



Local Emergency Operations Plan

Bartow County



2022

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AN ORDINANCE OF THE COUNTY COMMISSIONER OF BARTOW COUNTY SITTING FOR COUNTY PURPOSES FOR THE PURPOSE OF **AMENDING THE CODE OF BARTOW COUNTY, CHAPTER 26, BY ADOPTING A NEW ARTICLE VI, EMERGENCY MANAGEMENT POWERS AND OPERATIONS; COORDINATING AND UPDATING EMERGENCY MANAGEMENT ACTIVITIES AND RESPONSES AS AUTHORIZED BY STATE LAW; PROVIDING FOR POWERS DURING EMERGENCIES OR DISASTERS; PROVIDING FOR WAIVER OF CERTAIN PROVISIONS IN AN EMERGENCY; AUTHORIZING VARIOUS RESTRICTIONS IN AN EMERGENCY; AND FOR OTHER PURPOSES ADOPTED AT THE REGULAR MEETING OF THE COMMISSIONER HELD ON JULY 11, 2012.**

WHEREAS, O.C.G.A. §§ 38-3-27 through 38-3-28 and 38-3-54 through 38-3-56 authorizes the County Commissioner to provide emergency management within Bartow County;

WHEREAS, the Georgia Emergency Management Agency (GEMA) is the state agency assigned responsibility for coordination of all organization for emergency management activities within the state;

WHEREAS, Emergency Management Agency is an established emergency management agency; and

WHEREAS, to ensure an effective and coordinated response to disasters, the county wishes to coordinate EMA activities and responses with cities located within the county; and

WHEREAS, the Commissioner believes that an ordinance should be adopted to protect the health and safety of persons and property during an emergency or disaster resulting from man-made or natural causes; and

WHEREAS, this Ordinance is based on the Model Ordinance promulgated by the Association of County Commissioners of Georgia and the Georgia Emergency Management Agency and is adopted upon their recommendation;

NOW, THEREFORE, BE IT ORDAINED that Chapter 26 of the Code of Ordinances of Bartow County is amended as follows:

I. A new Article VI of Chapter 26 is adopted as follows:

ARTICLE VI – EMERGENCY MANAGEMENT POWERS AND OPERATIONS

Sec. 26-28. Regulations Continued in Effect

All ordinances, resolutions, motions and orders pertaining to civil defense, emergency management and disaster relief, which are not in conflict with this article, are continued in full force and effect. Such ordinances, etc., are on file in the office of the County Clerk

Sec. 26-29. Declaration of Local Emergency

(a) **Grant of authority.** In the event of an actual or threatened occurrence of a disaster or emergency, which may result in the large-scale loss of life, injury, property damage or destruction or in the major disruption of routine community affairs, business or governmental operations in the county and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private resources, the County Commissioner may declare a local emergency for Bartow County. The form of the declaration shall be similar to that provided in Sec. 26-31 of the Code.

(b) **Request for state assistance.** Consistent with a declaration of local emergency, the Commissioner may request the Governor to provide assistance, provided that the disaster or emergency is beyond the capacity of the county to meet adequately and state assistance is necessary to supplement local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

(c) **Continuance.** The declaration of local emergency shall continue until the Commissioner finds that emergency conditions no longer exist, at which time, the Commissioner shall execute and file with the Clerk of the Commissioner a document marking the end of the state of emergency. No state of local emergency shall continue for longer than 30 days, unless renewed by the Commissioner. The Commissioner may, by resolution, end a state of local emergency at any time.

Sec. 26-30. Effect of declaration of emergency.

(a) **Activation of emergency operations plan.** A declaration of emergency by the Governor or a declaration of local emergency by the County Commissioner shall automatically activate the county emergency operations plan and shall be the authority for deployment of personnel and use of any forces to which the plan applies and for use or distribution of any supplies, equipment, materials, and facilities assembled, stockpiled or arranged to be made available, pursuant to the Georgia Emergency Management Act or any other laws applicable to emergencies or disasters. Furthermore:

(1) The Bartow County Emergency Management Agency (“EMA”) Director shall have the legal authority to exercise the powers and discharge the duties conferred upon the emergency management agency, including the implementation of the emergency operations plan, coordination of the emergency responses of public and private agencies and organizations, coordination of recovery efforts with state and federal officials, and inspection of emergency or disaster sites.

(2) In responding and conducting necessary and appropriate investigations, the Director or his/her designee is authorized to enter at a reasonable time upon any property, public or private, for the purpose of investigating and inspecting sites involved with emergency management functions. The Director is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf

of the County; however, any such document shall be later presented for ratification at a meeting of the County Commissioner.

(3) No person shall refuse entry or access to any authorized representative or agent of the county who requests entry for purposes of inspection, and who presents appropriate credentials. Nor shall any person obstruct, hamper or interfere with any such representative while that individual is in the process of carrying out his or her official duties.

(b) **Emergency powers.** Following a declaration of emergency and during the continuance of such state of emergency, the Commissioner is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control. In exercising this authority, the Commissioner may cause to become effective any of the following sections of this article as appropriate: Sec. 26-34 (registration of building and repair services) to become effective if the Governor declares a state of emergency; and Sec. 26-35 (closed or restricted areas and curfews). If any of these sections are included in a declaration of local emergency, the same shall be filed in the office of the Clerk of the Commissioner and shall be in effect until the declaration of local emergency has terminated.

(c) **Authority to waive procedures and fees.** Pursuant to a declaration of emergency, the Commissioner is authorized to cause to be effective any of the subsections of Sec. 26-33 of this Article as appropriate. The implementation of such subsections shall be filed in the office of the Clerk of the Commissioner.

(d) **Additional emergency powers.** The Commissioner shall have, and may exercise for such period as the declared emergency exists or continues, the following additional emergency powers:

- (1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area, for the preservation of life or other disaster mitigation, response or recovery;
- (2) To prescribe routes, modes of transportation and destinations in connection with evacuation;
- (3) To suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and flammable liquids and substances;
- (4) To make provision for the availability and use of temporary emergency housing, emergency shelters and/or emergency medical shelters.
- (5) To transfer the direction, personnel or functions of any county departments and agencies or units thereof for the purpose of performing or facilitating emergency services;
- (6) To utilize all available resources of the county and subordinate agencies over which the county has budgetary control as reasonably necessary to cope with the emergency or disaster;
- (7) To utilize public property when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health and welfare; and/or the property of citizens;

- (8) To suspend any law, code provision or regulation prescribing the procedures for conduct of county business, or the orders, rules or regulations of any county agency, if strict compliance with any ordinance, resolution, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency or disaster, provided that such suspension shall provide for the minimum deviation from the requirements under the circumstances and further provided that, when practicable, specialists shall be assigned to avoid adverse effects resulting from such suspension;
- (9) To provide benefits to citizens upon execution of an intergovernmental agreement for grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by an emergency or disaster in cases where the individuals or families are unable to meet the expenses or needs from other means, provided that such grants are authorized only when matching state or federal funds are available for such purposes;
- (10) To perform and exercise such other functions, powers and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population, including individuals with household pets and service animals prior to, during and following a major disaster or emergency.

Sec. 26-31. Form of Declaration of Local Emergency.

Upon the declaration of local emergency, an official "Declaration of Local Emergency," in substantially the same form as set forth below, shall be signed and filed in the office of the County Clerk and shall be communicated to the citizens of the affected area using the most effective and efficient means available. The declaration shall state the nature of the emergency or disaster, the conditions that require the declaration and any sections of this article which shall be in effect.

DECLARATION OF LOCAL EMERGENCY

WHEREAS, Bartow County, Georgia has experienced an event of critical significance as a result of *[description of event]* on *[date]*; and

WHEREAS, in the judgment of the Commissioner of Bartow County, with advice from the Bartow County Emergency Management Agency, there exist emergency circumstances located in *[describe geographic location]* requiring extraordinary and immediate corrective actions for the protection of the health, safety and welfare of the citizens of Bartow County, including individuals with household pets and service animals; and

WHEREAS, to prevent or minimize injury to people and damage to property resulting from this event.

NOW, THEREFORE, pursuant to the authority vested in me by local and state law; IT IS HEREBY DECLARED that a local state of emergency exists and shall continue until the conditions requiring this declaration are abated.

THEREFORE, IT IS ORDERED:

- (1) That the Bartow County Emergency Management Agency activates the Emergency Operations Plan;
- (2) That the following sections of the Bartow County Code be implemented: *[If deemed appropriate, choose from the following: Sec. 26-34 Registration of Building and Repair Services to be effective only if the Governor has declared a state of emergency; and/or Sec. 26-35 Closed or Restricted Areas and Curfews];* and
- (3) That the following measures also be implemented: *[If deemed appropriate, select items from Sec. 26-30(c) or (d) or such other measures as appropriate.]*

ENTERED at *[time]* on *[date]*

[Signed]
Commissioner, Bartow County

Sec. 26-32. Enforcement and Remedies

- (a) **Law Enforcement.** In accordance with O.C.G.A. § 38-3-4, the Bartow County Sheriff's Office shall be authorized to enforce the orders, rules and regulations contained in this article and/or implemented by the Commissioner or local governing authority during a declared emergency.
- (b) **Penalties.** Failure to comply with any of the requirements or provisions of the regulations contained in this article, or with any code section, order, rule or regulation made effective by the Commissioner or local governing authority upon or after the declaration of an emergency shall constitute a violation of the provisions of this article. Any person who violates any provision in this article shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding \$1,000.00, imprisonment for a term not exceeding 60 days, or both such fine and imprisonment, for each violation. Each person assisting in the commission of a violation shall be guilty of separate offenses. Each day during which a violation or failure to comply continues shall constitute a separate violation.
- (c) **Injunctive Relief.** In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the County, the EMA Director or the County Attorney are authorized to obtain an injunction to restrain violation of laws, code sections, orders, rules and regulations which are contained in the Georgia Emergency Management Act and/or this code, and/or which are implemented by the local governing authority during a declared emergency.
- (d) **Enforcement.** Except as otherwise provided in this article, this ordinance may be enforced by the Bartow County Sheriff's Office and the EMA Director or his or her designees.

