City of Forest Park Emergency Management Agency
Emergency Operations Plan

Plan Approved and Revised: 2021

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Promulgation Statement

ANGELYNE BUTLER

MAYOR

CITY OF FOREST PARK

CITY OF FOREST PARK EMERGENCY MANAGEMENT
EMERGENCY OPERATIONS PLAN (EOP)

PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Forest Park Emergency Operations Plan provides a comprehensive framework for City-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in the City of Forest Park.

The City of Forest Park Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of the City of Forest Park government and with the authority vested in me as the Mayor of the City of Forest Park, I hereby promulgate the City of Forest Park Emergency Operations Plan.

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Angelyne Butler

Mayor, City of Forest Park

Approval and Implementation

This plan supersedes the City of Forest Park Emergency Operation Plan (EOP) dated August 29, 2013 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 the City of Forest Park. 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 the City of Forest Park Emergency Management Agency, 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 the City of Forest Park, as well as exercises and training events.

The City of Forest Park Emergency Operations Plan delegates the Mayor, or their designee, 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. Mayor

b. City Manager

c. EMA Director

d. Deputy EMA Director

_____

Date

_____

Angelyne Butler

Mayor, City of Forest Park

Signature Page

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(Name), (Title)

(Jurisdiction)

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Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
1	3/8/2021	Entire EOP Base Plan Formatting	4/23/2021	Ioana Armstrong
2	3/8/2021	1.3 Situation Overview	4/23/2021	Ioana Armstrong
3	3/8/2021	1.3.1 Characteristics	4/23/2021	Ioana Armstrong
4	3/8/2021	1.3.2 Hazard Profile	4/23/2021	Ioana Armstrong
5	3/8/2021	2.3.4 Emergency Operations Center (EOC) Operations	4/23/2021	Ioana Armstrong
6	3/8/2021	4.1 Succession of Command for Local Government	4/23/2021	Ioana Armstrong
7	3/8/2021	4.4 Relocation of Government	4/23/2021	Ioana Armstrong
8	3/8/2021	HazMat Facilities Details	4/23/2021	Ioana Armstrong
9	3/8/2021	Emergency Shelters Details	4/23/2021	Ioana Armstrong
10	3/8/2021	Agency Contacts	4/23/2021	Ioana Armstrong
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Record of Distribution

Plan #	Office/Department	Representative	Received On
1	City of Forest Park Emergency Management Agency	EMA Director	4/23/2021
2	City of Forest Park Emergency Operations Center	EOC Director Chief Halcome	4/23/2021
3	City of Forest Park Government – City Hall	City Manager Dr. Cooper	4/23/2021
4	GEMA via WebEOC	Sheri Russo	4/23/2021
5	Forest Park Dept. of PW via E-mail	Director Bobby Jinx	4/23/2021
6	Forest Park Police Dept. via E-mail	Chief Clark	4/23/2021
7	Forest Park 911 Communications Center via E-mail	Deputy Chief of Operations Gentry	4/23/2021
8	Forest Park Dept. of Recreation & Leisure via E-mail	Director Tarik Maxwell	4/23/2021
9	Forest Park Dept. of Planning & Zoning via E-mail	Director James Shelby	4/23/2021
10	Forest Park Dept. of Economic Development via E-mail	Director Bruce Abraham	4/23/2021
11	Morrow Fire Dept. via E-mail	Chief Moss	4/23/2021
12	Clayton County EMA via E-mail	Deputy EMA Director Chief Morrison	4/23/2021

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Emergency Support Function Annexes (published seperated)

Inident Annexes (published seperately)

Support Annexes (published seperately)

SOG/SOPs (published seperately)

MOUs (published seperately)

Others (published seperately)

1.0 Purpose, Scope, Situation, and Assumptions

1.1 Purpose

The City of Forest Park Emergency Management Agency 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 City of Forest Park. 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 City of Forest Park Emergency Management Agency 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 City'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 the City of Forest Park. 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 City of Forest Park Hazard, Identification and Risk Assessment (HIRA) and the City of Forest Park 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 the City of Forest Park and distinguishes between incidents that require City 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:

- Coordinated action.
- Alert and notification.
- Mobilization of city resources to augment existing capabilities.
- Operating under differing threats or threat levels.
- 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 City 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 City of Forest Park residents and visitors.

1.3 Situation Overview

Forest Park is a city within Clayton County, Georgia. It is located 9 miles (14 km) south of Atlanta. The City was incorporated in 1908 and was named for the parklike setting of the original town site. Fort Gillem was founded nearby in 1941 and was annexed into the city in 1973.

1.3.1 Characteristics

1.3.1.1 Location

Forest Park, GA is located at 33°37′11″N 84°21′57″W. Its neighboring cities and their respective distances from the City of Forest Park are: Lake City, GA (1.3 miles); Conley, GA (1.4 miles); Morrow, GA (1.8 miles); Hapeville, GA (2.0 miles); Riverdale, GA (2.1 miles); College Park, GA (2.4 miles); East Point, GA (2.5 miles); and Gresham Park, GA (2.5 miles).

1.3.1.2 Geographic

The City of Forest Park is Clayton County's largest city with an area of 9.37 square

miles, of which 0.06 square miles is water. A map illustrating the areas covered by the plan is shown as follows.
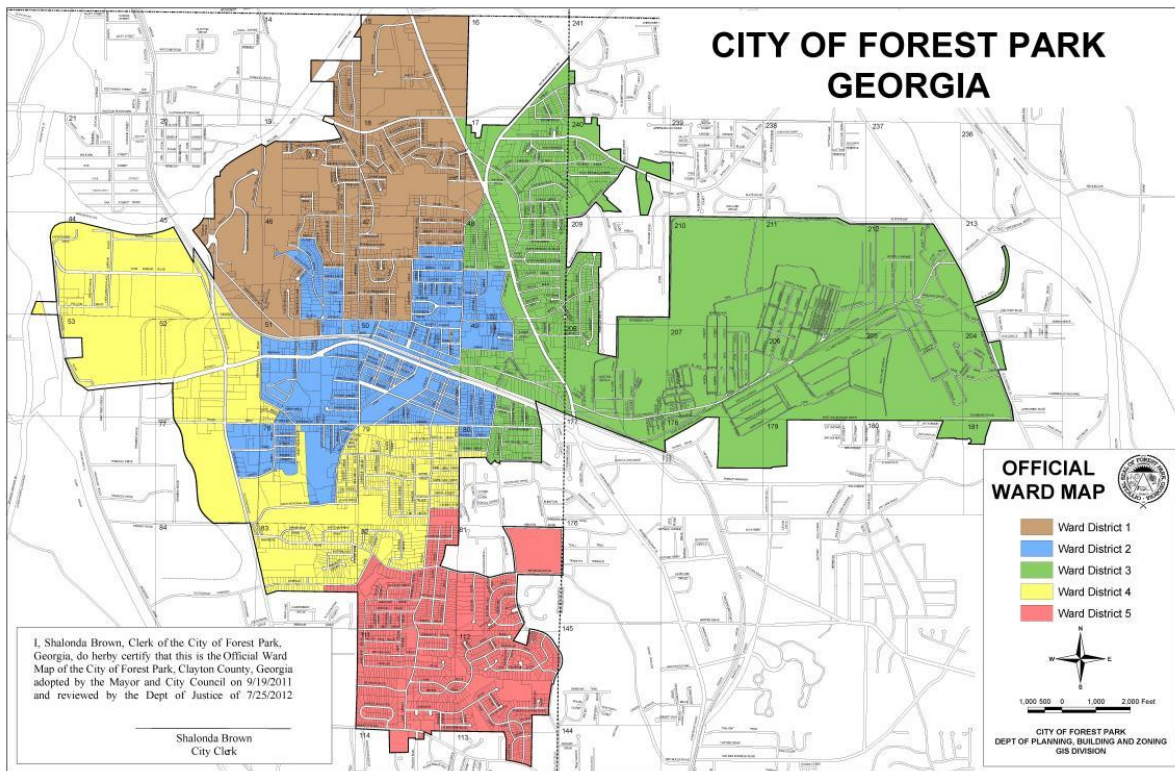
1.3.1.3 Demographic

The City of Forest Park has a population of 20,020 residents as of the est. 2019 U.S. Census Bureau. Daytime population in City of Forest Park increases by an avg. of 6,500 due to large commercial and industrial areas in the jurisdiction. The population density is 2,135 people per square mile. The male to female ratio is 47.5% to 52.5% and the median resident age is 33.2 years. The racial makeup of the city is 45.5% African American, 27.5% Hispanic, 15.6% White, 6.5% Asian, and 3.87% of two or more races. Estimated median household income is $39,274, and the percentage of residents living in poverty is 26.2%.

1.3.1.4 Designated Areas of Interest

- Governor's Terrace, Governor's Glen and Ashton Walk Apartments are known as the community's majority area for senior citizen residences, assisted living and those with physical and mental abilities.
- Schools in the City of Forest Park include four elementary schools, two middle schools and one high school.
    - Elementary Schools: Hendrix Dr., Fountain., Edmonds and Huie.
    - Middle Schools: Babb and Forest Park Middle.
    - Forest Park High School
- Hazardous Materials Facilities

- o Sonoco Products Company
- o Polynt Composites
- o Clorox Manufacturing Company
- o Kroger Distribution Center
- o Treehouse Foods

1.3.1.5 Special Events

Fort Gillem has ongoing operations at its base, and can at any time, require any number of individuals to report to this location.

1.3.1.6 Economic Base and Infrastructure

The City of Forest Park's economy has evolved from small, independently owned businesses, to include large, commercial and industrial warehouses. The City's Sales Tax revenue could decline if supply chains become disrupted and development or construction activity is restricted. Stores and businesses may see fewer customers and reduced sales due to mass panic and fear from an incident that impacts the City.

As businesses see their sales decline, the City's Business and Occupation Tax revenue could similarly decline if businesses are not able to stay operational.

During long term recovery operations, property values could be impacted, which would result in decreased Property Tax revenue in future years.

The City of Forest Park, under leadership of the Finance Department, will prepare for the financial challenges in emergency management planning, and will develop revenue and expenditure monitoring mechanisms that can be implemented quickly when an emergency is declared.

1.3.2 Hazard Profile

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

1.3.2.1 Potential Hazards

The City of Forest Park 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	**Severe Winter Weather**	**Tropical Cyclone**
• Thunderstorms • High Winds • Lightning • Hail • Tornado	• Snow • Extreme Cold • Ice • Blizzard • Freezing Rain • Sleet	• Storm Surge • High Winds • Heavy Rainfall • Tornado

Infectious Disease	Drought Wildfire	Inland Flooding
• Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreak • Novel Disease Outbreak	• Extreme Heat • Wildfires • Smoke • Water Shortage	• River Flooding • Flash Flooding • Urban Flooding
Geologic Hazard • Sinkholes • Earthquake • Landslides		
Human Caused Hazards		
Cybersecurity Attack	**Active Shooter**	**Radiological Release**
• Hacking/Phishing • Infrastructure Disruptions • Ransomware/Malware Attacks • Network Intrusion/Disruption Transportation	• Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking	• Radiological Release Technical • Radiological Release Hostile
Hazardous Material Release • Transportation-Related • Storage-Related, Spills, and Leaks		
Technological Hazards		
Dam Failure	**Infrastructure Failure**	
• Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption	• Communications • Transportation • Energy • Public Works	

Table 2: Hazard Identification Process

Hazard of Concern	How and Why hazard was Identified
Severe Weather • Thunderstorms • High Winds • Lightning • Hail • Tornado	• 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 • Rivers • Flash • Urban	• 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 • Storm surge • High Winds • Heavy Rain fall • Tornado	• Review of historical disaster declarations and NWS NCDC Storm Events Database • NWS hurricane data • 6 out of 42 declared disaster events in Georgia were hurricane, tropical storm, or coastal events
Severe Winter Weather • Snow • Ice • Freezing Rain	• 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 • Extreme Heat • Wildfires	• 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 • Sinkholes • Earthquake	• 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: • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreaks • Novel Disease Outbreaks	• Numerous bodies of water located in the state that assist with the breeding of mosquitos and other waterborne pathogens
Cybersecurity Attack • Hacking/Phishing • Infrastructure Disruptions • Ransomware/ Malware Attacks • Network Intrusion/ Disruption • Transportation	• Most of Georgia's critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident
Active Shooter • Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking	• Terrorist attacks can occur anywhere • Georgia is an attractive target due to it's to major urban areas, seaports and tourism.
Radiological Release (Technical, Hostile) • Individuals (Physical and Psychological Health) • Property • Environment • Infrastructure • Agriculture • Zoological • Economy	• Georgia contains 6 counties within the 10-mile Emergency Planning Zone • 76 counties within the 50-mile Ingestion Pathway Zone of nuclear power plants located within Georgia and adjacent states.

