

**Action Requested/Required:**

- ☐ Vote/Action Requested  
☒ Discussion or Presentation Only  
☐ Public Hearing  
Report Date: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Voting Date: \_\_\_\_\_

**Department:** City Management **Presenter(s) & Title:** Nathan Ingram, Assistant City Manager

**Agenda Item Title:**

Discussion of the Cherokee County Local Emergency Operations Plan

**Summary:**

The Cherokee County Emergency Management Agency has started the process to update the Cherokee County Local Emergency Operations Plan (LEOP), which is due to expire later this year. The LEOP will supersede the plan currently in place which was adopted in August 2021.

In conjunction with approving the renewal of the LEOP, the County has also asked for each Municipality within Cherokee County to review, update if needed, and approve a Continuity of Government (COG) Resolution. The original resolution, approved in 2008, along with an updated draft, are attached.

At Council's July 17th meeting, we will ask that both, the LEOP and the revised COG, be considered for approval.

**Budget Implications:**

Budgeted? ☐ Yes ☐ No ☒ N/A

Total Cost of Project: \_\_\_\_\_ Check if Estimated ☐

Fund Source: General Fund ☐ Water & Sewer ☐ Sales Tax ☐ Other: \_\_\_\_\_

**Staff Recommendations:**

Staff will recommend at the July 17th meeting: Motion to consider approval for the Mayor to sign the LEOP for 2025-2029, with a revision date of May 7, 2025, and to approve the Continuity of Government Resolution as provided.

**Reviews:**

Has this been reviewed by Management and Legal Counsel, if required? ☒ Yes ☐ No

**Attachments:**

COG as of 2008  
Revised COG  
Cherokee County LEOP 2025-2029

City of Canton  
State of Georgia  
Resolution  
2008040301

CONTINUITY OF GOVERNMENT  
LINE OF SUCCESSION  
CITY OF CANTON, GEORGIA  
2008

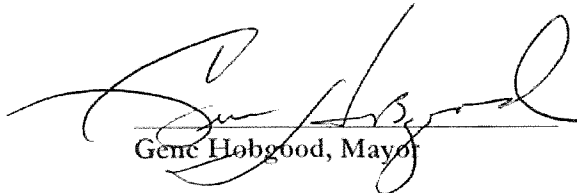
**WHEREAS: Purpose:** Continuity of Operations – Continuity of Government Plan preserves, maintains or reconstitutes the civil government's ability to carry out the execution, legislative and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services. Specifically, the purpose of the Continuity of Operations and Continuity of Government Plan is to:

1. Preserve lawful leadership and authority within the City of Canton, Georgia.
2. Prevent the unlawful assumption of authority within the City of Canton, Georgia.
3. Preserve vital government documents.
4. Assure that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis within the City of Canton, Georgia.
5. Assure that government services essential to the continued welfare of the public can be delivered during emergencies within the City of Canton, Georgia.

**WHEREAS: Primary Succession of Leadership:** The line of succession for continuity of government for the City of Canton, Georgia is as follows:

1. City of Canton Mayor and City Council: The line of succession for the City of Canton, Georgia Mayor and City Council is from the Mayor to the Mayor Pro-Tem, in their absence or disability for any reason, any councilmember chosen by majority vote of the City Council shall be clothed with all the rights and privileges of the mayor and shall perform the duties of the mayor. In the absence of the aforementioned officials, this line of succession would proceed to the City Manager.
2. Administration and Operations: The line of succession for City management is from the City Manager to Department Heads.
3. Departmental Organization: The line of succession within each City Departments from the Department Head to the next in line as described by Department's policy.

**BE IT SO RESOLVED** that the Line of Succession/Continuity of Government Policy is hereby adopted this 3<sup>rd</sup> day of April, 2008.

  
Gene Hobgood, Mayor

ATTEST:

  
Diana Threewitt, City Clerk

**Continuity of Government  
Line of Succession  
City of Canton, Georgia  
2025**

**Purpose:** Continuity of Operations - Continuity of Government Plan preserves, maintains or reconstitutes the civil government's ability to carry out the execution, legislative and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services. Specifically, the purpose of the Continuity of Operations and Continuity of Government plan is to:

1. Preserve lawful leadership and authority within the City of Canton, Georgia.
2. Prevent the unlawful assumption of authority within the City of Canton, Georgia.
3. Preserve vital government documents.
4. Assure that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis within the City of Canton, Georgia.
5. Assure that government services essential to the continued welfare of the public can be delivered during emergencies within the City of Canton, Georgia.