Sec. 26-33. Authority to Waive Procedures and Fee Structures

(a) **County Business.** Upon declaration of an emergency or disaster by the Governor or County Commissioner, the affairs and business of the county may be conducted at places other than the regular or usual location, within or outside of the county, when it is not prudent, expedient or possible to conduct business at the regular location. When such meetings occur outside of the county, all actions taken by the Commissioner shall be as valid and binding as if performed within the county. Such meetings may be called by the County Commissioner without regard to or compliance with time-consuming procedures and formalities otherwise required by law.

(b) **Public Works Contracts.** Upon declaration of an emergency or disaster by the Governor or County Commissioner, the Commissioner may contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract for four weeks; provided, however, that the emergency must be of such nature that immediate action is required and that the action is necessary for the protection of the public health, safety and welfare. Any public works contract entered into pursuant to this subsection shall be entered on the minutes of the county as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e).

(c) **Purchasing.** Upon declaration of an emergency or disaster by the Governor or Commissioner, purchasing regulations or policies may be suspended. County officials shall continue to seek to obtain the best prices during the state of local emergency.

(d) **Code Enforcement.** Upon declaration of a state of emergency or disaster by the Governor or the Commissioner, the Commissioner may temporarily suspend the enforcement of the ordinances of the county, or any portion thereof, where the emergency is of such nature that immediate action outside the code is required, such suspension is consistent with the protection of the public health, safety and welfare, and such suspension is not inconsistent with any federal or state statutes or regulations.

(e) **Fees.** Upon declaration of a state of emergency or disaster by the Governor or the County Commissioner, the Commissioner may temporarily reduce or suspend any permit fees, application fees or other rate structures as necessary to encourage the rebuilding of the areas impacted by the disaster or emergency. The term "fees" include fees or rates charged by the county for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits and other fees relating to the reconstruction, repair and clean-up of areas impacted by the disaster or emergency. The term "fees" does not include fees collected by the county on behalf of the state or federal government or fees charged by the county pursuant to a state or federal statute or regulation.

(f) **Temporary Dwellings.** Upon the declaration of a state of emergency or disaster by the Governor or County Commissioner, the Commissioner or his or her designees may issue temporary mobile home, trailer, recreational vehicle or other temporary dwelling structures

or parks in any zoning district, even though not otherwise permitted by development code, while the primary dwelling is being repaired, provided that such temporary dwellings or parks are designed by an engineer and the plans are approved by the county Health Department and Community Development Department. The temporary permit shall not exceed six months in duration. In the case of a continuing hardship, and in the discretion of the County Commissioner or its designee, the permit may be extended for a period of up to an additional six months. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

Sec. 26-34. Registration of Building and Repair Services

(a) **Registration.** In accordance with O.C.G.A. § 38-3-56, before building, constructing, repairing, renovating or making improvements to any real property, including dwellings, homes, buildings, structures or fixtures within an area in the unincorporated area of the county designated in a declared emergency or disaster, any person, firm, partnership, corporation or other entity must register with the Bartow County Community Development/Building Inspections Department and secure a building permit that is posted at the work site. Each day any such entity does business in the unincorporated areas of the county without complying with this ordinance constitutes a separate offense.

(b) **Fees.** The cost of registration fees in a declared emergency or disaster is fixed at \$ 50.00 per annum. Registration is nontransferable. A registration certificate will be issued if the applicant qualifies. The cost of any requested emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.

(c) **Application Information.** When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application, providing the following information:

- (i) Name of applicant;
- (ii) Permanent address and phone number of applicant;
- (iii) Applicant's Social Security number or federal Employer Identification number;
- (iv) If applicant is a corporation, the state and date of incorporation;
- (v) Tag registration information for each vehicle to be used in the business;
- (vi) List of cities and/or counties where the applicant has conducted business within the past 12 months;
- (vii) Georgia sales tax number or authorization;
- (viii) Georgia business license number, if required;
- (ix) Copy of license from the Secretary of State, if required;
- (x) Affidavit of compliance with USCIS E-Verify requirements and the Georgia Security and Immigration Compliance Act, as amended.

(d) **Implementation; Duration.** The restrictions in this section shall become effective only upon a declaration of emergency by the Governor and a local declaration stating this section is in effect. Unless otherwise specified in the declaration of emergency or otherwise extended

by the County Commissioner, the provisions of this Code section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

(e) **Display of Registration Certification.** Each certification issued hereunder shall be posted conspicuously by the building contractor in the place of business of the building contractor or shall be carried on his person or vehicle used in such business. Such certification shall be exhibited to any authorized enforcement officer when so requested.

(f) **Revocation; suspension.** Each certification granted under this division is a mere permit to engage in the business only so long as said business is conducted in a lawful manner. The County Commissioner hereby reserves the right to revoke or suspend any certification granted hereunder, if the building contractor, or the building contractor's agent or employee acting within the scope of his employment, violates this division or any other county, state or federal law. If after issuance of a certification, the county desires to revoke such certification, written notice thereof shall be given to the building contractor, which notice shall specify the violation with which the building contractor is charged and a date, time and place at which a hearing shall be held with regard to the violation. The building contractor shall have an opportunity to be heard at such hearing, shall have the right to be represented by counsel, and shall have the right to introduce and submit evidence in opposition to such revocation.

Sec. 26-35. Closed or Restricted Areas and Curfews During Emergency

(a) **No Loitering.** To preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander or stroll in or upon the public streets, highways, roads, lanes, parks or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots or any other place during a declared emergency between hours specified by the County Commissioner until the curfew is lifted.

(b) **Reentry Restrictions.** To promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations during an emergency, the County Commissioner shall have discretion to impose reentry restrictions on certain areas. The Commissioner shall exercise such discretion in accordance with the county emergency operations plan, which shall be followed during emergencies.

(c) **Exemptions.** The provisions of this section shall not apply to persons acting in the following capacities:

- (i) Authorized and essential law enforcement personnel;
- (ii) Authorized and essential health care providers;
- (iii) Authorized and essential personnel of the county;
- (iv) Authorized National Guard or federal military personnel;
- (v) Authorized and essential firefighters;
- (vi) Authorized and essential emergency response personnel;
- (vii) Authorized and essential personnel or volunteers working with or through the county emergency management agency (EMA);

- (viii) Authorized and essential utility repair crews;
- (ix) Citizens seeking to restore order to their homes or businesses while on their own property or place of business;
- (x) Other authorized and essential persons as designated on a list compiled by EMA, the Director of Public Safety and/or the Sheriff of the county.

(d) **Enforceability.** This section shall be enforced by officers of the law enforcement personnel approved to provide aid and assistance during the emergency. Nothing contained in this section shall prohibit a law enforcement officer from bringing other charges under state law.

(e) **Implementation; Duration.** The restrictions in this section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.

Sec. 26-36. Contracts with Municipalities.

In addition to the normal agreements embodied in the county's emergency operations plan for mutual emergency assistance, the Commissioner may contract with any municipality for the administration of an emergency response program.

II. Article II - Curfew of Chapter 26 of the Code of Ordinances is hereby deleted and replaced with "Article II - Reserved."

III. Article IV - Contractor Registration of Chapter 26 of the Code of Ordinances is hereby deleted and replaced with "Article IV - Reserved."

IV. Article V - Suspension of Law of Chapter 26 of the Code of Ordinances is hereby deleted and replaced with "Article V - Reserved."

BE IT FURTHER ORDAINED that this ordinance shall become effective upon its approval.

So adopted this 11th day of July, 2012.

Attest:

BARTOW COUNTY, GEORGIA



Kathy Gill, County Clerk



Clarence Brown, Commissioner

Approval and Implementation

This plan supersedes the Bartow County Emergency Operation Plan (EOP) dated February 9, 2018, and is valid for a period of four years from the date signed, unless a revision is required sooner by the undersigned.

This EOP describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of Bartow County. This plan is also intended to clarify expectation for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services.

This EOP was developed by Bartow County, in conjunction with other local agencies, non-governmental organizations, and private sector partners and is aligned with the National Response Framework, the National Disaster Recovery Framework, and guidance from the Georgia Emergency Operations Plan. It was also developed with lessons learned from previous disasters and emergencies that have threatened Bartow County, as well as exercises and training events.