Hazardous Material Release	• Over 900 reports of oil and hazmat releases reported in 2017
• Injury • Loss of life • Property damage • Environmental damage	• 528 on the State's hazardous site inventory
Dam Failure • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption	• Georgia has 4489 Dams • In Georgia all major rivers are dammed at least once • Numerous smaller dams, including agricultural exist
Infrastructure Failure • Communications • Transportation • Energy • Water Wastewater	• Georgia is home to numerous pieces of critical infrastructure across all identified sectors

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 City of Forest Park'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 the City of Forest Park.

Table 3: Types of Facilities

State Maintained Roads (in miles)	12
City Maintained Roads (in miles)	9.23
Bridges (State)	1
Dams	2
Law Enforcement Agencies:	1
Fire Stations:	3
Dispatch Centers	1
First Responder's Communication Towers	1
Cellular Towers	1
City Halls:	1
Housing Units	5,180
Mobile Homes	62
Airports (Hartsfield-Jackson International is 4 miles away)	1
Power Transmission Lines (in miles)	
Power Distribution Lines (in miles)	
Power Substations	6
Natural Gas Lines (in miles)	9

1.3.3 Planning Assumptions

1. A disaster may occur within the City of Forest Park with little or no warning and may escalate more rapidly than the City of Forest Park 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 City of Forest Park's emergency management programs, has command and control authority over all operational areas necessary to help the City of Forest Park 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 the City of Forest Park. 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 City 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 the City of Forest Park's 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 the City of Forest Park Emergency Management Agency to coordinate operations and resources, and may:

- Require significant information sharing across multiple jurisdictions and between the public and private sectors.
- Involve single or multiple jurisdictions and/or geographic areas.
- Have significant local and/or Statewide impact and may require significant inter-governmental coordination.
- Involve multiple, highly varied hazards or threats on a local, regional, Statewide or national scale.
- 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.
- Require resources to assist individuals with access and functional needs.
- Impact critical infrastructures across multiple sectors.
- Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators).

- Attract a sizeable influx of public, private, and voluntary resources, including independent and spontaneous volunteers.
- Require short-notice asset coordination and response.
- Require prolonged incident management operations and support activities for long-term community recovery and mitigation.

14. The degree of City involvement in incident operations depends largely upon the specific authority or jurisdiction. Other factors that may be considered include:

- The municipal needs and/or requests for external support, or ability to manage the incident.
- The economic ability of the affected entity to recover from the incident.
- The type or location of the incident.
- The severity and magnitude of the incident.
- The need to protect the public health or welfare of the environment.

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

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

16. Top priorities for incident management are to:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Ensure the security of the City.
- Prevent an imminent incident, including acts of terrorism, from occurring.
- Protect and restore critical infrastructure and key resources.
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution.
- Protect property and mitigate the damage and impact to individuals, communities, and the environment.
- Facilitate recovery of individuals, families, businesses, governments, and the environment.

17. Deployment of resources and incident management actions during an actual or potential terrorist incident are conducted in coordination with the Federal Bureau of Investigation.

18. Departments and agencies at all levels of government and certain NGOs, such as the American Red Cross, may be required to deploy to disaster areas or emergency events on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.

19. Departments and agencies support these missions in accordance with authorities and guidance and are expected to provide:

- Initial and/or ingoing response, when warranted, under their own authorities and funding.
- Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual disasters or emergencies.
- Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of services.

20. For disasters or emergencies that are Presidentially declared, state and/or federal support is delivered in accordance with relevant provisions of the Stafford Act. (Note: while all Presidentially declared disasters and emergencies under the Stafford Act are considered incidents of critical significance, not all incidents necessarily result in disaster or emergency declarations under the Stafford Act.)

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 Mayor of the City of Forest Park 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. City of Forest Park Emergency Management Agency 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 the City of Forest Park. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.

2. All City of Forest Park 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. Active Monitoring (Level III): Minimal staff on duty for monitoring of daily activities.

2. Elevated (or Partial) Activation (Level II): EOC leadership and selected ESFs are activated for monitoring or specific response activities.

3. Full Activation (Level I): All EOC staff are required to report for operations. Emergency situation is imminent or in progress.

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 Emergency Management Coordinator 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 Emergency Management Coordinator will contact the remaining emergency management 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 Mayor regarding the activation/implementation of the EOP. In the event the Mayor is not available, the EMA Director has the authority to order the activation. If the EMA Director is not available; then the City Manager or Deputy EMA Director has the authority to order the activation.

2. When the EOP is implemented, all City, 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.

3. Activation of the plan is also associated with the EOC Operating Level. At Elevated Activation, when there is a possibility of an emergency or disaster, the EOP may be partially or fully activated, as required. At Full Activation, when a disaster or emergency situation is imminent or in progress, the EOP activation is required.

4. 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 this jurisdiction, or requires multiple agencies or departments, the EOC may be activated. If the disaster is Citywide, 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 EMA Director, will determine if the EOC needs to be activated.

2.3.4.2 Location

The Forest Park Emergency Management Agency EOC is located at 2336 Anvil Block Rd, Forest Park, GA 30297. If an alternate EOC is needed it will be designated by the EMA Director or Deputy Director at the time of the event. In the event that the EOC needs to be relocated, the secondary (backup) EOC location is 5230 Jones Rd, Forest Park GA 30297.

2.3.4.3 Activation Options

In the event the EOC is activated, the EMA Director or Deputy EMA 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 EMA 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 city when activated.

Once the emergency or disaster necessitating the EOC activation is over, the EMA Director or Deputy EMA Director, with the Mayor'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	Clayton Co. Board of Education	Forest Park Public Works
ESF-2	Communications	911 Communications	Forest Park Emergency Management Agency
ESF-3	Public Works	Forest Park Public Works	Forest Park Planning and Zoning
ESF-4	Firefighting	Forest Park Fire and Emergency Services	Clayton County Fire and Emergency Services, Morrow Fire Dept., Riverdale Fire Dept., and Georgia Mutual Aid Group (GMAG)
ESF-5	Emergency Management	Forest Park Emergency Management Agency	City of Forest Park, GEMA

ESF-6	Mass Care	Clayton County DPH Clayton County DFACS	ARC, City of Forest Park Parks and Rec, Forest Park Emergency Management Agency, GEMA
ESF-7	Resource Support	Forest Park Emergency Management Agency	City of Forest Park, Clayton County EMA, GEMA
ESF-8	Public Health	Clayton County Dept. of Health	Forest Park Emergency Management Agency
ESF-9	Search & Rescue	Forest Park Fire and Emergency Services	Clayton County Fire and Emergency Services
ESF-10	HAZMAT	Forest Park Fire and Emergency Services	Clayton County Fire and Emergency Services
ESF-11	Agriculture	Forest Park Emergency Management Agency	Clayton County Animal Control
ESF-12	Energy	Forest Park Dept. of Public Works	Forest Park Emergency Management Agency
ESF-13	Public Safety	Forest Park Police Dept.	Atlanta Police Dept., Clayton County Police Dept., Clayton County Sheriff's Dept., Forest Park Emergency Management Agency, Georgia Bureau of Investigation, GEMA, Riverdale Police Dept.
ESF-14	Recovery	Forest Park Dept. of Human Resources and Planning	GEMA
ESF-15	Public Affairs / External Affairs	Forest Park Emergency Management Agency	City of Forest Park, GEMA

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:

- Warning and emergency public information.
- Saving lives and property.
- Supplying basic human needs.
- Maintaining or restoring essential services.
- Protecting vital resources and the environment.

- Transportation, logistics and other emergency services.
- Manage the evacuation process.
- Damage assessment operations.
- Initial decontamination.

2.3.4.6 EOC Organization Structure

1. Executive Group is composed of the following:

- Mayor

- City Manager

- Councilmembers

- EMA Director

2. Command is composed of the following:

- City EOC Manager

- ESF – 15 Public Information (PIO)

3. Operations Section is composed of the following ESF:

- ESF – 2 Communications

- ESF – 3 Public Works

- ESF – 4 Firefighting

- ESF – 5 Emergency Management

- ESF – 8 Public Health

- ESF – 9 Search & Rescue

- ESF – 10 Hazardous Material

- ESF – 11 Agriculture

- ESF – 12 Energy

- ESF – 13 Law Enforcement

4. Planning Section is composed of the following ESF:

- ESF – 5 Emergency Management

- ESF – 14 Recovery

5. Logistics Section is composed of the following ESF:

- ESF – 1 Transportation

- ESF – 2 Communications

- ESF – 5 Emergency Management

- ESF – 6 Mass Care

- ESF – 7 Resources Support

6. Finance Section is composed of the following:

- City Finance Director and supporting staff
- 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 EOC Manager 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:

- Type of disaster.
- Date and time of disaster.
- Status of mobilization of county/municipal resources.
- Initial damage.
- Immediate support required of state government.
- Casualties/Fatalities – Number dead, injured and missing.
- Roads and bridges damage or destroyed.
- Utility status – locations and number of homes/facilities without power, water, gas, communications, etc.
- Public facility damage.
- Critical Infrastructure damage (Communications, Emergency services, etc).
- Status of local government.
- POD status.
- Shelter status.
- School status.
- Other damage.

Upon review and approval by the EOC Manger, 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 CITY OF FOREST PARK EMERGENCY MANAGEMENT AGENCY 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 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 the City of Forest Park 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 sustainment supplies. This area will be determined based on areas of damage 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:

- Update all emergency management plans to include risk and vulnerability assessments.
- Disaster exercises/drills (Full-scale, functional and tabletop).
- Emergency communications tests.
- Training and workshops for EOC staff and emergency responders.
- 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 Forest Park Emergency Management Agency 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)

In the event of an emergency or disaster, the Forest Park Emergency Management Agency PIO will closely monitor the situation, receive information from the EMA Director or their designee, 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.

- 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.
- The PIO for Forest Park Emergency Management Agency is a member of the

Command Group and will be present for all executive level meetings during emergency or disaster operations.

- 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.

- For information detailed information can be found in the ESF – 15 Public Information Annex.

2. Coordination

During an emergency or disaster, the Forest Park Emergency Management Agency PIO will be the official spokesperson for the City. 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 EMA 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 city cell phone which includes email and texting capability. Back-up methods include home phones and personal cell phones.

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 City's Public Safety Answering Point (PSAP) for all incidents and is located at 320 Cash Memorial Blvd., Forest Park, GA, 30297.

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 City's 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 City's 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:

- Area Field Coordinator liaison.
- Phone 1-800-TRY-GEMA (1-800-879-4362)
- E-mail

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

Local Government Responsibilities

Police, fire, public health, emergency medical services, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave an incident site. In some instances, a City agency in the area may act as a first responder, and the assets of City agencies may be used to advise or assist municipal officials in accordance with agency authorities and procedures. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the incident command. When resources and capabilities are overwhelmed, the City may request State assistance under a Governor's disaster or emergency declaration. Summarized below are the responsibilities of the Chief Executive Officer.

A Municipal Mayor or City or County Chairman or their designee, as a jurisdictions Chief Executive, is responsible for the public safety and welfare of the people of that jurisdiction. The Chief Executive Officer:

- Is responsible for coordinating resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies.

- Dependent upon law, has extraordinary powers to suspend laws and ordinances, such as to establish a curfew, direct evacuations, and, in coordination with the health authority, order a quarantine.
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing.
- Requests State and, if necessary, Federal assistance through the Governor of the State when the jurisdictions capabilities have been exceeded or exhausted.

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 City's response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the EOC 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 City 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. Each organization listed below will send a representative to the EOC upon activation of the EOP.

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, city, 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. Emergency medical transportation.

13. Emergency interment coordination.

14. 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 (ARC), 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 ARC 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 wildfire 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.

Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporate 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.

The EMA director, under the direction of the local government, is responsible for the following, but not limited to:

- Standard Operating Procedures (SOPs) for each local agency that provide specific authorities of designated successors to direct their agencies.

- Identifying essential positions and Lines of Succession.

- Describing the decision process for implementing COG/COOP plans and procedures, including reliable, effective, and timely notification.

- Determining essential functions and processes that must be maintained during an emergency or disaster.

- Coordination with the City Clerk to help establish measures for the protection and safeguarding of vital records and critical applications.

- Maintaining essential communications resources.

- Identification of the location of and contact points for Emergency Management Assistance Compacts (EMACs), Memoranda of Understanding (MOUs), and other cooperative agreements.

- Identification of alternate operating facility and capabilities.

- Priorities for recovery of processes, functions, critical applications and vital records.