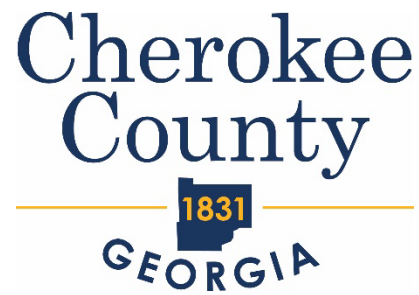
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2. Administration and Operations: The line of succession for City management is from the City Manager to the Assistant City Manager
3. Administration and Operations: The line of succession for City management is from the Assistant City Manager to the Department Heads.
4. Departmental Organization: The line of succession within each City Agency/Departments from the Agency/Department Head to the next in line as described by Agency/Department policy.

This Line of Succession/Continuity of Government Policy is hereby adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**Mayor  
City of Canton, Georgia**



# Cherokee County, Georgia

## Local Emergency Operations Plan

### 2025-2029

Plan Revised: 5/7/2025

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## Promulgation Statement

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### CHEROKEE COUNTY LOCAL EMERGENCY OPERATIONS PLAN (LEOP) 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 Cherokee County Local Emergency Operations Plan provides a comprehensive framework for County-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 Cherokee County.

The Cherokee County Local 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 Cherokee County government and with the authority vested in me as the Chief Executive Officer of Cherokee County, I hereby promulgate the Cherokee County Local Emergency Operations Plan.

---

Harry Johnston

Chairman, Cherokee County Board of Commissioners |

## Approval and Implementation

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This plan supersedes the Cherokee County Local Emergency Operation Plan (LEOP) dated August 26<sup>th</sup>, 2021, and is valid for a period of four years from the date signed, unless a revision is required sooner by the undersigned.

This LEOP 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 Cherokee County. This plan is also intended to clarify expectation for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services.

This LEOP was developed by Cherokee County Emergency Management, 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 Cherokee County, as well as exercises and training events.

The Cherokee County Local Emergency Operations Plan delegates the Chief Elected Official's (Chairman, Board of Commissioners) 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. Vice Chairman, Cherokee County Board of Commissioners
- b. Remaining Commissioners by Order of Seniority
- c. County Manager, Cherokee County
- d. Emergency Management Agency (EMA) Director

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Date

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Harry Johnston

Chairman, Cherokee County Board of Commissioner's

---

J. Daniel Westbrook

Director, Cherokee County Emergency Management Agency |

## Signature Page

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\_\_\_\_\_  
Harry Johnston, Chairman  
Cherokee County BOC

\_\_\_\_\_  
Christy Black, County Clerk  
Cherokee County

\_\_\_\_\_  
Rick Roberts, Mayor  
City of Ball Ground

\_\_\_\_\_  
Bill Grant, Mayor  
City of Canton

\_\_\_\_\_  
Ryan Shirley, Mayor  
City of Holly Springs

\_\_\_\_\_  
Sylvia Green, Mayor  
City of Nelson

\_\_\_\_\_  
Mary Helen Lamb, Mayor  
City of Waleska

\_\_\_\_\_  
Michael Caldwell, Mayor  
City of Woodstock



Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

## Record of Distribution

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Plan #	Office/Department	Representative	Signature
1			
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## Purpose, Scope, Situation, and Assumptions

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### 1.1 Purpose

The Cherokee County Local Emergency Operations Plan (LEOP) is based on the hazards as listed in the Threat Hazard Identification and Risk Assessment which includes all natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of the Cherokee County. The LEOP 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 Cherokee County LEOP supports the five major mission areas set forth in the National Preparedness Goals; Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county's efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation. Additionally, the LEOP supports the seven community lifelines, which were introduced with National Response Framework (NRF), 4<sup>th</sup> Edition.

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

### 1.2 Scope

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

basis for long-term community recovery and mitigation activities.

The LEOP addresses the hazards and threats extracted from the Cherokee County Threat, Hazard, Identification and Risk Assessment (THIRA) and the Cherokee County Hazard Mitigation Strategy.

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

### **Key Concepts**

Key concepts that are reflected throughout the LEOP are:

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

department or agency's own authorities.