The Bartow County Emergency Operations Plan delegates the Steve Taylor's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

- a. EMA Director Dwayne Jamison
- b. Deputy EMA Director Marcus Warren
- c. Deputy EMA Director Sandy Turner
- d. Deputy EMA Director Bruce King

Date

Steve Taylor
Commissioner, Bartow County |

Signature Page

Kenneth Carson, Mayor
City of Adairsville

Matt Santini, Mayor
City of Cartersville

Al Pallone, Mayor
City of Emerson

Greg Guyton, Mayor
City of Euharlee

Elbert Wise Jr., Mayor
City of Kingston

Mitchell Bagley, Mayor
City of Taylorsville

Ryan Evans, Mayor Pro Tem
City of White

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
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Table of Contents

Promulgation Statement.....	iii
Approval and Implementation.....	xii
Record of Changes	xiv
Record of Distribution.....	xv
Table of Contents.....	xvi
1.0 Purpose, Scope, Situation, and Assumptions	1
1.1 Purpose	1
1.2 Scope.....	1
1.3 Situation Overview	3
1.3.1 Characteristics.....	3
1.3.2 Hazard Profile.....	5
1.3.3 Planning Assumptions	9
2.0 Concept of Operations	11
2.1 General	11
2.2 Goals and Objectives.....	11
2.2.1 Goals	11
2.2.2 Objectives.....	11
2.3 Emergency Operations Center Operating Conditions and Activation.....	12
2.3.1 EOC Operating Levels.....	12
2.3.2 Field Operations	12
2.3.3 Activation of the Emergency Operations Plan (EOP)	13
2.3.4 Emergency Operations Center (EOC) Operations.....	13
2.3.5 Coordinating Local, State and Federal Operations.....	17
2.3.6 Logistical Staging Area (LSAs)	18
2.3.7 Phases of Emergency Management and Corresponding Actions.....	18
2.3.8 Public Information	19
2.3.9 Alert and Notification	20
2.3.10 Warning	20
2.3.11 Evacuation.....	20
2.3.12 Request for Assistance.....	20
3.0 Organization and Assignment of Responsibilities	21

3.1	General	21
3.2	Organization.....	21
3.3	Assignment of Responsibilities	22
3.3.1	Chief Elected Officials.....	22
3.3.2	Support Functions	22
3.3.3	State Government Department and Agencies	27
3.3.4	Private Sector Organizations	27
3.3.5	Non-Governmental and Volunteer Agencies	28
3.3.6	Citizen Involvement	29
4.0	Continuity of Government (COG)/Continuity of Operations Plan (COOP).....	29
4.1	Succession of Command for Local Government.....	30
4.2	Mission Essential Positions.....	30
4.3	Mission Essential Functions and Processes	31
4.3.1	Mission Essential Functions	31
4.3.2	Mission Essential Processes	31
4.4	Relocation of Government	32
4.4.1	Alternate Facilities	32
4.4.2	Logistics Support	33
4.4.3	Resources Requirements	33
4.5	Vital Records and Data Management	33
4.5.1	Communications.....	33
4.5.2	Information Technology	34
4.5.3	Public Information	34
4.5.4	Finance and Administration Section	34
4.5.5	Vital Records (Safeguards).....	34
5.0	Direction, Control, and Coordination	36
5.1	Authority to Initiate Actions	36
5.2	Command Responsibility for Specific Actions	36
5.2.1	General guidance of emergency operations	36
5.2.2	Direction of response.....	37
6.0	Information Collection and Dissemination	37
7.0	Communications.....	38
8.0	Administration, Finance, and Logistics	38

8.1 Appointment of Officials	38
8.2 Administration	38
8.3 Finance	38
8.4 Logistics	38
8.4.1 Additional Policies	38
9.0 Plan Development and Maintenance.....	39
9.1 Development.....	39
9.2 Maintenance	39
9.2.1 Requirements	39
9.2.2 Review and Update	39
10.0 Authorities and References	40
10.1 Legal Authority	40
10.1.1 Federal	40
10.1.2 State	40
10.1.3 Local.....	40
10.2 References.....	41
10.2.1 Federal	41
10.2.2 State	41
10.2.3 Local.....	41

1.0 Purpose, Scope, Situation, and Assumptions

1.1 Purpose

The Bartow County Emergency Operations Plan (EOP) is based on the hazards as listed in the Hazard Identification and Risk Assessment Plan which includes all natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of the Bartow County. The EOP clarifies the actions taken for an effective response and describes the integration of the processes and procedures detailed in the National Response Framework (NRF), National Disaster Recovery Framework, as well as serving as a guide for all municipal Emergency Operations Plans.

The Bartow County EOP supports the five major mission areas set forth in the National Preparedness Goals; Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county's efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation.

The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure.

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

The EOP defines the actions and roles necessary to provide a coordinated response and provides a general concept of potential emergency assignments before, during, and following emergency situations to Cities, Departments and Agencies within Bartow County. It also provides for the systematic integration of emergency resources when activated for emergency situations and does not replace non-emergency operations plans or procedures.

1.2 Scope

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

The EOP addresses the hazards and threats extracted from the Bartow County Hazard, Identification and Risk Assessment (HIRA) and the Bartow County Hazard Mitigation Strategy.

The EOP introduces the fundamentals of mitigation and long term recovery but is not the primary document for these activities. It also references activities occurring in all phases of the emergency management cycle. However, the primary focus of this document remains an operational plan which describes the basic strategies, assumptions, operational goals and objectives in coordinating and mobilizing resources to support emergency management response and recovery activities.

The EOP applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Bartow County and distinguishes between incidents that require County coordination, termed disasters or emergencies, and the majority of incidents that are handled by responsible jurisdictions or agencies through other established authorities and existing plans.

Key Concepts

Key concepts that are reflected throughout the EOP are:

1. Systematic and coordinated incident management, including protocols for:
 - a. Coordinated action;
 - b. Alert and notification;
 - c. Mobilization of County resources to augment existing municipal capabilities;
 - d. Operating under differing threats or threat levels; and
 - e. Integration of crisis and consequence management functions.
2. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
4. Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Incident Specific Annexes).
5. Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
6. Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.
7. Facilitating support to County departments and agencies acting under the requesting

department or agency's own authorities.

8. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.

9. Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

This EOP consists of five components, which outlines the State Emergency Management Program. These components include:

- Base Plan
- Emergency Support Function Annexes (or Agency/Department/Organization Function Annexes)
- Support Annexes (may include Continuity of Government/Operations, Warning, Population Protection, Financial Management, Mutual Aid/Multijurisdictional Coordination, Private Sector Coordination, Volunteer and Donations Management, Worker Safety and Health, Prevention and Protection, and Communications.)
- Incident/Threat Specific Annexes (Weather related, Earthquake, Tornado, Flood/Dam Failure, HAZMAT, Epidemic, Terrorism, Active Shooter, etc.)
- Companion Documents (Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

Each of these components are made up of various plans, guides and documents that collectively describe how the County plans for, responds to and recovers from natural and human caused disasters. The five components are published separately but reviewed collectively to ensure seamless integration.

The EOP is intended to capture and reflect the cooperative spirit of all senior elected and appointed leaders and their organizations to partner in a comprehensive emergency management program to protect the lives and property of all Bartow County residents and visitors. |

1.3 Situation Overview

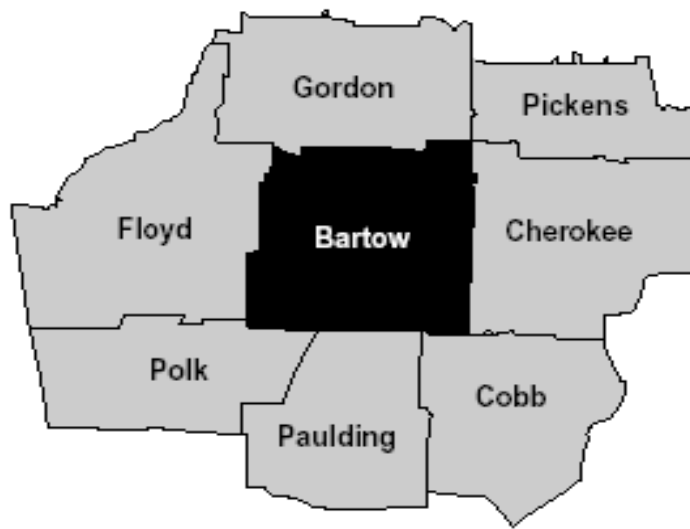
1.3.1 Characteristics

1.3.1.1 Location

|Bartow County includes unincorporated Bartow County and the cities of Adairsville, Cartersville, Emerson, Euharlee, Kingston, Taylorsville and White. |

1.3.1.2 Geographic

|Bartow County is located in Northwest Georgia. It encompasses about 470 square miles. The County seat is the City of Cartersville. It is approximately 40 miles north of Atlanta. Bartow County shares boundaries with Cobb, Paulding, Polk, Floyd, Gordon, Pickens, and Cherokee counties,



1.3.1.3 Demographic

Bartow County has a population of 102,623 residents as of July 1, 2017. Daytime population in Bartow County exceeds 1,020,000 due to large commercial and industrial areas in the southeastern portion of the jurisdiction. The jurisdiction is also a popular base for outdoor adventurers, attracting a large number of tourists each year. |

1.3.1.4 Designated Areas of Interest

1. Bartow County has Lake Allatoona partially in the county. This is popular summer and warm weather hang out. During summer weekends it attracts hundreds of water enthusiasts. It also feeds Etowah River which has become a popular kayaking hotspot.
2. Red Top Mountain State Park and Lodge and Etowah Indian Mounds State Historic Site. Located along Lake Allatoona, Red Top Mountain offers abundant wildlife, swimming, boating, fishing and hiking. The historic Etowah Indian Mounds, meanwhile, showcases ceremonial mounds that date from 1,000-1,500 A.D. |

1.3.1.5 Special Events

1. The City of Cartersville hosts several events throughout the year that draw a large number of people.
2. The City of Adairsville hosts several events throughout the year that draw a large number of people.
3. Lakepoint is a sporting complex located in the City of Emerson. Lakepoint hosts tournaments throughout the year in several different sports that draw large crowds. |