COG/COOP succession of authority plans are outlined in the City of Forest Park Emergency Management Agency EOP Annexes.

4.1 Succession of Command for Local Government

1. Mayor

2. City Manager

3. Deputy City Manager

4. EMA Director

4.2 Mission Essential Positions

City of Forest Park executes its mission through numerous separate agencies. The following positions within those agencies are designated as Priority Employees for the City of Forest Park.

1. Mayor

2. City Manager

3. Council Persons

4. EMA Director

5. Police Chief

6. Fire Chief

7. Tax Assessor

8. Financial Director

9. Information Technology Director

10. Public Works Director

11. Public Information Officer

4.3 Mission Essential Functions and Processes

4.3.1 Mission Essential Functions

When confronting events which disrupt normal operations, the City of Forest Park is committed to providing mission essential functions which must be continued even under the most challenging emergency circumstances. The Mayor for the City of Forest Park 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 the City of Forest Park 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.

The City of Forest Park'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

The City of Forest Park has also identified essential processes, services, systems, and equipment necessary to support each mission essential function, as well as key personnel required.

The City of Forest Park's mission essential business processes are identified below. 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 the City of Forest Park'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

The City of Forest Park 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 City of Forest Park's functions for mission essential internal business processes.

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

To ensure adequate support for personnel located at alternate facilities, the City of Forest Park has addressed requirements for food, transportation, lodging, daycare, and counseling services (if necessary).

City of Forest Park's Public Safety Building at 850 Main St. has been designated as the primary alternate site for the City of Forest Park Government. The site is designated as such for the following reasons:

1. Central location within the City of Forest Park but also readily accessible via interstate highways.

2. Minimum essential communications capabilities.

3. Existing security access controls.

4. Available configured space and utilities to support pre-positioned equipment and supplies, support center operations and adequate number of staff.

5. Capabilities for on-site 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.

The City of Forest Park has identified vital records and databases, which must be available to support essential functions. Pursuant to O.C.G.A. § 50-18-99, the city has adopted the Records Retention Schedule for Local Government Records as published by the Georgia Secretary of State's Department of Archives and History, and any such amendments or updates as may be made to such retention schedule for local government records. All city records shall be maintained in accordance with approved retention schedules, in the most updated version of the retention schedule for local government records. All departments will ensure they have a backup system in place for vital records and data management.

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, the City of Forest Park has identified primary and alternate modes of communication.

1. Primary: Landline and/or City of Forest Park issued cellular telephones, internet e-mail.

2. Alternate: Southern Linc Radios, 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 City of Forest Park 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.

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 the City of Forest Park's emergency management mission, reconstitution of the City of Forest Park's emergency management infrastructure and the reconstitution of the City of Forest Park'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. Items essential to the functioning of the City of Forest Park's critical business processes are maintained in hard copies, on network servers and/or secured tape back-up system in accordance with City of Forest Park IT procedures. These records include: local emergency operations plans (LEOPs; documentation associated with declarations of state emergencies as determined by the City of Forest Park's EMA); applications for a state or presidential disaster declaration; recall lists and process specific

documentation 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.

2. Items essential to the execution of the City of Forest Park's emergency management mission including Geographic Information System (GIS) based date and information products created and maintained by other county and local organizations.

4.5.5.1 Designation of City of Forest Park Essential Records and Data

The following records are designated as essential to the City of Forest Park'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 the City of Forest Park

    i. Strategic 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 the City of Forest Park

    p. Access to PIER, Master Contacts, and other databases

    q. Necessary financial management tools and documents

4.5.5.2 The City of Forest Park Director of Operations 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 850 Main St., Forest Park GA 30297 provides the functional capabilities for the City of Forest Park's mission critical applications and databases.

4.5.5.3 Information Technology Recovery

The City of Forest Park's IT section is responsible for all of City of Forest Park's information and networking systems. The City of Forest Park is dependent upon the

IT's ability to implement the IT Disaster Recovery Plan.

The City of Forest Park's IT staff shall:

1. Create a "hot site" (location to be provided by IT at time of incident) to provide functional capabilities for the City of Forest Park's mission critical applications and databases. This includes capabilities for remote access and networks. System requirements are specified in the City of Forest Park IT Recovery Protocol.

2. Ensure the backup of all servers based shared applications and associated databases supporting the EOC on a daily basis.

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.

- Mayor
- City Manager
- Deputy City Manager
- 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 City EOC, located at 2336 Anvil Block Rd, Forest Park GA, 30297.

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 Mayor of City of Forest Park 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 Mayor 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. Deputy EMA Director

b. Emergency Management Coordinator/EOC Director

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 The City of Forest Park's 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 City of Forest Park EOC.

7.0 Communications

Communication protocols and coordination procedures are described in detail in the City of Forest Park Comprehensive Emergency Management Plan (Pandemic Preparedness and Response 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 the City of Forest Park'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 city monies for emergency operations will be conducted in accordance with the city 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 city 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 City's Finance Director 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 City 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 City of Forest Park ordinances.

8.5 Local Agreements and Understandings

1. GEMA/HS Statewide Mutual Aid and Assistance Agreement

8.6 Additional Policies & Plans

1. The City of Forest Park's Telework Policy
2. The City of Forest Park's COOP/COG Plan
3. The City of Forest Park's Hazard Mitigation Plan (taken from Clayton County THIRA)
4. Hazard Specific Annexes (i.e., Pandemic Plan, Hazardous Materials Plan, etc).

9.0 Plan Development and Maintenance

9.1 Development

City of Forest Park Emergency Management Agency is the executive agent for EOP management and maintenance. The EOP will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events.

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

Any department or agency with assigned responsibilities under the EOP may propose a change to the plan. The City of Forest Park Emergency Management Agency is responsible for coordinating all proposed modifications to the EOP with primary and support agencies and other stakeholders, as required. City of Forest Park EMA will coordinate, review and approve the proposed modifications as required.

9.2.1 Requirements

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

2. 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 major incident.
- The impacts of an incident based on an exercise or AAR.
- Change in operational resources or elected officials.
- Change in the concept of operations for emergencies.
- Change in warning and communications systems.
- Change in hazards or threats.
- Updated planning standards or guidance.
- New and/or amended laws.
- Grammatical errors or programmatic changes.

2. After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, the City of Forest Park Emergency Management Agency will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the EOP in addition to manually logged record of changes on the form at the beginning of this plan titled: Record of Revisions. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and redistribution of the entire document. Interim changes can be further modified or updated using the above process and through eLEOP system tools.

3. 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.

4. 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 Mayor, 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

CHAPTER 5. - EMERGENCY MANAGEMENT

Sec. 4-5-1. - 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 chapter, are continued in full force and effect. Such ordinances, etc., are on file in the office of the city clerk.

(Ord. No. 13-17, § 1, 8-19-2013)

Sec. 4-5-2. - Emergency management and response powers.

(a) *Declaration of local emergency.*

  (1) *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 city 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 mayor may declare a local emergency for City of Forest Park. The form of the declaration shall be similar to that provided in subsection (b) of this Code section.

  (2) *Request for state assistance.* Consistent with a declaration of local emergency, the mayor may request the governor to provide assistance, provided that the disaster or emergency is beyond the capacity of the city 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.

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

  (4) *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 mayor shall automatically activate the city 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.

1. The Forest Park Emergency Management Agency (EMA) Director shall have the legal authority to exercise the powers and discharge the duties conferred upon 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 city; however, any such document shall be later presented for ratification at a meeting of the city council.

3. No person shall refuse entry or access to any authorized representative or agent of the city 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 mayor 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 mayor may cause to become effective any of the following sections of this chapter as appropriate: Section 4-5-5 (registration of building and repair services) to become effective if the governor declares a state of emergency; and section 4-5-6 (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 City of Forest Park 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 city council is authorized to cause to be effective any of the subsections of section 4-5-4 of this chapter as appropriate. The implementation of such subsections shall be filed in the Office of the Clerk of the City of Forest Park.

d. *Additional emergency powers.* The Mayor of the City of Forest Park 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 or 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 city departments and agencies or units thereof for the purpose of performing or facilitating emergency services;

6. To utilize all available resources of the city and subordinate agencies over which the city 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 or city business, or the orders, rules or regulations of any city 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.

(b)   *Form of declaration of local emergency.* Upon the declaration of local emergency, an official "Declaration of Local Emergency," in substantially the same form set forth below, shall be signed and filed in the office of the city 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 chapter which shall be in effect.

DECLARATION OF LOCAL EMERGENCY

WHEREAS, City of Forest Park, Clayton County, Georgia has experienced an event of critical significance as a result of [description of event] on [date]; and

WHEREAS, in judgment of the Mayor of the City of Forest Park, with advice from the Forest Park Emergency Management Agency, there exist emergency circumstances located in the City of Forest Park requiring extraordinary and immediate corrective actions for the protection of the health, safety and welfare of the citizens of Forest Park, Clayton 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 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 City of Forest Park Emergency Management Agency activates the Emergency Operations Plan;

(2)   That the following sections of the City of Forest Park Code be implemented: [if deemed appropriate, choose from the following: Section 4-5-5 Registration of Building and Repair Services

to be effective only if the Governor has declared a state of emergency; and/or Section 4-5-6 Closed or Restricted Areas or Curfews]; and

(3)   That the following measures also be implemented: [If deemed appropriate, select items from subsection (a)(4)d. of this section or other such measures as appropriate.]

ENTERED at [time] on [date]

[Signed]

Mayor, _____ City of Forest Park

(c)   *Contracts with other agencies.* In addition to the normal agreements embodied in the city's emergency operations plan for mutual emergency assistance, the city council may contract with any other agencies for the administration of an emergency response program.

(Ord. No. 13-17, § 2, 8-19-2013)

Sec. 4-5-3. - Enforcement and remedies.

(a)   *Law enforcement.* In accordance with O.C.G.A. § 38-3-4, the City of Forest Park Police Department shall be authorized to enforce the orders, rules and regulations contained in this chapter and/or implemented by the mayor 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 chapter, or with any code section, order, rule or regulation made effective by the mayor or local governing authority upon or after the declaration of an emergency shall constitute a violation of the provisions of this chapter. Any person who violates any provision in this chapter shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding one thousand dollars ($1,000.00), imprisonment for a term not exceeding sixty (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 EMA director is 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 chapter, this chapter may be enforced by the EMA director and Forest Park Police Chief.

(Ord. No. 13-17, § 3, 8-19-2013)

Sec. 4-5-4. - Authority to waive procedures and fee structures.

(a)   *City business.* Upon declaration of an emergency or disaster by the Governor or Mayor of the City of Forest Park, the affairs and business of the city may be conducted at places other than the regular or usual location, within or outside of the city, when it is not prudent, expedient or possible to conduct business at the regular location. When such meetings occur outside of the city, all actions taken by the city council shall be as valid and binding as if performed within the city. Such meetings may be called by the presiding officer or any two (2) members of the governing body 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 Mayor of the City of Forest Park, the city council 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 (4) 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 city as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e). Any e-verify affidavit or other state required affidavit shall be obtained from any contractor if otherwise required by law.

(c) *Purchasing* . Upon declaration of an emergency or disaster by the Governor or Mayor of the City of Forest Park, the purchasing ordinances, regulations or policies may be suspended. City 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 Mayor of the City of Forest Park, the city council may temporarily suspend the enforcement of the ordinances of the city, 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 state of emergency or disaster by the Governor or the Mayor of the City of Forest Park, the city council 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" includes fees or rates charged by the city 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 city on behalf of the state or federal government or fees charged by the city 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 Mayor of the City of Forest Park, the city council or its 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 development services. The temporary permit shall not exceed six (6) months in duration. In the case of a continuing hardship, and in the discretion of the city council or its designee, the permit may be extended for a period of up to an additional six (6) months. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

(Ord. No. 13-17, § 4, 8-19-2013)

Sec. 4-5-5. - Registration of building and repair services.

(a) 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 corporate city limits designated in a declared emergency or disaster, any person, firm, partnership, corporation or other entity must register with the Forest Park Planning, Building and Zoning Department and secure a building permit that is posted at the work site. Each day any such entity does business in the incorporated areas of the city without complying with this chapter constitutes a separate offense.

(b) The cost of registration fees in a declared emergency or disaster is fixed at $_____ per annum. Registration is nontransferable. The cost of the 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) When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application, providing the following information:

(1) Name of applicant;

(2) Permanent address and phone number of applicant;

(3)   Applicant's Social Security number or federal employer identification number;

(4)   If applicant is a corporation, the state and date of incorporation;

(5)   Tag registration information for each vehicle to be used in the business;

(6)   List of cities and/or counties where the applicant has conducted business within the past twelve (12) months;

(7)   Georgia sales tax number or authorization;

(8)   Georgia business license number, if required;

(9)   Copy of license from the secretary of state, if required;

(10)   A signed and sworn affidavit verifying the applicant's legal presence in the United States as required by O.C.G.A. § 50-36-1; and

(11)   At least one (1) secure and verifiable document as defined in O.C.G.A. § 50-36-2.