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

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

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

- Base Plan - describes the structure and processes comprising how Cherokee County will respond to and recover from a disaster/emergency through a whole community approach. The Basic Plan addresses the purpose, scope, situation, assumptions, concept of operations, roles and responsibilities, continuity of operations, direction, control, and coordination, information collection, communications, finance, logistics, authority, and plan maintenance.
- Emergency Support Function Annexes (or Agency/Department/Organization Function Annexes) - detail the roles and responsibilities of county and municipal agencies during the response and recovery of disasters or emergencies.
- 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 (Threat, Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

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

The LEOP 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 Cherokee County residents and visitors.

## **1.3 Situation Overview**

### **1.3.1 Characteristics**

#### **1.3.1.1 Geography**

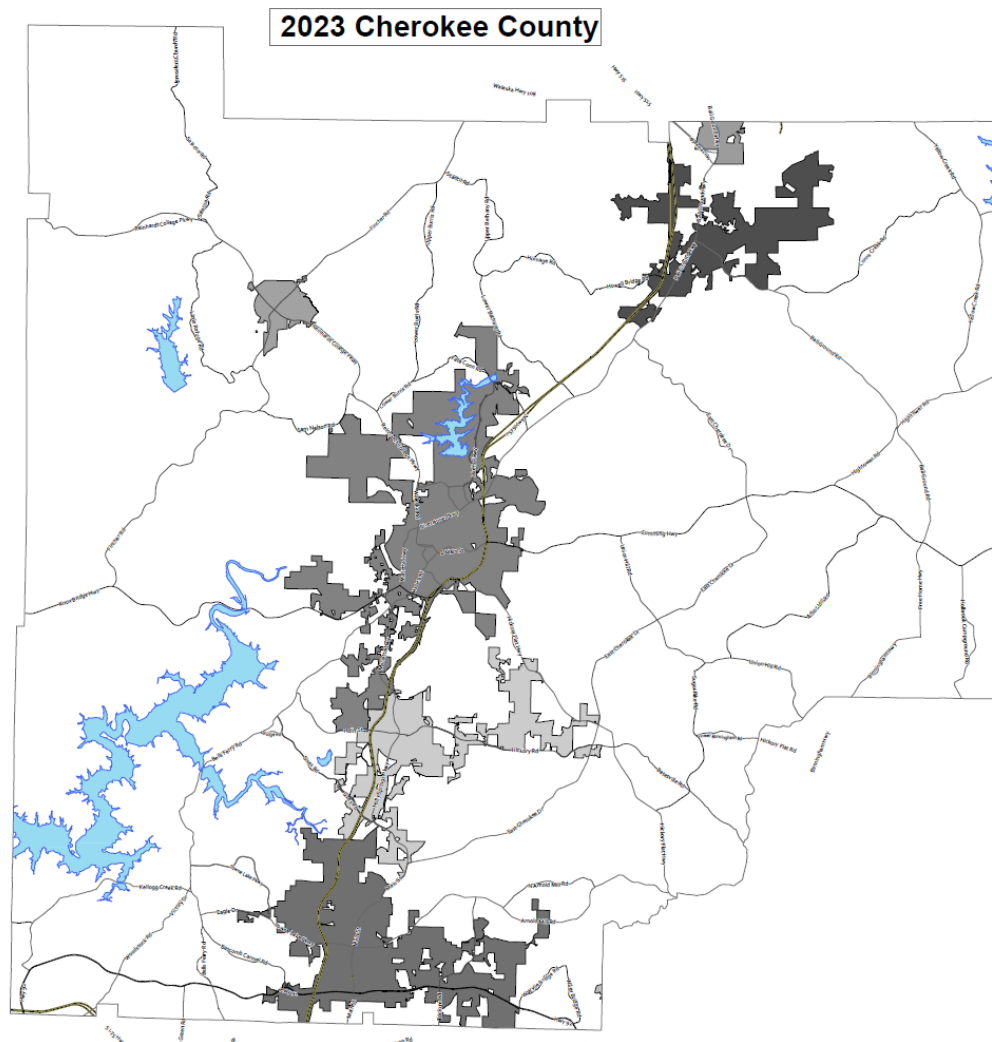
Cherokee County is 434 square miles in size and located in North Central Georgia. The county is a part of the northern suburbs of metro Atlanta. The county is comprised of seven (7) municipalities and is bordered by seven (7) counties. These include Bartow County to the west, Gordon County to the northwest, Pickens County to the north,



Dawson County to the northeast, Forsyth County to the east, Fulton County to the southeast, and Cobb County to the south.