1.3.1.6 Economic Base and Infrastructure

Bartow County's economy has evolved from its traditional tourism and textile dependence into one of great diversity. Today's commercial and industrial manufacturing base is complemented by solid and growing trade and service sectors. Much tourism activity is centered around Cartersville. This economic diversification has helped create new employment and smooth the impact of cyclical swings. As a result, unemployment rates have been below State and national averages since 1987. Finances have improved with three years of surplus operations and are expected to be further strengthened by solid operating results in 2022. |

1.3.2 Hazard Profile |

1.3.2.1 Potential Hazards

Bartow County is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Table 1: Hazard Identification and Grouping

Natural Hazards		
Severe Weather <ul style="list-style-type: none"> • Thunderstorms • High Winds • Lightning • Hail • Tornado 	Severe Winter Weather <ul style="list-style-type: none"> • Snow • Extreme Cold • Ice • Blizzard • Freezing Rain • Sleet 	Tropical Cyclone <ul style="list-style-type: none"> • Storm Surge • High Winds • Heavy Rainfall • Tornado
Infectious Disease <ul style="list-style-type: none"> • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreak • Novel Disease Outbreak 	Drought Wildfire <ul style="list-style-type: none"> • Extreme Heat • Wildfires • Smoke • Water Shortage 	Inland Flooding <ul style="list-style-type: none"> • River Flooding • Flash Flooding • Urban Flooding
Geologic Hazard <ul style="list-style-type: none"> • Sinkholes • Earthquake • Landslides 		
Human Caused Hazards		
Cybersecurity Attack <ul style="list-style-type: none"> • Hacking/Phishing • Infrastructure Disruptions • Ransomware/Malware Attacks • Network Intrusion/Disruption Transportation 	Active Shooter <ul style="list-style-type: none"> • Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking 	Radiological Release <ul style="list-style-type: none"> • Radiological Release Technical • Radiological Release Hostile
Hazardous Material Release <ul style="list-style-type: none"> • Transportation-Related • Storage-Related, Spills, and Leaks 		
Technological Hazards		

Dam Failure <ul style="list-style-type: none"> • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption 	Infrastructure Failure <ul style="list-style-type: none"> • Communications • Transportation • Energy • Public Works 	
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Table 2: Hazard Identification Process

Hazard of Concern	How and Why hazard was Identified
Severe Weather <ul style="list-style-type: none"> • Thunderstorms • High Winds • Lightning • Hail • Tornado 	<ul style="list-style-type: none"> • Review of historical disaster declarations and NWS NCDC Storm Events Database • 29 out of 42 declared disaster events in Georgia were Severe Weather events
Inland Flooding <ul style="list-style-type: none"> • Rivers • Flash • Urban 	<ul style="list-style-type: none"> • Review of historical disaster declarations and NWS NCDC Storm Events Database • Flooding impacts Georgia nearly every year and results in the majority of the damages associated with hazard events • 17 out of 42 declared disaster events in Georgia were flood events
Tropical Cyclone <ul style="list-style-type: none"> • Storm surge • High Winds • Heavy Rain fall • Tornado 	<ul style="list-style-type: none"> • Justification based off statewide events.
Severe Winter Weather <ul style="list-style-type: none"> • Snow • Ice • Freezing Rain 	<ul style="list-style-type: none"> • Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database • Four (4) out of 42 declared disaster events in Georgia were winter weather related events
Drought Wildfire <ul style="list-style-type: none"> • Extreme Heat • Wildfires 	<ul style="list-style-type: none"> • Review of historical disaster declarations, NWS NCDC Storm Events Database, U.S. Drought Monitor and Drought Impact Reporter • The entire State of Georgia is subject to the effects of drought
Geologic Hazards <ul style="list-style-type: none"> • Sinkholes • Earthquake 	<ul style="list-style-type: none"> • Review of historical data, including United States Geological Survey • Earthquakes have impacted Georgia in the past. Between 1811 and 2013, there have been 11 earthquake events with epicenters near Georgia
Infectious Diseases: <ul style="list-style-type: none"> • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreaks • Novel Disease Outbreaks 	<ul style="list-style-type: none"> • Numerous bodies of water located in the state that assist with the breeding of mosquitos and other waterborne pathogens

<p>Cybersecurity Attack</p> <ul style="list-style-type: none"> • Hacking/Phishing • Infrastructure Disruptions • Ransomware/ Malware Attacks • Network Intrusion/ Disruption • Transportation 	<ul style="list-style-type: none"> • Most of Georgia’s critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident
<p>Active Shooter</p> <ul style="list-style-type: none"> • Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking 	<ul style="list-style-type: none"> • Terrorist attacks can occur anywhere • Georgia is an attractive target due to it’s to major urban areas, seaports and tourism.
<p>Radiological Release (Technical, Hostile)</p> <ul style="list-style-type: none"> • Individuals (Physical and Psychological Health) • Property • Environment • Infrastructure • Agriculture • Zoological • Economy 	<ul style="list-style-type: none"> • Justification based off statewide events
<p>Hazardous Material Release</p> <ul style="list-style-type: none"> • Injury • Loss of life • Property damage • Environmental damage 	<ul style="list-style-type: none"> • Justification based off statewide events.
<p>Dam Failure</p> <ul style="list-style-type: none"> • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption 	<ul style="list-style-type: none"> • Bartow County has 39 Dams • In Bartow County has one major dam. Lake Allatoona Dam • Numerous smaller dams, including agricultural exist
<p>Infrastructure Failure</p> <ul style="list-style-type: none"> • Communications • Transportation • Energy • Water Wastewater 	<ul style="list-style-type: none"> • Justification based off statewide events.

1.3.2.2 Vulnerability Assessment

Vulnerability includes all populations and assets (environmental, economic, and critical facilities) that may be at risk from natural, human-caused, and technological hazards. Vulnerability analysis measures the level of assets, populations, or resources within a given region, city, or town. The vulnerability is a function of the built environment, local economy, demographics, and environmental uses of a given region.

The damage and/or destruction of any of Bartow County’s six (6) critical lifeline sectors (Communications, Emergency Services, Energy, Information Technology,

Transportation Systems, and Water/Wastewater Systems) represents enormous economic, social, and general functional costs to a community, while also impeding emergency response and recovery activities.

A nonfunctional road can have major implications for a community: general loss of productivity; disruption of physical access preventing residents from getting to work or other daily activities; prevention of emergency vehicles from reaching destinations; associated health and safety implications; and potential access difficulties causing the disruption of important lifeline supplies, such as food and other deliveries to the community.

Damaged or destroyed utility lines and facilities, including electricity, computer and satellite links, gas, sewer, and water services can cripple a region after a disaster. Power lines are often badly damaged or destroyed, resulting in the loss of power for days, weeks, or even months. This is particularly critical considering modern societies' dependence on electricity. In addition to basic modern household appliances being affected, public water supplies, and water treatment and sewage facilities can also be impacted. Electric pumps cannot pump drinking water into an area without power, and even if they could, the water delivery system could be breached in several areas. The loss of level elevated water tanks also results in a lack of safe drinking water. Even disaster victims who do get water may have to boil it to eliminate waterborne pathogens introduced to the supply in breached areas.

Although not a complete representation of all the possible types of facilities, this dataset is a good representation of critical facilities in Bartow County. |

Table 3: Types of Facilities

Jurisdiction Owned Holding	406
Interstate roads within Jurisdiction (in miles)	30
State Maintained Roads (in miles)	114
County Maintained Roads (in miles)	872
Bridges	53
Law Enforcement Agencies:	7
Fire Stations:	18
Hospitals:	1
Dispatch Centers	1
First Responder's Communication Towers	8
TV Digital Station Transmitters	2
AM Transmission Towers	2
FM Transmission Towers	2
Cellular Towers	204
City Halls:	6
Housing Units	42,298
Mobile Homes	2,622
Airports:	1
Dams:	39

Fishing and Boating Access/Marinas:	20
Water/Wastewater Stations	32
Natural Gas Lines (in miles)	21

1.3.3 Planning Assumptions

1. A disaster may occur within Bartow County with little or no warning and may escalate more rapidly than Bartow County can handle.
2. Incidents are typically managed at the lowest possible organizational and jurisdictional level. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
3. During a State of Emergency, the EMA Director, as the individual responsible for carrying out Bartow County’s emergency management programs, has command and control authority over all operational areas necessary to help Bartow County respond to, recover from, and mitigate against natural and manmade emergencies.
4. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Bartow County. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
5. Agencies/departments/offices assigned responsibilities in the EOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.
6. Agencies are prepared to fulfill assigned responsibilities from the EOP, supporting plans and joint operational or area plans.
7. Mutual Aid to the affected jurisdiction by response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when the County officials determine their own resources to be insufficient.
8. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by local jurisdictions.
9. It is the responsibility of elected officials and designated responders under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
10. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction’s boundaries.
11. When an emergency exceeds Bartow County resource and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland

Security Agency (GEMA/HS) if needed.

12. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested. This includes all agencies, departments and offices in support of this EOP as well as any neighboring jurisdictions.

13. Incidents, including large scale emergencies or events, require full coordination of operations and resources, and may:

- a. Require significant information sharing across multiple jurisdictions and between the public and private sectors;
- b. Involve single or multiple jurisdictions and/or geographic areas;
- c. Have significant local and/or statewide impact and may require significant inter-governmental coordination;
- d. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
- e. Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
- f. Require resources to assist individuals with access and functional needs;
- g. Impact critical infrastructures across multiple sectors;
- h. Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
- i. Attract a sizeable influx of public, private, and voluntary resources; including independent and spontaneous volunteers;
- j. Require short-notice asset coordination and response; and
- k. Require prolonged incident management operations and support activities for long-term community recovery and mitigation.