(d)   *Effective date.* 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 city council, the provisions of this Code section shall remain in effect during the state of emergency and for a subsequent recovery period of three (3) months.

(Ord. No. 13-17, § 5, 8-19-2013)

Sec. 4-5-6. - Closed or restricted areas and curfews during emergency.

(a)   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 mayor until the curfew is lifted.

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

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

(1)   Authorized and essential law enforcement personnel;

(2)   Authorized and essential health care providers;

(3)   Authorized and essential personnel of the city;

(4)   Authorized National Guard or federal military personnel;

(5)   Authorized and essential firefighters;

(6)   Authorized and essential emergency response personnel;

(7)   Authorized and essential personnel or volunteers working with or through the city emergency management agency;

(8)   Authorized and essential utility repair crews;

(9)   Citizens seeking to restore order to their homes or businesses while on their own property or place of business; and

(10)   Other authorized and essential persons as designated on a list compiled by EMA and/or the chief of police.

(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)   *Effective date.* This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.

(Ord. No. 13-17, § 6, 8-19-2013)

Sec. 4-5-7. - Regulations continued in effect.

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

(Ord. No. 13-17, § 7, 8-19-2013)

CHAPTER 3. - CIVIL DEFENSE[3]

Sec. 4-3-1. - Definition.

As used in this chapter the term "civil defense" shall mean the preparation for and the carrying out of all emergency functions, other than the functions for which the state and federal governments are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disasters caused by enemy nuclear attack, sabotage, or other hostile action, or by acts of nature, fire, explosion, civil disorders or other causes. These functions include, without limitation, firefighting services, law enforcement services, medical and health services, rescue services, engineering services, warning services, communications, defense from radiological fallout, welfare services, evacuation when and where necessary, emergency transportation, plant and utility protection, restoration of public utility services, and other functions related to protection and well being of the population of the city, together with all other activities necessary or incidental to preparation for the carrying out of the above functions.

(Code 1959, § 7-1)

Sec. 4-3-2. - Office of the city civil defense director.

There is hereby established for the city of an office of emergency management administration. The mayor and council shall nominate for appointment by the governor, the city administrator for emergency management administration for the city. The appointed administrator of emergency management administration shall serve under the supervision and direction of the director of fire and emergency medical services. When appointed, the administrator of emergency management administration is charged:

(1)   To represent the governing officials of the city on matters pertaining to civil defense.

(2)   With assisting city officials in organizing city departments for emergency operations.

(3)   With developing in conjunction with other city departments, the plan for emergency functions set forth in section 4-3-1 of this chapter. Such plan will be in consonance with the state emergency plan and shall be submitted to the mayor and council for approval and thence to the state director for approval.

(4)   With maintaining the civil defense office in carrying out the day-to-day administration of the civil defense and disaster program including the rendering of required reports to the state emergency management office.

(5)   Rendering reports such as financial, daily activities, etc., as required by governing officials in keeping with good business practices.

(6)   Procuring, with authority of governing officials, a facility to be used as the city emergency operating center.

(7)   During periods of a declared emergency, and under the supervision of governing officials, coordinate the activities of the city emergency operating center staff.

(Code 1959, § 7-2)

Sec. 4-3-3. - City civil defense organization.

(a)   The city civil defense organization shall be established around existing city departments and agencies, and the emergency functions listed in section 4-3-1 above are assigned as provided in the annual program papers as approved by state and federal agencies.

(b)   Heads of departments are responsible for developing the plan for their assigned emergency function. Such plans will be submitted through the civil defense director to the mayor and council for approval.

Sec. 4-3-4. - Emergency powers.

In the event of an actual enemy attack upon the United States or any other disaster which may affect the lives and property of the citizens of the city, the mayor, or in his absence, his legally appointed successor, may declare that a state of emergency exists and thereafter shall have and may exercise for such period as such state of emergency exists or continues, the following emergency powers in addition to those emergency powers granted by section 2-1-12 of this Code:

(1)   To enforce all rules, laws, and regulations relating to civil defense and to assume direct operational control over all civil defense forces.

(2)   To seize, take for temporary use, or condemn any property for the protection of the public.

(2)   To seize, take for temporary use, or condemn any property for the protection of the public.

(3)   To sell, lend, give, or distribute all or any such property or supplies among the inhabitants of the city, to maintain a strict accounting of property or supplies distributed and for funds received for such property or supplies.

(4)   To perform and exercise such other functions and duties and take such emergency actions as may be necessary to promote and secure the safety, protection and well being of the inhabitants of the city.

(Code 1959, § 7-4

Sec. 4-3-5. - Volunteers.

All persons, other than officers and employees of the city, performing emergency functions pursuant to this chapter, shall serve with or without compensation. While engaged in such emergency functions volunteers shall have the same immunities as city officers and employees.

(Code 1959, § 7-5)

State Law reference— Immunity of emergency management workers, O.C.G.A., § 38-3-35

Sec. 4-3-6. - Penalties.

Any person violating any provision of this chapter, or any rule, order or regulation made pursuant to this chapter, shall, upon conviction thereof, be punished as provided by law for the punishment of violators of city ordinances.

(Code 1959, § 7-6)

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. City EOP

3. Inter-local agreement(s)

10.2.4 Volunteer

11. Appendices

11.1 Acronyms

ARC – American Red Cross

BOE – Board of Education

CERT – Community Emergency Response Team

DFACS – Dept. of Family and Children's Services

DFO – Disaster Field Office

DRC – Disaster Recovery Center

EAS – Emergency Alert System

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Essential Support Function

FCO – Federal Coordinating Officer

FEMA – Federal Emergency Management Agency

GANG – Georgia National Guard

GEMA – Georgia Emergency Management Agency

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

JFO – Joint Field Office

JIC – Joint Information Center

JOC – Joint Operations Center

MOU – Memorandum of Understanding

NIMS – National Incident Management System

NRP – National Response Plan

OHS – Office of Homeland Security

PDAT – Preliminary Damage Assessment Team

PIO – Public Information Officer

POC – Point of Contact

SA – Salvation Army

SAR – Search and Rescue

SCO – State Coordinating Officer

SITREP – Situation Report

SNPS – Special Needs Populations Shelters

SOC – State Operations Center

SOP – Standard Operating Procedures

USACE – US Army Corps of Engineers

VOAD – Volunteer Organizations Active in Disaster

WMD – Weapons of Mass Destruction

11.2 Glossary

Alternate Emergency Operations Center – A site located away from the primary Emergency Operations Center where officials exercise direction and coordination in an emergency or disaster.

Area Command – An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.

Catastrophic Incident – A natural or manmade incident, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and/or government functions.

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

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

Critical Facilities – Schools, libraries, hospitals, public roads, water and sanitation systems, public safety buildings and other essential infrastructure.

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

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

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

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

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

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

Drill – A practical approach or procedure that involves elements of a preparedness plan or the use of specific equipment to evaluate a plan prepared response.

Emergency – As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

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

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

Emergency Management Agency (EMA) – Local government agency, established by local resolutions(s), charged with the responsibility for local emergency management mitigation, preparedness, response, and recovery activities within the jurisdiction.

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

Emergency Operations Center (EOC) – Physical location at which local government officials and designated agencies and/or organization representatives coordinate information and resources to support domestic management activities.

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

Emergency Support Function (ESF) – 15 identified government and private-sector capabilities organized into a structure to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

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

Evacuees – Persons moving from areas threatened or struck by an emergency or disaster.

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

Federal Disaster Assistance – Aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies available one a Presidential Declaration has been made.

First Responder – Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment.

Georgia Emergency Management Agency (GEMA) – A state agency established by state law, responsible for statewide emergency management mitigation, preparedness, response, and recovery activities within the State of Georgia.

Hazard – A dangerous situation or occurrence that may result in an emergency or disaster.

Hazard Mitigation – Any measure that will reduce potential damage to property, persons or life from a disaster or emergency from a predetermined possible hazard.

Hazardous Material – Substance or material that has been determined to be capable of posing an unreasonable risk to health, safety, and property including pollutants and contaminants when released into the environment.

Hazardous Materials Incident – An occurrence resulting in the uncontrolled release of hazardous materials capable of posing a risk to health, safety, and property.

In-Kind Donations – Donations given in the form of goods, commodities, or services rather than money.

Incident – An occurrence or event, natural or man-made caused, that requires an emergency response to protect life or property.

Incident Command Post (ICP) – Field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS) – A management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

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

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

Infrastructure – The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public.

Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

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

Joint Operations Center (JOC) – The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident.

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

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

Local Government – County, municipality, city, town, township, local public authority, school district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity.

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

Memorandum of Understanding (MOU) – A written memorandum of understanding between agencies and organizations to share resources and assistance during an emergency or disaster.

Mitigation – Activities designated to reduce or eliminate risks to persons or property or life, to lessen the actual or potential effects or consequences of an emergency or disaster.

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

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

National Incident Management System (NIMS) – A system that provides a consistent, nationwide approach for Federal, State, and local governments, the private sector, and NGOS, to work effectively and efficiently together to prepare for, respond to, and

recover from domestic incidents, regardless of cause, size, or complexity.

Natural Resources – Natural resources include agriculture, biota, fish, livestock, wildlife, domestication animals, plants and water.

Nongovernmental Organization – A nonprofit or private-sector entity that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government.

Occupational Safety and Health Administration (OSHA) – Branch of the U.S. Dept. of Labor responsible for establishing and enforcing safety and health standards in the workplace.

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

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

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

Presidential Declaration – When disaster exceeds local and state government's capacity to respond, or provide sufficient resources for response, the state's Governor may request federal assistance, which is then approved by the President in the form of a Presidential Declaration which then increases federal aid to the affected areas.

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

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

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

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

Public Information Officer – A designated individual responsible for preparing and coordinating the dissemination of emergency public information.

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

Recovery – Long-term activities beyond damage assessment necessary to satisfy

immediate life support needs, maintain logistical support, begin restoration of the infrastructure, identify individuals and communities eligible for disaster assistance, and implement post-disaster mitigation.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operations support or supervisory capacities at an incident or at an Emergency Operations Center.

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

SARA – Superfund Amendments and Reauthorization Act of 1986.

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

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

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

Standard Operating Procedures (SOPs) – Directions, detailing task assignments, and a step-by-step process of responsibilities relating to each Emergency Support Function or in relation to organizational response.

State Operations Center (SOC) – Permanent facility designated by the State Emergency Management Agency as the central location for information gathering, disaster analysis, and response coordination before, after and during a disaster.

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

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

Terrorism – The unlawful use or threatened use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing societies or governments, often for ideological or political reason.

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

Unified Command – An application of Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross political

jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICS and to establish a common set of objectives and strategies and a single Incident Action Plan (IAP).

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

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

Volunteer – Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Volunteer and Donations Coordination Center – Facility from which the Volunteer and Donations Coordination Team operates to review, and process offers.

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

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

Weapons of Mass Destruction – Any weapon that is designed or intended to cause widespread destruction resulting in serious bodily injury or death through the release, dissemination, or impact of toxic substance at a level dangerous to human life.

11.3 ESF Matrix of Primary and Support Functions

City of Forest Park	ESF														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
911 Communications		P													
American Red Cross															
Atlanta Police Dept.													S		
City of Forest Park					S	S	S								S
Clayton Co. Animal Control											S				
Clayton Co. Board of Education	P														
Clayton Co. Dept. of Health								P							
Clayton Co. Police Dept.													S		
Clayton Co. DFACS						P									
Clayton Co. Fire & Emergency Services				S					S	S					
Clayton Co. Sheriff's Dept.													S		
Forest Park Emergency Management Agency		S			P	S	P	S			P	S	S	P	P
Forest Park Fire & Emergency Services				P					P	P					
Forest Park Dept. of Planning & Zoning			S												
Forest Park Police Dept.													P		
Forest Park Dept. of Public Works	S		P									P			
Georgia Bureau of Investigation													S		
Georgia Emergency Management Agency					S	S	S						S	S	S
Georgial Mutual Aid Group				S					S						
Morrow Fire Dept.				S					S						
Riverdale Fire Dept.				S											
Riverdale Police Dept.													S		

P = Primary Agency

- Responsible for the Management of the ESF.
- Devices, coordinates and implements disaster recovery plans for the ESF.

S = Support Agency

- Responsible to provide expertise, experience, and assets to the ESF as needed or requested by the Primary Agency.