Several major roadways pass through Cherokee County including 1 interstate, 7 state routes (119 miles of roadway), and 1,281 miles of County roadways. There is 1 hospital, 1 health park, and numerous healthcare locations within the county. The Cherokee County Airport is located in the northern portion of the county and sees numerous civilian and corporate flights.

Cherokee County is comprised of many lakes, rivers, and streams with notable locations such as Lake Allatoona, Etowah River, and Little River. There are 18 Category 1 dams within the county, which have a maximum impounding capacity of 100 acre-feet or more and a height of 25 feet or more. Additionally, Cherokee County has two mountains with a peak above 2,000 feet in Bear Mountain (2,297 feet) and Pine Log Mountain (2,260 feet).



<b>Municipalities in Cherokee County</b>	
<b>Municipality</b>	<b>Population (July 1, 2022)</b>
City of Ball Ground	2,560
City of Canton	35,809
City of Holly Springs	18,739
City of Mountain Park	583 (mainly in Fulton County)
City of Nelson	1,145 (shared with Pickens County)
City of Waleska	644
City of Woodstock	37,350

### **1.3.1.2 Demographics**

Cherokee County has a population of 281,278 as of July 1, 2022, making it the seventh (7) largest county by population in Georgia. According to the 2022 U.S. Census update, Cherokee County has 106,392 housing units and 94,208 families, with an average family size of 2.77. This equates to a population density of 633/mi<sup>2</sup>. The population is split by 5.3% under the age of 5 years and 15.45% over the age of 65 years. Cherokee County is 75.4% white, 8% black or African American, 0.6% American Indian or Alaska Native, 2.4% Asian, 2.3% two or more races, and 11.3% Hispanic or Latino. Cherokee County also is home to 9.6% of foreign-born residents. 91.9% of all residents over the age of 25 years have a high school education or better. Additional factors that affect the population of Cherokee County include a decrease in population during the daytime hours of workdays, and three (3) college campuses that affect population significantly from August to May.

### **1.3.1.3 Designated Areas of Interest**

1. The Lake Arrowhead gated community is a remote mountain retreat in northwest Cherokee County that can be isolated due to hazardous weather.
2. Lake Allatoona is an U.S. Army Corps of Engineers reservoir that covers large portions of southwest Cherokee County and is frequently visited by residents and tourists.

### **1.3.1.4 Special Events**

1. Cherokee County hosts Riverfest Arts and Crafts Festival, a large annual event in Canton. This event is in late September and attended by over 25,000 people.
2. The City of Canton hosts First Friday from May to October. This event features many booths and a concert, with over 7,000 people attending each event.
3. The City of Woodstock has a Summer Concert Series that features five (5) concerts and draws over 7,000 people each show.
4. The City of Ball Ground hosts a large Christmas parade in early December that has an attendance over 7,000 people.
5. Cherokee County routinely hosts filming locations for large television shows and movies. These events can draw thousands of bystanders.
6. Reinhardt University hosts many sporting events and a graduation ceremony with thousands in attendance for each event.
7. The Municipalities of Cherokee County host events for holidays such as Memorial

Day, The 4<sup>th</sup> of July, Veteran's Day, September 11<sup>th</sup>, Thanksgiving, and Christmas. These events and parades draw several thousand attendees to each event. |

### 1.3.1.5 Economic Base

Cherokee County's economy has evolved over time and has a mix of small businesses, large industry, and tourism. This economic diversification has helped create new employment and continue to grow the local economy. |

## 1.3.2 Hazard Profile |

### 1.3.2.1 Potential Hazards

Cherokee County is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope. A full listing of all hazards can be found in the 2021-2026 Cherokee County Hazard Mitigation Plan. |

*Table 1: Hazard Identification and Grouping*

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

<b>Technological Hazards</b>		
<b>Dam Failure</b> <ul style="list-style-type: none"> <li>• Downstream Flooding</li> <li>• Erosion</li> <li>• Property Damage</li> <li>• Environmental Damage</li> <li>• Transportation Disruption</li> <li>• Infrastructure Disruption</li> </ul>	<b>Infrastructure Failure</b> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Transportation</li> <li>• Energy</li> <li>• Water Wastewater</li> </ul>	