14. Factors influencing the need for state involvement in response and recovery may include, but are not limited to:

- a. Severity and magnitude of the incident.
- b. Local needs exceeding available resources.
- c. Incident type or location.
- d. Protection of public health, welfare or the environment.
- e. Economic ability of the jurisdiction and/or affected localities to recover from the incident. |

2.0 Concept of Operations

2.1 General

Communications is maintained between affected jurisdictions and GEMA/HS Area Emergency Management and/or Homeland Security Field Coordinators. GEMA/HS personnel may respond to the jurisdiction to facilitate ongoing information exchange.

The County Commissioner may declare local states of emergency and request State assistance. All requests for State assistance should be entered into WebEOC and coordinated with the assigned Area Field Coordinator to the State Operations Center (SOC).

County EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the counties, including cities within the counties.

This plan is based on three organizational levels of emergency management: local, state, and federal. Each level works together to provide a delivery system to meet the needs of the public. Emergency operations are initiated at the lowest level able to respond to the emergencies and disasters.

Supporting agencies and volunteer organizations are incorporated in this plan for a whole community approach.

2.2 Goals and Objectives

2.2.1 Goals

1. Promote all phases of emergency management and provide the community with a coordinated effort in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from a localized or widespread disaster.
2. Facilitate effective use of all available resources during a disaster.
3. Maintain the quality of life for our citizens before, during and after a disaster.

2.2.2 Objectives

1. Meet the needs of disaster victims: Save human lives; treat the injured; warn the public to avoid further casualties; evacuate all who are potentially endangered; coordinate with other agencies to shelter and care for those evacuated.
2. Protect property: Take action to prevent damage of property; provide security for property, especially in evacuated areas; prevent contamination to the environment.
3. Restore the Community: Re-establish essential utilities, transportation routes, public infrastructure and facilities as well as encourage economic activity.

2.2.3 National Incident Management System and the Incident Command System

1. Bartow County has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Bartow County. First responders in all organizations are encouraged to implement the training, exercising

and everyday use of ICS.

2. All Bartow County emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene is via an Emergency Management staff member located at the Incident Command Post.

3. If the incident affects multiple agencies and jurisdictions, a transition may occur from a single Incident Commander to a Unified Command structure. Unified Command may appoint a single spokesperson to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations.

2.3 Emergency Operations Center (EOC) Operating Conditions and Activation

2.3.1 EOC Operating Levels

1. Full Activation: All EOC staff are required to report for operations. Emergency situation is imminent or in progress.
2. Elevated (or Partial) Activation: EOC leadership and selected ESFs are activated for monitoring or specific response activities.
3. Active Monitoring: Minimal staff on duty for monitoring of daily activities.

2.3.2 Field Operations

1. The EMA staff is on-call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.
2. Small-scale incidents or emergencies may be mitigated on scene, without opening the EOC.
3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.
4. Once an incident has escalated and all typical mission specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.
5. All EMA staff are cross trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.
6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM

representative will contact the remaining EM staff for additional support.

7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control. |

2.3.3 Activation of the Emergency Operations Plan (EOP) |

1. The EMA Director will make a recommendation to the County Commissioner regarding the activation/implementation of the EOP. In the event the County Commissioner is not available, the EMA Director has the authority to order the activation. If the EMA Director is not available; then the EMA Deputy Director has the authority to order the activation. When the EOP is implemented, all county, and supporting municipality, resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility. The EMA will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.

2.3.4 Emergency Operations Center (EOC) Operations

2.3.4.1 General

Anytime a disaster or emergency situation goes beyond the capability of a single jurisdiction, or requires multiple agencies or departments, the EOC may be activated. If the disaster is countywide, the EOC activation is mandatory. The EOC is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplications of efforts. The EMA Director or Deputy Director will determine if the EOC needs to be activated.

2.3.4.2 Location

The Bartow County EOC is located at 10 Elizabeth Street Cartersville, Ga.30120. If an alternate EOC is needed it will be designated by the EMA Director or Deputy Director at the time of the event. The backup EOC for Bartow County is located at 195 Cassville Road, Cartersville, Ga 30120.

2.3.4.3 Activation Options

In the event the EOC is activated, the EMA Director or Deputy Director has options available. As all emergencies do not require full activation of the EOC, another level of activation is available. In some instances, the EOC activation process might step one level to another, while other situation might require immediate Full Activation.

1. **Partial Activation** occurs during small-scale incidents requiring minimal resources and personnel, but still not requiring full activation of the EOC. The EMA Director or Deputy Director will determine which ESFs are needed and the hour of operations.

2. **Full Activation** occurs when all ESFs are fully manned and operating 24-hours a day. This will occur during major emergencies and disasters and will be the priority activity in the county when activated.

Once the emergency or disaster necessitating the EOC activation is over, the EMA

Director or Deputy Director, with the County Commissioner’s authorization, will determine the means of deactivation of the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

2.3.4.4 Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are as indicated:

Table 4: ESF Primary and Alternate Responsible Agencies

ESF	Function	Primary	Support
ESF-1	Transportation	Bartow County Transit	Bartow School System, Cartersville School System
ESF-2	Communications	Bartow County 911	Bartow County Fire/EMA
ESF-3	Public Works	Bartow County Road Department	Adairsville Public Works, Cartersville Public Works, Euharlee Public Works, Bartow Water
ESF-4	Firefighting	Bartow County Fire & Emergency Services	Cartersville Fire Department
ESF-5	Emergency Management	Bartow County Fire & Emergency Services	Bartow County Admin.
ESF-6	Mass Care	Bartow Collaborative	American Red Cross
ESF-7	Resource Support	Bartow County Purchasing Depart.	Bartow County Admin. And local Municipalities
ESF-8	Public Health	Bartow County Fire & Emergency Services	METRO Atlanta EMS
ESF-9	Search & Rescue	Bartow County Fire & Emergency Services	Bartow County Sheriff Department
ESF-10	HAZMAT	Bartow County Fire & Emergency Services	Cartersville Fire Department
ESF-11	Agriculture	Bartow County Animal Control	Bartow County Extension Office
ESF-12	Energy	City of Cartersville Electric	Georgia Power
ESF-13	Public Safety	Bartow County Sheriff Department	Local Municipalities Law Enforcement
ESF-14	Recovery	Bartow County Fire & Emergency Services	Bartow County Admin. And local Municipalities
ESF-15	Public Affairs /	Bartow County Fire &	Bartow County Admin.

	External Affairs	Emergency Services	
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2.3.4.5 Activation

When the decision is made to activate the EOC, the EMA Director or designee will notify the appropriate staff members to report to the EOC. The EOC is the central point for emergency operations.

The EMA staff will take action to notify and mobilize the appropriate ESFs and organizations on the EOC Activation List. Notification can take place through several different methods depending on the situation and availability of communication systems.

Once the EOC is fully operational, all personnel and resources will be coordinated in support of the following general response activities:

1. Warning and emergency public information
2. Saving lives and property
3. Supplying basic human needs
4. Maintaining or restoring essential services
5. Protecting vital resources and the environment
6. Transportation, logistics and other emergency services
7. Manage the evacuation process
8. Damage assessment operations
9. Initial decontamination

2.3.4.6 EOC Organization Structure

1. Executive Group is composed of the following:
 - a. County Commissioner
 - b. Municipal Mayors
 - c. County/City Managers
 - d. EMA Director
2. Command is composed of the following:
 - a. County EOC Manager
 - b. ESF – 15 Public Information (PIO)
3. Operations Section is composed of the following ESF:
 - a. ESF – 2 Communications
 - b. ESF – 3 Public Works
 - c. ESF – 4 Firefighting
 - d. ESF – 5 Emergency Management

- e. ESF – 8 Public Health
 - f. ESF – 9 Search & Rescue
 - g. ESF – 10 Hazardous Material
 - h. ESF – 11 Agriculture
 - i. ESF – 12 Energy
 - j. ESF – 13 Law Enforcement
4. Planning Section is composed of the following ESF:
- a. ESF – 5 Emergency Management
 - b. ESF – 14 Recovery
5. Logistics Section is composed of the following ESF:
- a. ESF – 1 Transportation
 - b. ESF – 2 Communications
 - c. ESF – 5 Emergency Management
 - d. ESF – 6 Mass Care
 - e. ESF – 7 Resources Support
6. Finance Section is composed of the following:
- a. County Finance Director and supporting staff
 - b. ESF – 7 Resources Support

2.3.4.7 Situation Reports (SITREP)

Every day that the EOC is open, a Situation Report (SITREP) will be produced for each operational period. The Incident Commander will set the operational period which usually will be 12 hours. The initial SITREP will be completed within the first four (4) hours after activation. Additional SITREPS will coincide with the EOC briefings. This SITREP does not replace the requirement to enter a Resource Request for all State level assistance.

Each ESF will complete their part of the SITREP, providing a comprehensive and accurate report, and submit it. This report will include, but not limited to the following:

1. Type of disaster
2. Date and time of disaster
3. Status of mobilization of county/municipal resources
4. Initial damage
5. Immediate support required of state government
6. Casualties/Fatalities – Number dead, injured and missing
7. Roads and bridges damage or destroyed

8. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc
9. Public facility damage
10. Critical Infrastructure damage (Communications, Emergency services, etc)
11. Status of local government
12. POD status
13. Shelter status
14. School status
15. Other damage

Upon review and approval by the EMA Director the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events, and titled Bartow COUNTY SITREP the beginning of each operational period.