ESFs

1: Transportation

2: Communications

3: Public Works/Engineering

4: Firefighting

5: Emergency Management

6: Mass Care

7: Resource Support

8: Public Health/Medical

9: Search and Rescue

10: Hazardous Materials

11: Ag/Natural Resources

12: Energy

13: Public Safety

14: Long Term Recovery

15: External Affairs

11.4 ESF Summary of Responsibilities

911 Communications

- ESF 2: Communications (Primary)
  - o Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.
  - o Oversee the coordination and management of communication resources, facilities and equipment and initiate alternative and backup systems as needed.
  - o Coordinate communications with response operations, shelters, lodging, and food facilities.
  - o Coordinate continued communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC).
  - o Maintain records of expenditures and document resources utilized during response and recovery efforts.
  - o Coordinate the various types of communications within the City/County, including landline telephones, cellular phones, 800MHz, VHF, marine band, amateur radio, citizens band radios and emergency response agencies in affected area.

America Red Cross

- No responsibilities have been provided.

Atlanta Police Department

- ESF 13: Public Safety (Support)
  - o Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.
  - o Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these records to the primary agency.

City of Forest Park

- ESF 5: Emergency Management (Support)
  - o Attend coordination meetings to ensure planning functions are implemented to support ESF 5 (Emergency Management).
  - o Identify and provide staff representatives to support the ESF and other operational information related to critical activities.
  - o Request asset contributions from volunteer and private sector agencies.
  - o Participate in drills and exercises to evaluate capability.

- o Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.
- ESF 6: Mass Care (Support)
  - o Mutual aid as needed.
- ESF 7: Resource Support (Support)
  - o Mutual aid as needed.
- ESF 15: External Affairs (Support)
  - o Ensure accurate incident communications with the public.

Clayton County Animal Control

- ESF 11: Ag/Natural Resources (Support)
  - o Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.
  - o Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility.
  - o Assemble a list of assets available to support the recovery and coordinate this information with the EOC.
  - o Request contributions through volunteer agencies and private sector businesses.
  - o Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
  - o Participate in drills and exercises to evaluate local communications capabilities.
  - o Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the Primary Agency.

Clayton County Board of Education

- ESF 1: Transportation (Primary)
  - o Make school buses, resources, personnel, equipment, vehicles and fuel available as needed to assist in fulfilling transportation needs.

Clayton County Dept. of Health

- ESF 8: Public Health/Medical (Primary)
  - o Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.
  - o Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected areas.

- Determine need for additional personnel and resources and initiate request for mutual aid to EOC.
- Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies, and equipment.
- Establish, as needed, active and passive surveillance systems for the protection of public health.
- Coordinate the response for hazardous materials, safety of food and drugs, radiological hazards, mental health problems of victims, water systems and victim identification/mortuary services.

Clayton County Police Dept.

- ESF 13: Public Safety (Support)
  - Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.
  - Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these records to the Primary Agency.

Clayton County DFACS

- ESF 6: Mass Care (Primary)
  - Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support ESF 6.
  - Ensure the presence of resource materials in sufficient numbers in the ESF location, like; 1) shelter listing for each agency with names and numbers of each shelter manager, 2) locations of all mass feeding sites and 3) the names of the site managers.
  - Provide a system to record incoming requests for sheltering, mass feeding, response assignments and actions taken.
  - Establish a protocol for prioritizing response activities.
  - Coordinate activities with other ESFs.
  - Maintain records of expenditures and document resources utilized during response and recovery efforts.

Clayton County Fire & Emergency Services

- ESF 4: Firefighting (Support)
  - Mutual aid as needed.
- ESF 9: Search and Rescue (Support)
  - Mutual aid as needed.
- ESF 10: Hazardous Materials (Support)
  - Provide support and assistance as requested and available.

Clayton County Sheriff's Dept.

- ESF 13: Public Safety (Support)
  - o Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.
  - o Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these records to the Primary Agency.

City of Forest Park Emergency Management Agency

- ESF 2: Communications (Support)
  - o Oversee warning resources, facilities and equipment and initiate alternate and backup systems as needed.
  - o Coordinate communications support to all governmental, quasi-governmental, and volunteer agencies as required by collating cumulative information obtained from assessment teams, the telecommunications industry, the EOC and other agencies.
  - o Provide a system for designated officials to communication with the public including people with special needs.
- ESF 5: Emergency Management (Primary)
  - o Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.
  - o Coordinate the flow of information within the Emergency Operations Center.
  - o Coordinate the efforts to collect, process, report and display essential information.
  - o Facilitate support for planning response operations.
  - o Distribute plans and reports to the state and other ESFs.
  - o Maintain records of expenditures and document resources utilized during response and recovery efforts.
  - o Attend regularly scheduled meetings to ensure planning functions are implemented in support of this ESF.
  - o Identify and provide staff representatives to support the ESF and other operational information related to these activities.
  - o Request asset support from volunteer and private sector agencies.
  - o Participate in drills and exercises to evaluate capabilities.
  - o Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and forward records to the primary agencies.
- ESF 6: Mass Care (Support)

- o Support sheltering activities with personnel and facilities, specifically through contractual agreement between Clayton Co. Board of Education and the American Red Cross.
  - o Provide security at BOE facility shelters as required.
  - o Attend regular meetings to ensure planning functions are implemented to support this ESF.
  - o Identify and provide staff representatives to support that ESF and other operational information related to these activities.
  - o Request contributions through volunteer and private sector businesses.
  - o Participate in drills and exercises to evaluate local capability.
  - o Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the Primary Agency.
- ESF 7: Resource Support (Primary)
  - o Coordinate with each support agency through regular meetings to ensure planning functions are implemented.
  - o Coordinate the development of a logistical framework to support recovery operations.
  - o Identify, locate and if necessary, recruit personnel to support incident operations.
  - o Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.
  - o Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.
  - o Locate, procure, and issue resources to other city/county agencies for use in emergency operations necessary to support their EOP or to promote public safety.
  - o Locate and coordinate the use of available space for incident management activities.
  - o Procure required stocks from vendors or suppliers when City supplies are not available.
  - o Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.
- ESF 8: Public Health/Medical (Support)
  - o Provide support and assistance as requested and available.
- ESF 11: Ag/Natural Resources (Primary)
  - o Coordinate with appropriate agencies and organizations to ensure operational readiness (i.e., the GA Dept. of Agriculture (GDA) and the GA Dept. of Natural Resources (DNR).
  - o Develop mutual aid agreements with professional association and private agencies/organizations related to animal control/sheltering.

- o Prepare in conjunction with GEMA, public service announcements (PSAs) to increase public awareness regarding pet options and animal directives.
  - o Coordinate with Forest Park Animal Control in identifying potential pet sheltering near approved emergency Red Cross shelters.
  - o Participate in drills and exercises to evaluate animal and animal industry response capability.
- ESF 12: Energy (Support)
  - o Attend regular meetings to ensure planning functions are implemented to support this ESF.
  - o Assist in providing operational guidance to those assigned to work in this ESF.
  - o Assist in conducting a needs assessment and prioritize the deployment of services based on available resources and critical needs to facilitate the response and recovery on an incident.
  - o Assemble a list of energy and utility related assets available to support recovery and coordinate with the Primary Agency and the EOC.
  - o Provide support and assistance as required and available.
  - o Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the Primary Agency.
- ESF 13: Public Safety (Support)
  - o Participate in planning for areas of agency expertise and provide assistance as appropriate and in coordination with other ESF departments and agencies.
  - o Coordinate the implementation of authorities/agencies that are appropriated for the situation, and may provide/procure protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations.
  - o Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.
- ESF 14: Long Term Recovery (Primary)
  - o Attend regular meetings to ensure planning functions are implemented to support this ESF.
  - o Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.
  - o Develop procedures to obtain private sector support as required.
  - o Request contributions through volunteer agencies and private sector businesses.
  - o Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

- Participate in drills and exercises to evaluate local communications capability.
- ESF 15: External Affairs (Primary)
  - Coordinate all news releases with GEMA.
  - Ensure accurate incident communications with the public.

Forest Park Fire & Emergency Services

- ESF 4: Firefighting (Primary)
  - Coordinate the provision of local firefighting personnel and equipment.
  - Coordinate and assign any responding mutual aid resources.
  - Coordinate those resources volunteered for ESF 4 from unidentified sources.
  - Forward request for mutual aid firefighting assistance to the Emergency Operations Center (EOC).
  - Coordinate during an incident of critical significance or other activation of the EOC.
  - Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support this ESF.
  - Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs.
  - Assemble a complete list of available firefighting resources within the region that may be available for response and coordinate this information with the EOC.
- ESF 9: Search and Rescue (Primary)
  - The designated EOC Fire Department Coordinator (EMA Director/Incident Commander IC) will coordinate provision of representatives on a 24-hour basis to the EOC.
  - The composition of the SAR team shall be determined by the Incident Commander (IC)/SAR Coordinator.
  - Agencies participating in the SAR efforts will rely on ESF 11 (Ag & Natural Resources) to provide food and water to support operations.
  - The local SAR leaders will coordinate with ESF 3 (Public Works/Engineering) for assistance in completing any structural shoring required to ensure the safety of the teams.
  - The department will partner with the Forest Park Police Dept. to provide security for the SAR teams.
- ESF 10: Hazardous Materials (Primary)
  - Coordinate the provision of Forest Park Fire & Emergency Services (Haz-Mat Team) personnel and equipment.
  - Coordinate and assign any responding mutual aid resources.

Forest Park Dept. of Planning & Zoning

- ESF 3: Public Works/Engineering (Support)
    - Provide technical and engineering capabilities and building inspection.

Forest Park Police Dept.

- ESF 13: Public Safety (Primary)
    - Will serve as the lead law enforcement agent and will work in conjunction with other law enforcement agencies as appropriate.
    - Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in conjunction with other ESF departments and agencies.
    - May supplement city and local resources when requested or needed.
    - Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.

Forest Park Dept. of Public Works

- ESF 1: Transportation (Support)
    - Make available the use of Parks and Recreation's 15 passenger vans, multi-passenger vehicles, resources, personnel, equipment, vehicles and fuel as needed to assist in fulfilling transportation needs.
- ESF 3: Public Works/Engineering (Primary)
    - Serve as the Primary coordinator for debris removal and related tasks.
    - Assist with the provision of water (potable and non-potable) and ice into the disaster area if local supplies become inadequate.
    - In coordination with emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
    - Maintain a current inventory of equipment and supplies.
    - Establish operational needs for restoration of public works service during the emergency.
    - Develop and maintain listings of commercial and industrial suppliers and services and products, to include points of contact, and telephone numbers associated with public works and engineering functions.
    - Coordinate with other ESFs to consolidate reports of damage and focus on assessment efforts.
    - Act as a liaison between the EOC and the state EOC for damage assessment activity.
    - Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.
    - Participate in drills and exercises to evaluate local communications capability.

- ESF 12: Energy (Primary)
  - Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support this ESF.
  - Conduct a needs assessment and prioritize the deployment of services based on available resource and critical needs as they relate to your responsibility.
  - Assemble a list of energy and utility related assets available to support recovery and coordinate this information to the EOC.
  - Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
  - Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
  - Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.

Georgia Bureau of Investigation

- ESF 13: Public Safety (Support)
  - Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESFs.
  - Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.

Georgia Emergency Management Agency

- ESF 5: Emergency Management (Support)
  - Provide resources, assistance and support as requested and available.
- ESF 6: Mass Care (Support)
  - Provide resources, assistance and support as requested and available.
- ESF 7: Resource Support (Support)
  - Provide resources, assistance and support as requested and available.
- ESF 13: Public Safety (Support)
  - Provide resources, assistance and support as requested and available.
- ESF 14: Long Term Recovery (Support)
  - Provide resources, assistance and support as requested and available.
- ESF 15: External Affairs (Support)
  - Provide resources, assistance and support as requested and available.

Georgia Mutual Aid Group

- ESF 4: Firefighting (Support)

- o Mutual aid as needed.
- ESF 9: Search and Rescue
  - o Mutual aid as needed.

Morrow Fire Dept.

- ESF 4: Firefighting (Support)
  - o Mutual aid as needed.
- ESF 9: Search and Rescue
  - o Mutual aid as needed.

Riverdale Fire Dept.

- ESF 4: Firefighting (Support)
  - o Mutual aid as needed.

Riverdale Police Dept.

- ESF 13: Public Safety (Support)
  - o Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESFs.
  - o Maintain records of expenditures and document resources utilized during response and recovery in accordance with Resource Support policies and procedures and report these to the Primary Agency.

11.5 ESF Activation Checklist

○ 1. Receive notification of ESF Activation from City of Forest Park EMA.

○ 2. Notify all ESF supporting agencies.

○ 3. Verify Status of Activation of the EOC.