*Table 2: Hazard Identification Process*

<b>Hazard of Concern</b>	<b>How and Why hazard was Identified</b>
<b>Severe Weather</b> <ul style="list-style-type: none"> <li>• Thunderstorms</li> <li>• High Winds</li> <li>• Lightning</li> <li>• Hail</li> <li>• Tornado</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database.</li> </ul>
<b>Inland Flooding</b> <ul style="list-style-type: none"> <li>• Rivers</li> <li>• Flash</li> <li>• Urban</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database.</li> <li>• Flooding impacts Cherokee County nearly every year.</li> </ul>
<b>Tropical Cyclone</b> <ul style="list-style-type: none"> <li>• High Winds</li> <li>• Heavy Rainfall</li> <li>• Tornado</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database.</li> <li>• 4 Federal disaster events were as a result of tropical events.</li> </ul>
<b>Winter Weather</b> <ul style="list-style-type: none"> <li>• Snow</li> <li>• Ice</li> <li>• Freezing Rain</li> <li>• Blizzard</li> <li>• Extreme Cold</li> <li>• Sleet</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database</li> </ul>
<b>Drought</b> <ul style="list-style-type: none"> <li>• Extreme Heat</li> <li>• Wildfires</li> <li>• Water Shortage</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations, NWS NCDC Storm Events Database, U.S. Drought Monitor and Drought Impact Reporter.</li> <li>• Cherokee County is subject to the effects of drought.</li> </ul>
<b>Geologic Hazards</b> <ul style="list-style-type: none"> <li>• Sinkholes</li> <li>• Earthquake</li> <li>• Landslides</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical data, including United States Geological Survey</li> <li>• Earthquakes have impacted Georgia in the past. Between 1811 and 2013, there have been 11 earthquake events with epicenters near Georgia.</li> </ul>
<b>Infectious Diseases:</b> <ul style="list-style-type: none"> <li>• Infectious Diseases</li> <li>• Food Borne Diseases</li> <li>• Agricultural Disease Outbreaks</li> <li>• Novel Disease Outbreaks</li> </ul>	<ul style="list-style-type: none"> <li>• Numerous infectious diseases are always present and could present a direct threat to Cherokee population.</li> </ul>

<b>Cybersecurity Attack</b> <ul style="list-style-type: none"> <li>• Hacking/Phishing</li> <li>• Infrastructure Disruptions</li> <li>• Ransomware/ Malware Attacks</li> <li>• Network Intrusion/ Disruption</li> </ul>	<ul style="list-style-type: none"> <li>• A significant portion of critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident.</li> </ul>
<b>Terrorism</b> <ul style="list-style-type: none"> <li>• Active Shooter</li> <li>• Explosives/Improvised Explosive Devices</li> <li>• Vehicle Ramming</li> <li>• Hostage Taking</li> </ul>	<ul style="list-style-type: none"> <li>• Terrorist attacks can occur anywhere.</li> </ul>
<b>Hazardous Material Release</b> <ul style="list-style-type: none"> <li>• Transportation-Related</li> <li>• Storage-Related, Spills, and Leaks</li> <li>• Radiological Release</li> </ul>	<ul style="list-style-type: none"> <li>• Over 200 Tier II facilities in Cherokee County.</li> </ul>
<b>Dam Failure</b> <ul style="list-style-type: none"> <li>• Downstream Flooding</li> <li>• Erosion</li> <li>• Property Damage</li> <li>• Environmental Damage</li> <li>• Transportation Disruption</li> <li>• Infrastructure Disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Cherokee County has 18 Category 1 dams.</li> <li>• Numerous smaller dams, including agricultural exist.</li> </ul>
<b>Infrastructure Failure</b> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Transportation</li> <li>• Energy</li> <li>• Water Wastewater</li> </ul>	<ul style="list-style-type: none"> <li>• Cherokee County is home to numerous pieces of critical infrastructure across all identified sectors.</li> </ul>

### 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 Cherokee County's seven (7) community lifeline sectors (Safety and Security, Food/Water/Shelter, Health and Medical, Energy, Communications, Transportation, Hazardous Materials) 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 Cherokee County.