2.3.4.8 Briefings Schedules

1. Once the EOC has been activated, the EOC Manager will conduct an Activation Briefing. This will detail the situation and give the operational period objectives.
2. Once the EOC becomes operational, the EOC Manager will conduct regularly scheduled situational briefings. Briefing times will be determined at the beginning of activation and will be based on type and speed of incident. All ESFs may be expected to give a brief description of their priority issues as related to the EOC objectives and any unresolved concerns they have.
3. Additional briefings may be required depending on the circumstances. This may include briefings for VIPs, media, special visitors or newly arrived state or federal representatives.

2.3.5 Coordinating Local, State and Federal Operations

1. Local responders are the first to arrive and the last to leave an emergency situation. All emergencies and/or disasters are managed at the local level. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to meet the emergency needs of victims.
2. When municipal government determines that municipal resources are not adequate, additional resources may be requested through the EMA or the County EOC if activated.
3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.
4. The Governor or designee may execute the Georgia Emergency Operation Plan (GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

5. State level assistance activities normally will consist of coordination and support.
6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
7. To the extent that public law provides, any federal assistance made available to relieve the effects of an emergency or disaster in Bartow County will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.
8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

2.3.6 County/Local Logistical Staging Area (LSAs)

For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area may be established. The LSA will receive, classify, and account for emergency relief and sustenance supplies. This area will be determined based on areas of damaged and needs.

2.3.7 Phases of Emergency Management and Corresponding Actions

2.3.7.1 Preparedness

Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to enhance readiness and minimize impacts of disasters. General preparedness activities include but are not limited to the following:

1. Update all emergency management plans to include risk and vulnerability assessments.
2. Disaster exercises/drills (Full-scale, functional and tabletop)
3. Emergency communications tests
4. Training and workshops for EOC staff and emergency responders
5. Public awareness campaigns and educational presentations

2.3.7.2 Response

Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social and economic structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual aid agreements and the ESF Annexes of this plan.

2.3.7.3 Recovery

Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term involves the total restoration of the county's

infrastructure and economic base. For more information on recovery, please refer to the Bartow County Recovery Plan.

2.3.7.4 Mitigation

Mitigation includes those activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation may include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury. |

2.3.8 Public Information

1. Public Information Officer (PIO)

- a. In the event of an emergency or disaster, the Bartow County PIO will closely monitor the situation, receive information from the EMA Director or Deputy Director and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, to include radio, television, newspaper, social media and other internet sources, and any other sources that are feasible.
- b. The PIO's primary purpose is to provide information to the general public regarding the disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active disaster, pertinent information regarding evacuation, re-entry and recovery efforts.
- c. The PIO for Bartow County is a member of the Command Group and will be present for all executive level meetings during emergency or disaster operations.
- d. Public Information operations will include the County PIO and will be supplemented with additional administrative staff. This additional staff will include PIO's from other departments, agencies, and businesses as required.
- e. For information detailed information can be found in the ESF – 15 Public Information Annex.

2. Coordination

During an emergency or disaster, the Bartow County PIO will be the official spokesperson for the County. Coordination with all appropriate departments and municipalities will ensure proper emergency public information is being disseminated.

3. Media Procedures

The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC Staff. The media will not be allowed in the EOC during briefing without prior approval from the EMA Director or Deputy Director. |

2.3.9 Alert and Notification

2.3.9.1 Emergency Management Staff

1. Emergency Management Staff maintains several methods of communication for alert and notification. The primary communication method is a cell phone which includes email and texting capability. Back-up methods include home phone and additional cellular.
2. The EMA Director, or their designee, will coordinate with all appropriate department/agencies and organizations to ensure timely notification at the onset of a human-caused or natural incident.

2.3.9.2 State Warning Point

1. The primary method of notification for the State Warning Point is telephone at 1-800-TRY-GEMA (1-800-879-4362).
2. When notifying or alerting the State Warning Point, all reports will be done in accordance with the GEMA/HA Field Reporting Standard Operating Guide. |

2.3.10 Warning

|The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many methods to communicate emergency messages to the general public, the business community and transient population. Official warnings can come from the local, state and federal government.

The 911 Telecommunications Center serves as the County Public Safety Answering Point (PSAP) for all incidents and is located at 104 Zena Drive Cartersville, GA. 30121 |

2.3.11 Evacuation

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the County EOC.
2. The EMA Director, or designee, will coordinate the evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.
3. The EMA Director, or designee, will provide detailed evacuation information to the public, through the Public Information Officer, to facilitate the evacuation. |

2.3.12 Request for Assistance

1. If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.
2. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the EMA Director or the County EOC, if activated.

3. All needs must go through the process of being filled with local resources, resources for which contracts are in place, or donated resources before a request is made to the state. Once all local resources have been exhausted, the Operations Desk will make the appropriate request to the State for resources.

4. There are many methods of resource requests that can be utilized. The primary method is the State WebEOC. All required information is included in the Resource Request board. If the system fails or is unavailable, the following methods are acceptable:

- a. Area 6 Field Coordinator Tim Reeve
- b. Phone 1-800-TRY-GEMA (1-800-879-4362)
- c. E-mail tim.reeve@gema.ga.gov |

3.0 Organization and Assignment of Responsibilities

3.1 General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. |

3.2 Organization

1. Chief elected officials
2. ESF 1 – Transportation
3. ESF 2 – Communications
4. ESF 3 – Public Works
5. ESF 4 – Firefighting
6. ESF 5 – Emergency Management
7. ESF 6 – Mass Care
8. ESF 7 – Resource Support
9. ESF 8 – Public Health
10. ESF 9 – Search and Rescue
11. ESF 10 – HAZMAT
12. ESF 11 – Agriculture
13. ESF 12 – Energy
14. ESF 13 – Public Safety
15. ESF 14 – Recovery
16. ESF 15 – External Affairs |

3.3 Assignment of Responsibilities

3.3.1 Chief Elected Officials

1. Disaster declarations
2. Evacuation orders
3. Re-entry decisions
4. Other protective action decisions as necessary
5. Providing legal advice as required
6. Performing other necessary legal functions
7. Serving as a liaison with other legal and judicial agencies and sections of the government

3.3.2 Emergency Support Functions (ESFs)

The EOP applies a functional approach that groups the capabilities of municipal and county departments and some volunteer and non-government organizations into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during disaster or emergency incidents. The County response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to County departments and agencies conducting missions of primary County responsibility.

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

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

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

3.3.2.1 ESF 1 – Transportation

1. Support and assist municipal, county, private sector, and voluntary organizations requiring transportation.

2. Coordinate rail management with state and PSP partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure.
5. Debris management.
6. Damage and impact assessment.

3.3.2.2 ESF 2 – Communication

1. Provide communication plans and systems for disaster response
2. Communications with telecommunication providers and operators
3. Coordination of restoration and repair of telecommunication systems
4. Protection, restoration and sustainment of cyber systems and resources
5. Damage assessment of critical communication systems in disasters

3.3.2.3 ESF 3 – Public Works

1. Water Sector Critical Infrastructure Assessment, Protection, and Technical.
2. Boil water advisories.
3. Infrastructure restoration and coordination.
4. Damage assessment to critical infrastructure system.
5. Water sample collection assistance.
6. Maintaining designated major streets and avenues, highways, and other designated routes of travel
7. Assisting with heavy rescue
8. Decontamination
9. Engineering services as required
10. Transportation
11. Debris removal
12. Inspection of shelter sites for safe occupancy
13. Inspection of damaged buildings, public and private, for safe occupancy
14. Enforcement of building codes
15. Maintenance of vehicles and other essential equipment of the various departments and agencies
16. Maintenance of a reserve supply of fuel
17. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits

3.3.2.4 ESF 4 – Firefighting

1. Command and coordination of firefighting activities.

2. Search and rescue.
3. Decontamination.
4. Damage assessment. |

3.3.2.5 ESF 5 – Emergency Management

1. | Coordination of emergency management program and EOP.
2. Staff and manage EOC.
3. Comprehensive all-hazard emergency preparedness planning.
4. Manage all-hazard emergency preparedness training and education.
5. Coordination of incident management and response efforts.
6. Disseminate emergency public information.
7. Preparation and management of Incident Action Plan.
8. Maintain situational awareness.
9. Coordinate assistance from other jurisdictions.
10. Coordinate resource requests through State Operation Center (SOC).
11. Financial management coordination in disasters.
12. Collection, compilation and dissemination of damage assessment reports. |

3.3.2.6 ESF 6 – Mass Care

1. | Status reporting of mass care, shelter, human services activities to SOC.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues.
5. Providing personnel for shelter managers and staff.
6. Providing recreation plans for shelter occupants' use during shelter-stay period.
7. Coordinating transportation.
8. Supporting shelter managers.
9. Emergency welfare services.
10. Emergency lodging.
11. Emergency feeding.
12. Emergency clothing.
13. Emergency registration and inquiry.
14. Coordinating services for the area homeless population.
15. Coordinating religious services.

