



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	Approval of Crisis Management Plan
Department:	Office of Communications and Marketing
Date of Meeting:	Tuesday, August 5, 2025
Fiscal Impact:	N/A
Presented By:	Melissa Hardegree, Chief Communications and Marketing Officer
Action Requested:	Approval of Crisis Management Plan

Summary: The City of Lawrenceville is presenting its first comprehensive Crisis Management Plan for formal adoption by the Mayor and Council. Developed by the City Manager and Executive Management Team with input from City departments, the plan establishes a clear framework for how the City will prepare for, respond to, and recover from emergencies. It applies across all City facilities and operations, defining leadership roles, coordination protocols, and communication procedures to guide the City through a range of crisis events. Finalized in June 2025, the plan references supporting annexes and operational documents that will be finalized and implemented following adoption. Approval of this foundational plan will strengthen the City's ability to protect residents, support employees, and maintain essential services, while aligning with county and state emergency response standards.

Background:

- **Significant Impacts**

The Crisis Management Plan outlines how the City will respond to emergencies, protect public safety, and maintain essential services. It clarifies leadership roles, defines departmental responsibilities, and ensures a coordinated, flexible response across the organization.

- **Citizen Participation**

While the plan doesn't require public input, it prioritizes clear, timely communication with residents through established emergency communications protocols.

- **Workload Impacts**

Workload is minimal. Most actions in the plan reflect current practices. The main shift is organizing those efforts into a unified structure and ensuring staff are aware of their roles in a crisis.

- **Purpose**

The plan provides a citywide framework for emergency response, continuity, and recovery. It guides leadership and essential staff through a broad range of scenarios—from severe weather to internal disruptions.

- **Project Work Scope**

If approved, staff will begin finalizing and implementing supporting annexes, including utility readiness plans, continuity plans, and building-level procedures. These materials are not part of this approval but will align with the adopted plan and guide departmental response and training.

- **Evaluation and Selection Process**

Led by the City Manager and Executive Management Team, the plan was developed with input from key departments and subject matter experts. It reflects current operations and lessons learned from past events.

- **Conclusion**

The Crisis Management Plan is being presented for formal adoption by Mayor and Council. Adoption of the plan strengthens the City's ability to respond effectively to emergencies, aligning with county and state emergency management frameworks.

Fiscal Impact: N/A

Concurrences:

Office of the City Manager, Office of Communications & Marketing, Police Department, Public Works, Human Resources, Financial Services, Risk Management, Information Technology, Community & Economic Development, Planning & Development, and City Clerk.

Attachments/Exhibits:

- City of Lawrenceville Crisis Management Plan Final DRAFT 8.5.2025.docx
- Crisis Management Plan 2025 Presentation 8.5.2025.pptx