*Table 3: Types of Facilities*

Interstate roads within Jurisdiction (in miles)	25
State Maintained Roads (in miles)	119
County Maintained Roads (in miles)	1281
Law Enforcement Agencies:	10
Fire Stations:	29
Hospitals:	1
Dispatch Centers	2
First Responder's Communication Towers	6
AM Transmission Towers	1
FM Transmission Towers	1
City Halls:	5
Housing Units	106,392
Airports:	1
Dams:	81
Boating Marinas:	8

### 1.3.3 Planning Assumptions

1. A disaster may occur within Cherokee County with little or no warning and may escalate more rapidly than any single jurisdiction's ability to respond.
2. Hazards may affect one or more jurisdictions within Cherokee County. These hazards may require a coordinated response and recovery effort between multiple jurisdictions, private sector organizations, and nongovernment organizations at the local, county, and state level.
3. 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. Incidents will be managed using principles contained in the National Incident Management System and Incident Command System.
4. During a State of Emergency, the EMA Director, as the individual responsible for

carrying out Cherokee County's emergency management programs, has command and control authority over all operational areas necessary to help Cherokee County respond to, recover from, and mitigate against natural and manmade emergencies.

5. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Cherokee County. It is also assumed that these contingencies will vary in scope, intensity, and magnitude, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. These situations may also have many cascading events that require their own approach to response and recovery. 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.

6. Agencies/departments/offices assigned responsibilities in the LEOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.

7. Agencies are prepared to fulfill assigned responsibilities from the LEOP, supporting plans and joint operational or area plans.

8. Mutual Aid to the affected jurisdiction by response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when the County officials determine their own resources to be insufficient.

9. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by local jurisdictions.

10. 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.

11. 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.

12. When an emergency exceeds Cherokee County resource and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland Security Agency (GEMA/HS) if needed.

13. 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 LEOP as well as any neighboring jurisdictions.

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

- a. Require significant information sharing across multiple jurisdictions and between the public and private sectors;
- b. Involve single or multiple jurisdictions and/or geographic areas;

- c. Have significant local and/or statewide impact and may require significant inter-governmental coordination;
  - d. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
  - e. Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
  - f. Require resources to assist individuals with access and functional needs;
  - g. Impact critical infrastructures across multiple sectors;
  - h. Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
  - i. Attract a sizeable influx of public, private, and voluntary resources; including independent and spontaneous volunteers;
  - j. Require short-notice asset coordination and response; and
  - k. Require prolonged incident management operations and support activities for long-term community recovery and mitigation.
15. Factors influencing the need for state involvement in response and recovery may include, but are not limited to:
- a. Severity and magnitude of the incident.
  - b. Local needs exceeding available resources.
  - c. Incident type or location.
  - d. Protection of public health, welfare or the environment.
  - e. Economic ability of the jurisdiction and/or affected localities to recover from the incident. ]

## Concept of Operations

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### 1.4 General

It is the responsibility of local and county governments to reasonably protect life, property, and the environment from the effects of disasters. Additionally, coordination and preparedness activities may be required for pre-planned events within the county.

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 Chairman of the Cherokee County Board of Commissioners or County Manager may declare a local state 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).

The Cherokee County EOC will serve as the clearinghouse for response and recovery operations and for deployment of resources within the county, including cities within the county.

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.

Additional information concerning the operations of the Cherokee County Emergency Operations Center can be found in the EOC Annex. |

## **1.5 Goals and Objectives**

### **1.5.1 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. |

### **1.5.2 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. |

### **1.5.3 National Incident Management System and the Incident Command System**

1. On October 2<sup>nd</sup>, 2007, Cherokee County and all municipalities included within 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 Cherokee County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.
2. All Cherokee County emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene can be made 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.

## **1.6 Emergency Operations Center (EOC) Operating Conditions and Activation**

### **1.6.1 EOC Operating Levels**

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

1. Level 4 (Normal Operations): No unusual threats have been identified. Normal emergency management operations and communications are underway.
2. Level 3 (Active Monitoring): A potential threat or hazard to the public, community lifelines, or local government continuity have been identified. Emergency management staff and potentially EOC positions are staffed to monitor to provide a common operating picture.
3. Level 2 (Partial Activation): EOC positions required to support the response to a threat or actual event are activated. One or more community lifelines are threatened or impacted.
4. Level 1 (Full Activation): All or most EOC positions are activated. Multiple operational periods likely with full staffing required. Major impacts to three or more community lifelines ongoing.
5. Once the emergency or disaster necessitating the EOC activation is over, the EMA Director or Designee 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.

### **1.6.2 Field Operations**

1. The EMA staff is on-call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.
2. Small-scale incidents or emergencies may be mitigated on scene, without opening the EOC.
3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.