16. Coordinating private welfare groups.
17. Identifying non-English-speaking persons and provisions for translation.
18. Identifying special needs population (by culture, language, or age-specific requirements).
19. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact. |

3.3.2.7 ESF 7 – Resource Support

1. Maintaining a list of suppliers, vendors, and items of critical emergency need.
2. Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support.
3. Logistics planning, management and coordination (Mutual Aid).
4. Coordination of incident facilities, equipment and supplies in disasters.
5. Coordination of contract services in disasters (food, water, commodities, and transportation).
6. Status reporting of logistics and resource activities to the SOC. |

3.3.2.8 ESF 8 – Public Health

1. Emergency medical treatment and triage.
2. Emergency medical care information and coordination.
3. Emergency hospital treatment information and coordination.
4. Traditional hospital medical services.
5. Limited on-site decontamination.
6. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items.
7. Medical support to shelters.
8. Health advisories.
9. Inoculations for the prevention of disease.
10. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).
11. Assisting with special needs evacuation.
12. Hospital evacuation.
13. Emergency medical transportation.
14. Emergency interment coordination.
15. Sanitation and pest control as required. |

3.3.2.9 ESF 9 – Search & Rescue

1. Coordination of search activities in disasters.
2. Coordination of rescue activities in disasters.
3. Coordination of search and rescue resources. |

3.3.2.10 ESF 10 – Hazardous Materials (HAZMAT)

1. Coordination of hazardous material response activities.
2. Coordination of environmental protection and long term clean up. |

3.3.2.11 ESF 11 – Agriculture

1. Coordination with ESF 6 and County Board of Education for nutrition assistance.
2. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
3. Assurance of food safety and food security.
4. Coordination with ESF 6 and ESF 8 for the safety and well-being of household pets during an emergency response or evacuation.
5. Protection of natural and cultural resources and historic properties. |

3.3.2.12 ESF 12 – Energy

1. Assessment, repair and restoration of damaged energy systems and components.
2. Coordinate private sector energy industry and fuel industry restoration efforts.
3. Prepare energy forecast and assessments for disasters.
4. Coordination for fuel resupply of emergency vehicles & generators. |

3.3.2.13 ESF 13 – Public Safety

1. Maintaining law and order.
2. Traffic and crowd control.
3. Protecting vital installations.
4. Controlling and limiting access to the scene of the disaster.
5. Assist with movement restrictions, evacuation, and re-entry coordination.
6. Support transportation strike teams.
7. Supplementing communications.
8. Assisting with all evacuation efforts.
9. Assisting with search and rescue.
10. Security planning and technical resource assistance. |

3.3.2.14 ESF 14 – Recovery

1. Damage, social, and economic impact assessment in disasters.
2. Long-term community recovery assessment and coordination.

3. Analysis of mitigation program activities. |

3.3.2.15 ESF 15 – External Affairs

1. Public information and protective action guidance dissemination.
2. Media and community relations.
3. Coordination of Joint Information Centers.
4. VOAD and donation management. |

3.3.2.16 Local Emergency Planning Committee

1. Furnish information, including maps or materials, as needed, for the EMA Director. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.
2. Augment EOC staff as necessary |

3.3.3 State Government Department and Agencies

Support from other State government departments and agencies may be requested through the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) State Operations Center by submitting a Resource Request through WebEOC.

3.3.4 Private Sector Organizations

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies. |

3.3.4.1 Roles

The roles, responsibilities, and participation of the private sector during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

1. Impacted Organization or Infrastructure

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

2. Response Resource

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

3. Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear

responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

4. Emergency Organization Member

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

3.3.4.2 Responsibilities

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

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

Response Resources

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

3.3.5 Non-Governmental and Volunteer Agencies

Volunteer agencies, such as the American Red Cross, faith-based organizations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

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

provide essential public health services.

The Voluntary Organizations Active in Disaster (VOAD) is a consortium of over 60 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

3.3.6 Citizen Involvement

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

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

Citizen Corps

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

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

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

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

4.0 Continuity of Government (COG)/Continuity of Operations Plan (COOP)

Local governments and jurisdictions must be prepared to continue their minimum essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. COG/COOP planning facilitates the performance of local government and services during an emergency that may disrupt normal operations. Contingency plans for the continuity of operations of vital government functions and jurisdictions will allow agencies to continue their minimum essential operations and

maintain authority. These plans include the spectrum of possible threats from natural disasters through acts of terrorism.

Continuity of Government (COG) and Continuity of Operations (COOP) measures will establish lines of personnel succession, ensuring that authority is delegated to appropriate personnel prior to an emergency. Executive office personnel and department managers will identify, notify, and train the individuals next in line. In addition, personnel will be familiar with alert, notification and deployment procedures to provide for command and control of response and recovery operations.

The County Commissioner, with assistance from the EMA director, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.
2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for the protection and safeguarding of vital records and critical applications.
4. Maintaining essential communications resources.
5. Identification of alternate operating facility and capabilities.
6. Priorities for recovery of processes, functions, critical applications and vital records.

4.1 Succession of Command for Local Government

1. County Commissioner
2. County Administrator
3. County Clerk
4. EMA Director

4.2 Mission Essential Positions

Bartow County executes its mission through numerous separate agencies. The following positions within those agencies are designated as Priority Employees for Bartow County.

1. County Commissioner
2. County Administrator
3. Fire Chief/EMA Director
4. Road Department Director
5. Water System Director
6. County Sheriff
7. Tax Commissioner
8. Information Technology Director

9. Public Information Officer

4.3 Mission Essential Functions and Processes

4.3.1 Mission Essential Functions

When confronting events which disrupt normal operations, Bartow County is committed to providing mission essential functions which must be continued even under the most challenging emergency circumstances. The County Commissioner for Bartow County has identified mission essential functions as only those most critical activities which ensure the safety and security of system users, employees, contractors, and the general public; and support the restoration of internal operations and facilitate emergency response operations.

During activation of the COOP, all activities not identified as essential may be suspended to enable Bartow County to concentrate on providing mission essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding restoration of the suspended functions with regular or expected users will be a priority.

Bartow County's mission essential functions, organized by area of responsibility, are identified below in descending order of priority:

1. Emergency Management
2. Law Enforcement
3. Fire/Hazmat services
4. Communications (911)
5. Sheltering, Feeding
6. Medical Services
7. Power, Electricity, Fuel
8. Transportation
9. Water, Wastewater Services
10. Agricultural Services

4.3.2 Mission Essential Processes

Bartow County has also identified essential processes, services, systems, and equipment necessary to support each mission essential function, as well as key personnel required.

Bartow County's mission essential business processes are identified below in **descending order of priority**. Priority 1-5 processes are essential to immediate needs.

1. Emergency Operations Center
2. Public Safety (Law Enforcement, Fire, EMS)
3. 911 Communications

4. Public Affairs

5. Finance and Administration

Priority 5-9 processes can be deferred until post-event and reconstitution activities. Selected staffing resources supporting Priority 6-10 processes will be cross-trained and redeployed to support and sustain immediate needs to execute Bartow County's role.

6. Education services

7. Business/Commerce Management

8. Non-essential County Operations (Tax assessment, Zoning commission, etc.)

9. Hazard Mitigation

10. Training

4.4 Relocation of Government

4.4.1 Alternate Facilities

Bartow County recognizes that normal operations may be disrupted and that there may be a need to perform mission essential functions at alternate facilities. The objective of this plan is to assure that the capability exists to continue Bartow County's functions for mission essential internal business processes.

In selecting the alternate facility, Bartow County identified its capability to support mission essential functions. In addition, depending on the emergency conditions, Bartow County also has access to additional facilities that could support essential functions.

To ensure adequate support for personnel located at alternate facilities, Bartow County has addressed requirements for food, transportation, lodging, daycare, and counseling services (if necessary).

Clarence Brown Conference Center has been designated as the primary alternate site for Bartow County. The site is designated as such for the following reasons:

1. Existing security access controls.
2. Ready access via interstate highway.
3. Available configured space and utilities to support pre-positioned equipment and supplies, support center operations and large numbers of staff.
4. Minimum essential communications capabilities.
5. Capabilities for on-site housing, food service and health care of personnel for sustained operations.

4.4.2 Logistics Support

Logistics support for the alternate site:

1. Cleaning, Sanitation, and trash removal at least once per day.
2. Inventory and prioritize records, documents and information systems vital to COOP; provide for their security, access and redundancy as necessary.
3. Provide for the collection of data during the execution of COOP activities and post event analysis.
4. Develop an after-action report to document the chronology of events and lessons learned.
5. Update COOP plans based on actual operational experience.

4.4.3 Resources Requirements

Resources requirements for the alternate site during COOP issues/incidents:

1. Expansion for temporary workstations to support additional state and/or federal partners (incident dependent)
2. Facility Management Services to include additional electrical power availability, increased HVAC operations due to the increased number of personnel working in the area, cleared access from the parking lots to the building entrances.
3. Security operations to confirm that all personnel entering the facility are authorized.

4.5 Vital Records and Data Management

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. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out governments legal and financial functions and the protection of legal and financial rights of citizens.

Bartow County has identified vital records and databases, which must be available to support essential functions. Bartow County has also identified vendors and contractors available to support restoration of vital records, systems, and/or processes.

4.5.1 Communications

Communications systems must support connectivity to internal organizations, other agencies, critical customers, and the public. To ensure communications during COOP events, Bartow County has identified primary and alternate modes of communication.

1. Primary: landline and/or Bartow County Government issued cellular telephones, internet e-mail
2. Alternate: backup cellular phones and satellite phones.

4.5.2 Information Technology

1. Wireless network infrastructure support, to include network hardware and connectivity to available internet access.
2. Wired network infrastructure support to include network hardware, connectivity to vendor provided internet access.
3. Prepositioned phones and switches to support wired and wireless network.
4. Establish alternate connectivity to agency resources if HQ is inaccessible via the internet.

4.5.3 Public Information

1. Communicate key messages to help protect citizens.
2. Educate Bartow County citizens on emergency preparedness.
3. Document important information for future use.
4. Provide Public Information Officers for website support, responding to media inquiries, and to be spokespersons for TV/Radio interviews.
5. Constituent/Elected Officials Liaison to respond to inquiries from elected officials and the general public.
6. Administrative support for information technology, publications and general administrative support to staff.

