency support function so as to mitigate, prepare, respond, and assist with recovery of an emergency or disaster.

PSA - Public Service Announcement

Recovery - long-term activities beyond damage assessment necessary to satisfy immediate life support needs, maintain logistical support, begin restoration of the infrastructure, identify individuals and communities eligible for disaster assistance, and implement post-disaster mitigation.

Response - time sensitive actions to save lives and/or protect property, stabilize emergency or disaster situations, and initiate actions to notify emergency management representatives of the crisis, evacuate and/or shelter the population, inform the public about the situation, assess the damage, and request additional assistance, as needed.

SARA - Superfund Amendments and Reauthorization Act of 1986.

Shelter - a designated facility that provides temporary congregate care for individuals and families who have been forced from their homes by an emergency or disaster.

Shelter Management - the internal organization, administration, and operation of a shelter facility by the American Red Cross.

SOC - State Operations Center



Staging Area - a location pre-selected for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel to host jurisdictions and other assistance to affected communities.

SOP - Standard Operating Procedures directions, detailing task assignments, and a step-by-step process of responsibilities relating to each Emergency Support Function.

Support Agencies - an agency or organization which provides assistance to the primary agency or organization with designated Emergency Support Function responsibility.

Warning - alerting local government, agencies and organizations with emergency support function responsibilities, and the public regarding the threat of extraordinary danger (*e.g., tornado warning, hurricane warning, severe storm warning*) and that such occurrence has been sighted or observed specifying related effects that may occur due to this hazard.

Watch - indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (*e.g., flashflood watch, tropical storm watch*).