○ 4. Send Representatives to the EOC at designated times.

○ 5. Sign in at EOC Security Station to receive badge and log hours.

○ 6. Report arrival to Operations Chief and EOC Manager.

○ 7. Obtain situation briefing from EOC staff.

○ 8. Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.

○ 9. Inventory go kits and work area. Check supplies, phones, and computer. Report any deficiencies to the EOC Manager.

○ 10. Establish a filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments, mission tasking, telephone rosters, daily reports, etc.)

○ 11. Establish contact with forward deployed teams or other agencies, as required. Exchange point of contact information and establish reporting times for all elements.

○ 12. Begin gathering information and provide operational report to Operations Chief.

11.6 Area Map

Georgia Emergency Management & Homeland Security Agency
Field and Homeland Security Areas

Field Area Training Coordinators
North: Ali Mims 404-574-3785   South: Kerry Futch 404-719-7377

1. FC: Don Strength 470-583-6285
   HSC: David Shanks 404-772-3799
2. FC: Frank Maneer 404-387-6583
   HSC: Casey Cope 404-852-7143
3. FC: Collin Hopf 404-291-9029
   HSC: Kate Hargrove 404 747-5523
4. FC: Jason Ritter 404-430-7933
   HSC: Clint Westbrook 404-977-7555
5. FC: Kristen Higgs 912-387-5490
   HSC: Sidney Bush 404-539-2274
6. FC: Tim Reeve 404-275-6277
   HSC: Kevin Stanfield 404-434-1160
7. FC: Sheri Russo 404-290-9105
   HSC: William Daughtry 404-353-6334
8. FC: Diane Adams 912-266-5421
   HSC: Kirk Smith 404-374-5484

12/4/2020 10:31 AM
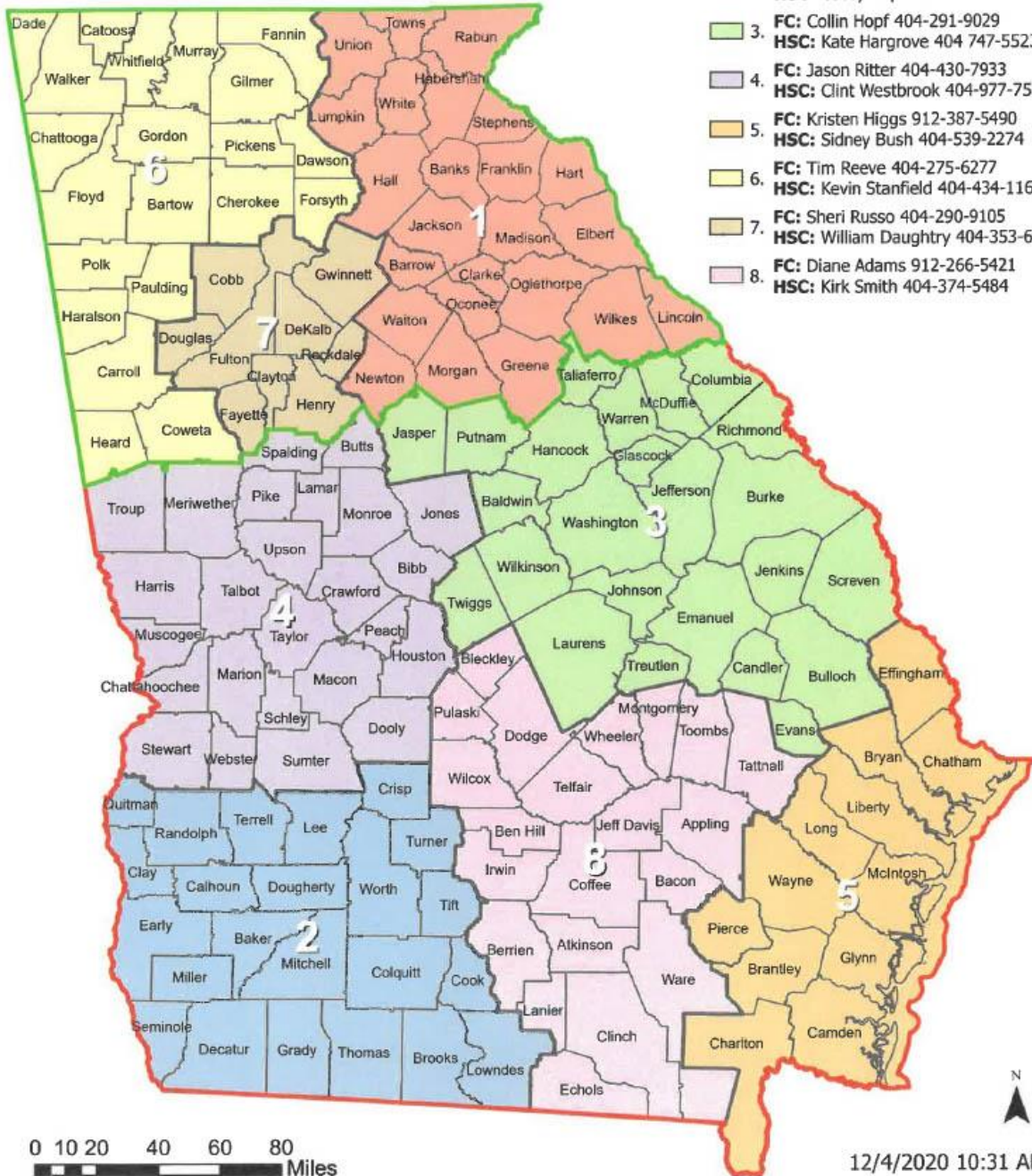
11.7 Map of School Safety Coordinator Areas

School Safety Coordinators

GEMA School Safety Coordinator Areas
November 1, 2015

School Safety Coordinators

A Mike Ruple - michael.ruple@gema.ga.gov
B Danielle Graham - danielle.graham@gema.ga.gov
C David Shanks - david.shanks@gema.ga.gov
D Clint Westbrook - clinton.westbrook@gema.ga.gov
E Andrew Leanza - andrew.leanza@gema.ga.gov
F Collin Hopf - collin.hopf@gema.ga.gov
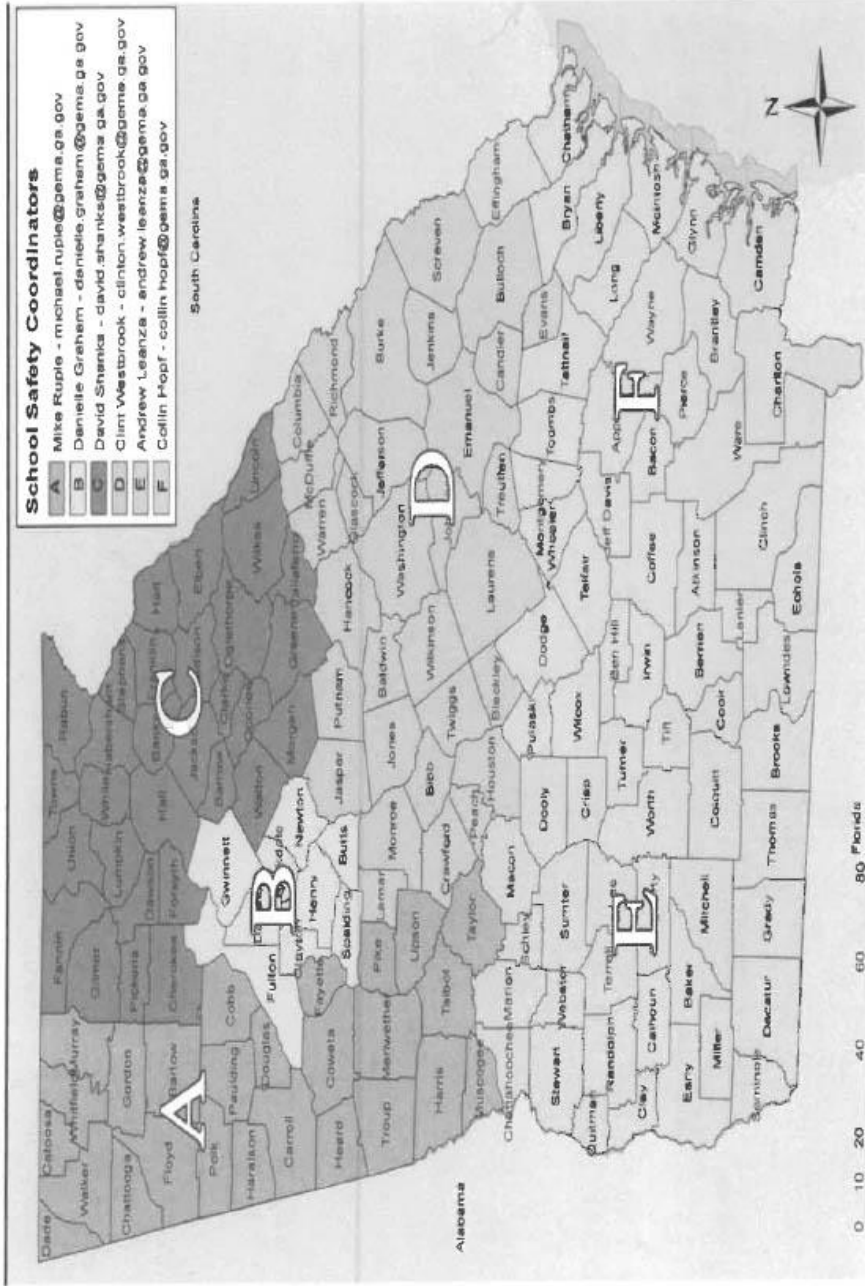
11.8 HazMat Facilities

HAZMAT FACILITY DETAILS

American National Can

Address: 48 Royal Dr., Forest Park GA, 30297

Phone – Main: 404-361-2630

Phone – Fax:

Chemicals

Name: Hydrofluoric Acid

CAS:

Day: 160-330 ft.

Night: 320-660 ft.

Name: LPG

CAS:

Day:

Night:

Name: Sulfuric Acid

CAS: 7664-93-9

Day: 160-330 ft.

Night: 320-660 ft.

Clorox

Address: 71 Lake Mirror Rd., Forest Park GA, 30297

Phone – Main: 404-362-8681

Phone – Fax:

Chemicals

Name: Citric Acid

CAS: 77-92-9

Day:

Night:

Name: Diethylene Glycol Monobutyl Ether

CAS: 111-76-2

Day: 80-160 ft.

Night: 160-320 ft.

Name: Lauryl Dimethylamine Oxide

CAS: 1643-20-5

Day:

Night:

Name: Potassium Hydroxide Solution

CAS: 1310-58-3

Day: 80-160 ft.

Night: 160-320 ft.

Name: Sodium Dodecylbenzenenfultonte

CAS: 25155-30-0

Day:

Night:

Name: Sodium Hypochlorite Solution

CAS: 7681-52-9

Day: 80-160 ft.

Night: 160-320 ft.

Name: Tetrasodium Ethylenediamine Tetra

CAS: 64-02-8

Day:

Night:

Floro-Seal

Address: 4758 Lake Mirror Pl., Forest Park GA, 30297

Phone – Main: 404-363-0008

Phone – Fax:

Chemicals

Name: Fluorine Gas

CAS:

Day: 1 mile

Night: 1 mile

Kroger

Address: 2000 Anvil Block Rd., Forest Park GA, 30297

Phone – Main:

Phone – Fax:

Chemicals

Name: Anhydrous Ammonia

CAS: 7664-41-7

Day: 1 mile

Night: 1 mile

Name: Hydrogen Chloride (gas)

CAS: 7647-01-0

Day:

Night:

PCCR USA Inc.

Address: 71 Barnett Rd., Forest Park GA, 30297

Phone – Main: 404-362-4000

Phone – Fax:

Chemicals

Name: Benzoic Acid

CAS: 65-85-0

Day: 80-160 ft.

Night: 160-320 ft.

Name: Hydroquinone

CAS: 123-31-9

Day: 80-160 ft.

Night: 160-320 ft.

Name: Isopropenylbenzene

CAS: 98-83-9

Day: 80-160 ft.

Night: 160-320 ft.

Name: Maleic Anyhdride

CAS: 108-31-6

Day: 160-330 ft.

Night: 320-660 ft.

Name: Methyl Methacrylate Monomer

CAS: 80-62-6

Day: 160-330 ft.

Night: 320-660 ft.

Name: Naphtha

CAS: 8052-41-3

Day: 80-160 ft.

Night: 160-320 ft.

Name: Organic Peroxide

CAS:

Day: 1 mile

Night: 1 mile

Name: Phthalic Anhydride

CAS: 85-44-9

Day: 160-330 ft.

Night: 320-660 ft.