4.5.4 Finance and Administration Section

1. Initiates processing and tracking of expenditures.
2. Assists with the logistical efforts relative to purchasing and travel.
3. Provides internal direction for tracking staff overtime and compensatory time.
4. Provides coordination among affected state agency finance officers relating to event reimbursement process.
5. Coordinates with the County's EMA Office to meet Governor's Office of Planning and Budgeting concerning requirements related to budget authority, state match funding and funding of other state costs incurred because of an event.

4.5.5 Vital Records (Safeguards)

Records and data consist of those documents, publications, and other information regardless of media that are essential to execution of Bartow County's emergency management mission, reconstitution of Bartow County's emergency management infrastructure and the reconstitution of the Bartow County's organization. Records and data management also include provisions for back-up IT (IT) capabilities.

Refer to the Georgia State Government Record Retention Schedule and Policies https://www.georgiaarchives.org/records/retention_schedules

Emergency Operating Records

1. Human resource and financial records are stored in centralized storage location in accordance to Bartow County Records Retention and Storage Policies. Bartow County has systems in place to ensure for secure backup and data recovery. The Bartow County Director of Finance has identified internal records specific to the administration of Bartow County not accessible in state systems and databases. Those financial files are backed-up daily and securely stored in accordance with Bartow County IT procedures.

2. Items essential to the functioning of Bartow County's critical business processes are maintained in hard copies, on network servers and secured back-up system in accordance with Bartow County IT procedures. These records include: local emergency operations plans (LEOPs); documentation associated with declarations of state emergencies as determined by the Public Assistance Division of Bartow County; applications for a state or presidential disaster declaration; recall lists and process specific documentation such as Public Assistance generated document and electronic files for projects and associated financial records necessary for grant administration. These public assistance records are used in conjunction with the data and information available through FEMA.

3. Items essential to the execution of Bartow County's emergency management mission including Geographic Information System (GIS) based data and information products created and maintained by other county and local organizations.

4.5.5.1 Designation of Bartow County Essential Records and Data

The following records are designated as essential to Bartow County's mission.

- a. Local Emergency Operations Plans and Mutual Aid Agreements
- b. COOP
- c. Declarations of Emergency
- d. Requests for and approved State or Presidential Disaster Declarations
- e. EOC Procedures and Protocols
- f. Master Contacts and Recall Lists
- g. Inventories for equipment, communications and IT systems
- h. Delegations of authority for (Name of Jurisdiction)
- i. Strategic and Domestic Preparedness Plans
- j. Threat and Vulnerability Analyses
- k. Training records
- l. Crisis Communication Plan
- m. Pre-scripted Press Releases
- n. Field Coordinator, School Safety, GA DOT road maps
- o. Demographic information on areas within Bartow County

- p. Access to PIER, Master Contacts, and other databases
- q. Necessary financial management tools and documents

4.5.5.2 The Bartow County EMA Director shall:

1. Coordinate with state agencies designated as Priority Organizations to ensure that records and documents needed by those agencies to execute their ESF and EOC responsibilities are available at the EOC or alternate facility as needed.
2. Ensure the alternate site at Clarence Brown Conference Center provides the functional capabilities for Bartow County’s mission critical applications and databases.

4.5.5.3 Information Technology Recovery

Bartow County’s IT section is responsible for all of Bartow County’s information systems, Bartow County is dependent upon the team’s ability to implement the IT Incident Response Plan.

Bartow County IT staff shall:

- I. Maintain Primary Site (Location known internally)
- II. Maintain **Hot** Site (Location Known internally)
 - i. Ensure all virtual machines are backed up via Veeam **daily**.
 - ii. Ensure onsite backups are stored on Lenovo SA120 DAS.
 - iii. Ensure ITSRVPENT01 (physical) is backed up using Veeam Endpoint.
 - iv. Ensure All Veeam backups are then replicated to Hot Site.
 - v. Ensure Veeam configuration is backed up **daily**.
 - vi. Test the backups **monthly** with a sample data restore.
 - vii. Monitor the backups.
 - viii. Restore on as needed basis.
 - ix. Ensure Hot Site hosts can handle **mission critical systems**.

5.0 Direction, Control, and Coordination

5.1 Authority to Initiate Actions

The decision to activate the EOP will be made by one the following responsible public official(s) and the on-scene commander within the jurisdiction.

- a. County Commissioner
- b. County Administrator
- c. EMA Director |

5.2 Command Responsibility for Specific Actions

5.2.1 General Guidance of Emergency Operations

Direction and control of disaster situations and other emergency operations will be

coordinated from the County EOC, located at 10 Elizabeth Street Cartersville, GA. 30120. |

5.2.2 Direction of Response

Responsible for overall direction of the disaster response activities of all of the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.

1. The County Commissioner has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
2. EMA Director will act as the chief advisor to the County Commissioner during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's EMA Director will conduct emergency operations.
3. Personnel assigned to the following roles will be required to complete NIMS Incident Command System and position specific training within 1 year of being assigned to the position.
 - a. EMA Director
 - b. Deputy EMA Directors
 - c. Incident Commander
 - d. Planning Chief
 - e. Operations Chief
 - f. Logistics Section Chief
 - g. Finance and Administration Chief
 - h. ESF Leads
4. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives. |

6.0 Information Collection and Dissemination |

Disaster information managed by Bartow County EOC is coordinated through Emergency Support Function representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Bartow County EOC. |

7.0 Communications

Communication protocols and coordination procedures are described in detail in the Bartow County Communications Plan. Please refer to this plan for additional information.

8.0 Administration, Finance, and Logistics

8.1 Appointment of Officials

All departments, offices, or other authorities should appoint personnel who have decision making authority under emergency conditions prior to an event.

8.2 Administration

A large-scale emergency or disaster will place great demands on Bartow County's resources. Distribution of required resources may be made difficult by such emergencies. Coordination with appropriate departments will be conducted to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing county rules, regulations, and policies.

8.3 Finance

1. Expenditures of county monies for emergency operations will be conducted in accordance with the county ordinance or policy. In addition, state and federal monies may become available to assist in the disaster effort. Accounting for the expenditures of the federal, state, and county monies will be subject to audits, both internally and externally.
2. Individual departments are responsible for collecting, reporting, and maintenance of records documenting disaster costs. The Chief Financial Officer will be responsible for collecting the data from all departments and compiling it for a total cost.

8.4 Logistics

1. Individual government agencies and augmentation forces will utilize and track supplies, operational aids, and transportation under control of their organizations. Additional supplies, transportation, and manpower required will be requested through the County EOC.
2. Resource management including, but not limited to, financial records, reporting, and resource tracking) is included in ESF 7- Resource Support.
3. Augmentation of the response staff will be done in compliance with published Bartow County ordinances.

8.5 Local Agreements and Understandings

1. Bartow Baptist Association
2. American Red Cross of Georgia

9.0 Plan Development and Maintenance

9.1 Development

1. The EMA Director is responsible for coordinating emergency planning.
2. ESF representatives for each agency are responsible for supporting emergency planning.

9.2 Maintenance

9.2.1 Requirements

1. Changes should be made to plans and appendices when the documents are no longer current. Reasons to review and update a plan may include, but are not limited to:
 - a. A major incident
 - b. The impacts of an incident based on an exercise or AAR
 - c. Change in operational resources or elected officials
 - d. Change in the concept of operations for emergencies
 - e. Change in warning and communications systems
 - f. Change in hazards or threats
 - g. Updated planning standards or guidance
 - h. New and/or amended laws and
 - i. Grammatical errors or programmatic changes
2. The EMA Director will maintain, distribute, and update the EOP. Responsible officials in County or municipal agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
3. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

9.2.2 Review and Update

9.2.2.1 Review

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be reviewed annually. Any plan “reviewed” will have three potential findings:

1. No Action Required,
2. Partial Update Required (Admin Update), or
3. Full Update Required (Operational or Organizational changes to plan)

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a “No Action Required” finding, then it will be given an automatic 12-month extension. If the

Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an “Update Required” finding, then it will be scheduled for an (Partial or Full) update. Partial Updates will not change the approval date of the original plan.

9.2.2.2 Update

1. Partial update:

Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

2. Full Update:

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the Promulgation date. Based on the Review, the original Planning Lead or responsible Section Manager will determine the level or effort of the plan Update. Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. All Updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); “This version supersedes Full Name and Date of Plan, which is rescinded.”

3. Rescind:

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. In consultation with the County Commissioner, the EMA Director may recommend that applicable plan(s) be Rescinded. Any plan scheduled for Rescindment will require formal notification to all plan stakeholders stating that the plan is rescinded.

10.0 Authorities and References

10.1 Legal Authority

10.1.1 Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
2. 42 USC, Chapter 139 Volunteer Protection

10.1.2 State

1. O.C.G.A. § 38-3 Emergency Management
2. O.C.G.A. § 51-1-29.2 Liability of Persons/Entities Acting During Catastrophic Acts of Nature

10.1.3 Local

1. Bartow County Code 26-29 Declaration of local emergency.

2. Bartow County Code 26-33(c) Authority to waive procedures for purchasing |

10.2 References

10.2.1 Federal

1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
3. National Incident Management System (NIMS), December 2008.
4. National Response Framework, Federal Emergency Management Agency, January 2008.

10.2.2 State

1. Georgia Emergency Operations Plan (GEOP), 2017
2. State of Georgia Continuity of Government Plan, 2017
3. Georgia Emergency Management and Homeland Security Agency Plans Standardization and Maintenance, May 2018

10.2.3 Local

1. Georgia Emergency Management Agency-Homeland Security Statewide Mutual Aid and Assistance Agreement
2. Municipal EOPs
3. Inter-local agreement(s)

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