Name: Polymeric Diphenylmethane

CAS: 9016-87-9

Day: 160-330 ft.

Night: 320-660 ft.

Name: Solvent

CAS: 64742-88-7

Day: 160-330 ft.

Night: 320-660 ft.

Name: Styrene Monomer

CAS: 100-42-5

Day: 80-160 ft.

Night: 160-320 ft.

Tree Top Foods

Address: 273 Central Ave., Forest Park GA, 30297

Phone – Main: 404-362-7211

Phone – Fax:

Chemicals

Name: Ammonia

CAS: 7664-41-7

Day: 1 mile

Night: 1 mile

Name: Diesel Fuel

CAS: 68476-30-2

Day: 80-160 ft.

Night: 160-320 ft.

Name: Sulfuric Acid

CAS: 7664-93-9

Day: 160-330 ft.

Night: 320-660 ft.

11.9 Emergency Shelters

EMERGENCY SHELTER DETAILS
Babb Middle School Address: 5500 Reynolds Rd., Forest Park GA, 30297 Contact: Michael Coats Phone – Main: 770-886-4183 Phone – Cell: 404-991-4313 Max Capacity: 300 Size: Shower: Y Bathroom: Y Cook: Y Handicap: Y Animals: 24 Hour:
Edmonds Elementary School Address: 4495 Simpson Rd., Forest Park GA, 30297 Contact: Maurice Roberts Phone – Main: 770-314-7592 Phone – Cell:404-281-0898 Max Capacity: 200 Size: Shower: Bathroom: Cook: Handicap: Animals: 24 Hour:
Forest Park Middle School Address: 930 Finley Dr., Forest Park GA, 30297 Contact: Monique Drewry Phone – Cell: 770-853-5171

Contact: Rodney Wilkerson

Phone – Cell: 678-704-6811

Max Capacity: 300

Size:

Shower:

Bathroom:

Cook:

Handicap:

Animals:

24 Hour:

Forest Park High School

Address: 5452 Phillips Dr., Forest Park GA, 30297

Contact: Derrick Manning

Phone – Main: 770-473-3234

Phone – Cell: 770-652-1776

Max Capacity: 300

Size:

Shower:

Bathroom:

Cook:

Handicap:

Animals:

24 Hour:

Fountain Elementary School

Address: 5215 West St., Forest Park GA, 30297

Contact: Jamilah Hud-Kirk

Phone – Cell: 678-367-7354

Contact: Roxanne Dixon

Phone – Cell: 678-580-8559

Max Capacity: 200

Size:

Shower:

Bathroom:

Cook:

Handicap:

Animals:

24 Hour:

Hendrix Drive Elementary (Unidos Dual Language Charter School)

Address: 4475 Hendrix Dr., Forest Park GA, 30297

Contact: Prince Bowie

Phone – Cell: 678-827-7947

Contact: Moises Payamps

Phone – Cell: 678-708-5797

Max Capacity: 200

Size:

Shower:

Bathroom:

Cook:

Handicap:

Animals:

24 Hour:

Huie Elementary School

Address: 1260 Rockcut Rd., Forest Park GA, 30297

Contact: Latonya Page

Phone – Main: 770-296-2260

Phone – Cell: 404-625-5281

Max Capacity: 200

Size:

Shower:

Bathroom:

Cook:

Handicap:

Animals:

24 Hour:

Forest Park Recreation Center

Address: 803 Forest Pkwy., Forest Park GA, 30297

Contact: Tarik Maxwell

Phone – Cell: 404-925-6019

Max Capacity: 300

Size:

Shower: Y

Bathroom: Y

Cook: Y

Handicap: Y

Animals:

24 Hour:

Paradise Gym and Culture Center

Address: 4295 Hendrix Dr., Forest Park GA, 30297

Contact: Paul Fortson

Phone – Main: 404-363-4211

Phone – Cell: 678-548-2561

Max Capacity: 300

Size:

Shower: N

Bathroom: Y

Cook: Y

Handicap: Y

Animals:

24 Hour: Y

First Baptist Church

Address: 634 Main St., Forest Park GA, 30297

Contact: Reed Crumbliss

Phone – Main: 404-366-6333

Phone – Cell: 404-803-9444

Contact: Leonard Givens

Phone – Cell: 404-376-1147

Contact: Allen Hubar

Phone – Cell: 404-858-5226

Max Capacity: 200

Size:

Shower: N

Bathroom: Y

Cook: Y

Handicap: Y

Animals:

24 Hour: Y

11.10 Authorities and References

- Georgia Emergency Management Act of 1982, as amended.
- Georgia Emergency Operations Plan, revised 2019.
    - https://gema.georgia.gov/what-we-do/planning
- Local Resolution for Emergency Management
- Code of Ordinances – City of Forest Park, GA
    - https://library.municode.com/ga/forest_park/codes/code_of_ordinances?nodeId=COOR_TIT4POFISE
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
    - https://fema.gov/library/stafact.shtm

12.0 Agency Contacts

LOCAL AGENCIES

911 Communications

Address: 320 Cash Memorial Blvd., Forest Park GA, 30297

Phone – Main: 404-366-4141

Phone – Fax: 404-608-2371

Website: www.forestparkga.gov/police/page/communications-911-center

Primacy Contact

Name: Sara Koth

Position: Captain

Phone – Main:

Phone – Cell: 470-409-8013

E-mail: skoth@forestparkga.gov

Support Contact

Name: Mike Gentry

Position: Deputy Chief of Operations

Phone – Main:

Phone – Cell: 470-409-8798

Email: mgentry@forestparkga.gov

American Red Cross

Address: 1955 Monroe Dr. NE, Atlanta GA, 30324

Phone – Main: 404-876-3302

Phone – Fax: 404-575-3084

Website: https://www.redcross.org/local/georgia/about-us/locations/greater-atlanta.html

Primacy Contact

Name: Terri Badour

Position: Executive Director

Phone – Main: 404-876-3302

Phone – Cell:

E-mail: terry.badour@redcross.org

Support Contact

Name: David Abrohams

Position: Disaster Program Manager

Phone – Main: 404-575-5716

Phone – Cell: 404-308-3887

E-mail: david.abrohams@redcross.org

Atlanta Police Department

Address: 226 Peachtree St., Atlanta GA 30303

Phone – Main: 404-546-6900

Phone – Fax:

Website: https://www.atlantapd.org/about-apd/contact-us

Primacy Contact

Name: Rodney Bryant

Position: Police Chief

Phone – Main404-546-6900:

Phone – Cell:

E-mail: apdwebmaster@atlantaga.gov

Support Contact

Name: Todd Coyt

Position: Assistance Police Chief

Phone – Main: 404-546-2543

Phone – Cell:

E-mail: apdwebmaster@atlantaga.gov

City of Forest Park

Address: 745 Forest Pkwy., Forest Park GA, 30297

Phone – Main: 404-366-4720

Phone – Fax: 404-608-2343

Website: https://www.forestparkga.gov/citygovernment

Primacy Contact

Name: Angelyne Butler

Position: Mayor

Phone – Main: 404-366-1555

Phone – Cell: 678-925-7177

E-mail: abutler@forestparkga.gov

Support Contact

Name: Dr. Marc Antoine Cooper

Position: City Manager

Phone – Main:

Phone – Cell: 404-925-5964

E-mail: mcooper@forestparkga.gov

Clayton County Animal Control

Address: 1396 Government Cir., Jonesboro GA, 30236

Phone – Main: 770-477-3509

Phone – Fax: 770-603-4199

Website: http://www.claytonpolice.com/support-operations-command-2/animal-control/

Primacy Contact

Name: Jodi Turnipseed

Position: Captain

Phone – Main: 770-477-3509

Phone – Cell:

E-mail:

Support Contact

Name: Tiffany Phillips

Position: Facility Coordinator

Phone – Main:

Phone – Cell: 404-391-5123

E-mail:

Clayton County Board of Education

Address: 1058 Fifth Avenue, Jonesboro GA, 30236

Phone – Main: 770-473-2700

Phone – Fax: 770-473-2706

Website: www.clayton.k12.ga.us

Primacy Contact

Name: Luvenia Jackson

Position: Superintendent

Phone – Main: 770-473-2700

Phone – Cell:

E-mail: luvenia.jackson@clayton.k12.ga.us

Support Contact

Name: Dr. Cephus Jackson

Position: Chief Operating Officer

Phone – Main: 770-473-2819

Phone – Cell: 770-362-0743

E-mail: cephus.jackson@clayton.k12.ga.us

Clayton County Board of Health

Address: 1117 Battle Creek Rd., Jonesboro GA, 30236

Phone – Main: 678-610-7199

Phone – Fax: 770-603-4872

Website: www.claytoncountypublichealth.org

Primacy Contact

Name: Dr. Beverly Townsend

Position: Director

Phone – Main: 678-610-7258

Phone – Cell:

E-mail: beverly.townsend@dph.ga.gov

Support Contact

Name: Stacy Tolbert

Position: Director Emergency Preparedness

Phone – Main:

Phone – Cell: 404-427-6276

E-mail: stacy.tolbert@dph.ga.gov

Clayton County Police Department

Address: 7911 N. McDonough St., Jonesboro GA, 30236

Phone – Main: 770-477-3747

Phone – Fax: 770-477-3745

Website: www.claytonpolice.com

Primacy Contact

Name: Kevin Roberts

Position: Police Chief

Phone – Main: 770-477-3600

Phone – Cell:

E-mail: kevin.roberts@claytoncountyga.gov

Support Contact

Name: Brian Danekes

Position: Deputy Chief

Phone – Main:

Phone – Cell:

E-mail: brian.danekes@claytoncountyga.gov

Clayton County DFACS

Address: 877 Battle Creek Rd., Jonesboro GA, 30236

Phone – Main: 770-473-2300

Phone – Fax: 770-478-5948

Website: https://www.claytoncountyga.gov/services/department-of-family-and-children-services

Primacy Contact

Name: Deneka Manning

Position: Director

Phone – Main: 770-473-2317

Phone – Cell:

E-mail: deneka.manning@dhs.ga.gov

Support Contact

Name: Kimberly Scott

Position: Deputy Director

Phone – Main: 770-473-2316

Phone – Cell:

E-mail: kimberly.scott@dhs.ga.gov

Clayton County Fire and Emergency Services

Address: 7810 Hwy 85, Riverdale GA, 30274

Phone – Main: 770-473-7833

Phone – Fax: 770-473-3837

Website: http://www.ccfes.org/

Primacy Contact

Name: Landry Merkison

Position: Fire Chief

Phone – Main: 770-473-8021

Phone – Cell:

E-mail: landry.merkison@claytoncountyga.gov

Support Contact

Name: Tim Sweat

Position: Assistant Chief/CFO

Phone – Main: 770-473-8019

Phone – Cell:

E-mail: tim.sweat@claytoncountyga.gov

Support Contact

Name: David King

Position: Assistant Chief/COO

Phone – Main: 770-473-8020

Phone – Cell:

E-mail: david.king@claytoncountyga.gov

Clayton County Office of Emergency Management

Address: 7810 Hwy 85, Riverdale GA, 30274

Phone – Main:770-478-8271

Phone – Fax: 770-477-3512

Website: http://www.ccfes.org/ready-clayton/

Primacy Contact

Name: Landry Merkison

Position: EMA Director

Phone – Main: 770-473-8021

Phone – Cell:

E-mail: landry.merkison@claytoncountyga.gov

Support Contact

Name: Ryan Morrison

Position: Deputy EMA Director

Phone – Main: 770-478-8127

Phone – Cell: 678-233-8720

E-mail: Ryan.Morrison@claytoncountyga.gov

Clayton County Sheriff's Office

Address: 9157 Tara Blvd., Jonesboro GA, 30236

Phone – Main: 770-471-1122

Phone – Fax: 678-479-5358

Website: www.claytonsheriff.com

Primacy Contact

Name: Victor Hill

Position: Sheriff

Phone – Main: 678-479-5300

Phone – Cell:

E-mail: victor.hill@claytoncountyga.gov

Support Contact

Name: Shawn Sutherland

Position: Assistant Deputy Chief

Phone – Main: 678-479-5350

Phone – Cell: 404-456-4693

E-mail: Shawn.sutherland@claytoncountyga.gov

Clayton County Water Authority

Address: 1600 Battle Creek Rd., Morrow GA, 30260

Phone – Main: 770-961-2030

Phone – Fax: 770-960-5216

Website: www.ccwa.us

Primacy Contact

Name: Bernard Franks

Position: General Manager

Phone – Main: 770-960-5217

Phone – Cell:

E-mail: bernard.franks@ccwa.us

Support Contact

Name: Brent Taylor

Position: General Services Director

Phone – Main: 770-960-3726

Phone – Cell:

E-mail: brent.taylor@ccwa.us

Clayton County Transportation and Development

Address: 7960 N. McDonough St., Jonesboro GA, 30236

Phone – Main: 770-477-3674

Phone – Fax: 770-473-3990

Website: www.claytoncountyga.gov

Primacy Contact

Name: Jeff Metarko

Position: Director

Phone – Main: 770-477-3693

Phone – Cell: 678-794-1219

E-mail: Jeff.metarko@claytoncountyga.gov

Support Contact

Name: Keith Rohling

Position: Assistant Director

Phone – Main: 770-473-5453

Phone – Cell: 678-794-1222

E-mail: keith.rohling@claytoncountyga.gov

Forest Park Department of Public Works

Address: 5230 Jones Rd., Forest Park GA, 30297

Phone – Main: 404-608-2310

Phone – Fax: 404-608-2312

Website: https://www.forestparkga.gov/publicworks

Primacy Contact

Name: Bobby Jinx

Position: Director

Phone – Main:

Phone – Cell: 404-925-6057

E-mail: bjinks@forestparkga.gov

Support Contact

Name: Bruce Robinson

Position: Deputy Director

Phone – Main:

Phone – Cell: 404-430-3034

E-mail: brobinson@forestparkga.gov

Forest Park Emergency Management Agency

Address: 2336 Anvil Block Rd., Forest Park GA, 30297

Phone – Main:

Phone – Fax:

Website: https://www.forestparkga.gov/fire/page/ema

Primacy Contact

Name:

Position: EMA Director

Phone – Main:

Phone – Cell:

E-mail:

Support Contact

Name: David Halcome

Position: Deputy EMA Director

Phone – Main:

Phone – Cell: 404-925-5920

E-mail: dhalcome@forestparkga.gov

Support Contact

Name: Ioana Armstrong

Position: Emergency Management Coordinator

Phone – Main:

Phone – Cell: 404-825-3586

E-mail: iarmstrong@forestparkga.gov

Forest Park Fire and Emergency Services

Address: 4539 Jonesboro Rd., Forest Park GA, 30297

Phone – Main: 404-608-2383

Phone – Fax: 404-608-2385

Website: https://www.forestparkga.gov/fire

Primacy Contact

Name:

Position: Fire Chief

Phone – Main:

Phone – Cell:

E-mail:

Support Contact

Name: Latosha Clemons

Position: Deputy Fire Chief

Phone – Main:

Phone – Cell: 404-731-9202

E-mail: Lclemons@forestparkga.gov

Forest Park Department of Planning, Building and Zoning

Address: 785 Forest Pkwy., Forest Park GA, 30297

Phone – Main: 404-608-2300

Phone – Fax:

Website: https://www.forestparkga.gov/planning

Primacy Contact

Name: James Shelby

Position: Director

Phone – Main: 404-608-2301

Phone – Cell: 404-201-1099

E-mail: jshelby@forestparkga.gov

Support Contact

Name:

Position:

Phone – Main:

Phone – Cell:

E-mail:

Forest Park Police Department

Address: 320 Cash Memorial Blvd., Forest Park GA, 30297

Phone – Main: 404-366-7280

Phone – Fax: 404-608-2371

Website: www.forestparkga.gov/police

Primacy Contact

Name: Nathanial Clark

Position: Police Chief

Phone – Main:

Phone – Cell: 470-925-2336

E-mail: nclark@forestparkga.gov

Support Contact

Name: Mike Gentry

Position: Deputy Chief of Operations

Phone – Main:

Phone – Cell: 470-409-8798

E-mail: mgentry@forestparkga.gov

Georgia Bureau of Investigation

Address: 3121 Panthersville Rd., Decatur GA, 30037

Phone – Main: 404-244-2600

Phone – Fax:

Website: www.gbi.georgia.gov

Primacy Contact

Name: Vic Reynolds

Position: Director

Phone – Main: 404-244-2600

Phone – Cell:

E-mail:

Support Contact

Name:

Position:

Phone – Main:

Phone – Cell:

E-mail:

Georgia Emergency Management Agency

Address: P.O. Box 18055, Atlanta GA, 30316

Phone – Main: 404-635-7000

Phone – Fax: 404-635-7205

Website: www.gema.georgia.gov

Primacy Contact

Name: James Stallings

Position: Director

Phone – Main: 404-635-7000

Phone – Cell:

E-mail: james.stallings@gema.ga.gov

Support Contact

Name: Sheri Russo

Position: GEMA Region Coordinator

Phone – Main:

Phone – Cell: 404-290-9105

E-mail: sheri.russo@gema.ga.gov

Morrow Fire Department

Address: 1500 Morrow Rd., Morrow GA, 30260

Phone – Main: 770-961-4008

Phone – Fax: 770-960-1631

Website: www.cityofmorrow.com

Primacy Contact

Name: Roger Swint

Position: Fire Chief

Phone – Main: 770-961-4008

Phone – Cell:

E-mail: rswint@cityofmorrow.com

Support Contact

Name: Jeff Moss

Position: Chief of Operations

Phone – Main: 770-961-4008

Phone – Cell: 770-851-0841

E-mail: jmoss@cityofmorrow.com

Riverdale Fire Department

Address: 6690 Church St., Riverdale GA, 30274

Phone – Main: 770-909-5454

Phone – Fax: 770-991-5725

Website: https://www.riverdalega.gov/26/Fire-Services

Primacy Contact

Name: Albert Wright

Position: Fire Chief

Phone – Main: 770-909-5454

Phone – Cell:

E-mail: awright@riverdalega.gov

Support Contact

Name: Demetries Wells

Position: Division Chief/Fire Marshall

Phone – Main: 770-909-5466

Phone – Cell:

E-mail: dwells@riverdalega.gov

Riverdale Police Department

Address: 6690 Church St., Riverdale GA, 30274

Phone – Main: 770-996-3382

Phone – Fax: 770-996-1913

Website: www.riverdalega.gov

Primacy Contact

Name: Todd Spivey

Position: Police Chief

Phone – Main: 770-996-3382

Phone – Cell:

E-mail:
<u>Support Contact</u>
Name:
Position:
Phone – Main:
Phone – Cell:
E-mail:

STATE-WIDE CONTACTS	Contact Name	Phone #
Atlanta-Fulton Co. EMA	Matt Kallmyer	
Aviation GM Office	General Manager	404-530-6600
City of Atlanta	Commissioners	404-330-6351
City of Atlanta Fire (Hartsfield-Jackson Airport)	Battalion Chief	404-530-6677
City of Atlanta Fire (Hartsfield-Jackson Airport)	Chief	404-530-6639
City of Atlanta Police Dept. (Hartsfield-Jackson Airport)	Chief	404-530-6630
Environmental Protective Division		404-656-4300
Fayette County EMA ext. 414	Mike Singleton	770-461-1321
Federal Aviation Public Affiars Office	Director	404-305-5101
Fulton Co. Fire Dept.	Chief	404-768-8200
Fulton Co. Police Dept.	Chief	404-730-5700
Fulton Co. Sheriff's Office	Sheriff	404-730-5100
Georgia Dept. of Natural Resources		1-800-241-4113
Georgia Forestry Commission		770-461-6046
Georgia State Patrol Post 47		404-363-7670
Hartsfield-Jackson Airport Maintenance	Manager	404-530-6688
Hartsfield-Jackson Airport Operations Office	Manager	404-530-6620
Henry Co. EMA	Don Ashe	770-954-2280
United Service Organizations	Director	404-530-6770

LOCAL GOVERNMENT CONTACTS

Name: Angelyne Butler

Title/Position: Mayor

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell: 678-925-7177

E-mail: abutler@forestparkga.gov

Name: Dr. Marc-Antoine Cooper

Title/Position: City Manager

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell: 678-488-8331

E-mail: macooper@forestparkga.gov

Name: Nathanial Clark

Title/Position: Public Safety Director/Police Chief

Area Represented: City of Forest Park

Phone – Main: 404-608-2385

Phone – Cell: 470-925-2336

E-mail: nclark@forestparkga.gov

Name: LaShawn Gardiner

Title/Position: Management Analyst

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell: 470-990-2308

E-mail: Lgardiner@forestparkga.gov

Name: S. Diane White

Title/Position: City Clerk/Executive Assistant

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell: 470-656-1956

E-mail: awhite@forestparkga.gov

Name: Kimberly James

Title/Position: Councilperson

Area Represented: City of Forest Park – Ward 1

Phone – Main: 404-366-4720

Phone – Cell:

E-mail: kjames@forestparkga.gov

Name: Dabouze Antoine

Title/Position: Councilperson

Area Represented: City of Forest Park – Ward 2

Phone – Main: 404-366-4720

Phone – Cell:

E-mail: dantoine@forestparkga.gov

Name: Hector Gutierrez

Title/Position: Councilperson

Area Represented: City of Forest Park – Ward 3

Phone – Main: 404-366-4720

Phone – Cell:

E-mail: hgutierrez@forestparkga.gov

Name: Latresa Akins-Wells

Title/Position: Councilperson

Area Represented: City of Forest Park – Ward 4

Phone – Main: 404-366-4720

Phone – Cell:

E-mail: Lwells@forestparkga.gov

Name: Allan Mears

Title/Position: Councilperson

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell:

E-mail: amears@forestparkga.gov

Name: Karen Slaton-Dixon

Title/Position: Financial Manager

Area Represented: City of Forest Park

Phone – Main: 404-366-4720

Phone – Cell:

E-mail:

Name: Tarik Maxwell

Title/Position: Director of Recreation & Leisure Services

Area Represented: City of Forest Park

Phone – Main: 404-363-2908

Phone – Cell: 404-925-6019

E-mail: tmaxwell@forestparkga.gov

Name: Walt Thomas

Title/Position: Director of Fleet Services

Area Represented: City of Forest Park

Phone – Main: 404-608-1125

Phone – Cell: 404-925-6116

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Name: Shalonda Brown

Title/Position: Director of Support Services

Area Represented: City of Forest Park

Phone – Main: 404-608-2347

Phone – Cell: 404-925-5964

E-mail: sbrown@forestparkga.gov

Name: Jeffrey DeTar

Title/Position: Mayor

Area Represented: City of Morrow

Phone – Main: 770-961-4002

Phone – Cell:

E-mail: jdetar@cityofmorrow.com

Name: Evelyn-Wynn Dixon

Title/Position: Mayor

Area Represented: City of Riverdale

Phone – Main: 770-997-8989

Phone – Cell: E-mail: edixon@riverdalega.gov
Name: Willie Oswalt Title/Position: Mayor Area Represented: City of Lake City Phone – Main: 404-366-8080 Phone – Cell: E-mail: lakecityhall@lakecityga.net
Name: Jeff Turner Title/Position: Commission Chairperson Area Represented: Clayton County Phone – Main: 770-477-3211 Phone – Cell: E-mail: Name: Terry Baskin Title/Position: Tax Commissioner Area Represented: Clayton County Phone – Main: 770-477-3211 Phone – Cell: E-mail:

LOCAL MEDIA CONTACTS
Name: Kevin Riley Media Group/Company: Atlanta Journal Constitution (AJC) Media Type: Newspapers Phone – Main: 404-526-2161 Phone – Fax: 404-526-7003 Email: kriley@ajc.com
Name: Donna Goodson Media Group/Company: Clayton News Daily Media Type: Newspapers Phone – Main: 770-478-5753 Phone – Fax: 770-472-2121 Email: www.new-daily.com
Name: Media Group/Company: Comcast Cable TV Media Type: Television Phone – Main: Phone – Fax: Email:
Name: Media Group/Company: WAGA Fox 5 Media Type: Television Phone – Main: 404-875-5555 Phone – Fax: Email: www.myfoxatlanta.com
Name: Media Group/Company: WGNX Ch. 46 Media Type: Television Phone – Main: 404-322-3200 Phone – Fax: 404-327-3004 Email: www.cbsatlanta.com

Name: Media Group/Company: WSB Ch. 2   Media Type: Television   Phone – Main: 404-897-7000   Phone – Fax: Email: www.wsbtv.com/news
Name: Pete Springs   Media Group/Company: WSB 750 AM/95.5 FM   Media Type: Radio   Phone – Main: 404-897-7500   Phone – Fax: 404-897-7363   Email: www.wsbradio.com
Name: Chris East   Media Group/Company: WGST 640 AM/105.7 FM   Media Type: Radio   Phone – Main: 404-362-7042   Phone – Fax: Email:
Name: Media Group/Company: WXIA Ch. 11   Media Type: Television   Phone – Main: 404-892-1611   Phone – Fax: 404-881-0675   Email: www.11alive.com