4. Once an incident has escalated and all typical mission specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.
5. All EMA staff are cross trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.
6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM representative will contact the remaining EM staff for additional support.
7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control. |

### **1.6.3 Activation of the Local Emergency Operations Plan (LEOP)**

1. |The EMA Director will make a recommendation to the County Commission Chairman or designee regarding the activation/implementation of the LEOP. In the event the County Commission Chairman or designee is not available, the EMA Director has the authority to order the activation. If the EMA Director is not available; then the EMA Deputy Director has the authority to order the activation.
2. When the LEOP is implemented, all county, and supporting municipality, resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility.
3. Activation of the plan is also associated with the EOC Operating Level. At Partial Activation, when there is a possibility of an emergency or disaster, the LEOP may be partially or fully activated, as required. At Full Activation, when a disaster or emergency situation is imminent or in progress, LEOP activation is required.
4. The emergency management agency will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations. |

### **1.6.4 Emergency Operations Center (EOC) Operations**

#### **1.6.4.1 General**

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

#### **1.6.4.2 Location**

|The Cherokee County EOC is located at the 150 Chattin Drive, Canton, GA 30115. The alternate EOC is located at 959 Marietta Highway, Canton, GA 30114 |

### 1.6.4.3 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	Cherokee County School District	Numerous (See ESF)
ESF-2	Communications	Cherokee County E 9-1-1	Numerous (See ESFs)
ESF-3	Public Works	Cherokee County Public Works Agency	Numerous (see ESF)
ESF-4	Firefighting	Cherokee County Fire and Emergency Services	Woodstock Fire Department
ESF-5	Emergency Management	Cherokee County Emergency Management Agency	
ESF-6	Mass Care	DFACS	Numerous (See ESFs)
ESF-7	Resource Support	Cherokee County Emergency Management Agency	Numerous (See ESFs)
ESF-8	Public Health	Georgia Department of Public Health	Numerous (See ESF)
ESF-9	Search & Rescue	Cherokee County Fire and Emergency Services	Numerous (See ESFs)
ESF-10	HAZMAT	Cherokee County Fire and Emergency Services	Woodstock Fire Department
ESF-11	Agriculture	Cherokee County Animal Shelter	Numerous (See ESFs)
ESF-12	Energy	Cherokee County Emergency Management Agency	Numerous (See ESF)
ESF-13	Law Enforcement	Cherokee County Sheriff's Office	Numerous (See ESFs)
ESF-14	Recovery	Cherokee County Emergency Management Agency	Cherokee County VOAD
ESF-15	Public Affairs / External Affairs	Joint Information team	Numerous (See ESFs)

### 1.6.4.4 Activation

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

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

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

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

#### **1.6.4.5 EOC Organization Structure**

1. Executive Group is composed of the following:
  - a. County Management (County Manager and Board of Commissioners)
  - b. Municipal Mayors
  - c. City Managers
  - d. EMA Director
2. Command is composed of the following:
  - a. EOC Manager
  - b. ESF – 15 Public Information (PIO)
3. Operations Section is composed of the following ESF:
  - a. ESF – 2 Communications
  - b. ESF – 3 Public Works
  - c. ESF – 4 Firefighting
  - d. ESF – 5 Emergency Management
  - e. ESF – 8 Public Health
  - f. ESF – 9 Search & Rescue

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

#### **1.6.4.6 Situation Reports (SITREP)**

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

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

1. Type of disaster;
2. Date and time of disaster;
3. Status of mobilization of county/municipal resources;
4. Initial damage;
5. Immediate support required of state government;
6. Casualties/Fatalities – Number dead, injured and missing;
7. Roads and bridges damage or destroyed;
8. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc;
9. Public facility damage;
10. Critical Infrastructure damage (Communications, Emergency services, etc);

11. Status of local government;
12. POD status;
13. Shelter status;
14. School status;
15. Other damage;

Upon review and approval by the EOC Director, the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events and titled Cherokee County SITREP at the beginning of each operational period. The SITREP will then be distributed to all stakeholders via approved communication channels.

#### **1.6.4.7 Briefings Schedules**

1. Once the EOC has been activated, the EOC Director will conduct an Activation Briefing. This will detail the situation and give the operational period objectives.
2. Once the EOC becomes operational, the EOC Director 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.

#### **1.6.5 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 emergency management agency or the County EOC if activated.
3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.
4. The Governor or designee may execute the Georgia Emergency Operation Plan (GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.
5. State level assistance activities normally will consist of coordination and support.
6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
7. To the extent that public law provides, any federal assistance made available to

relieve the effects of an emergency or disaster in Cherokee County will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.

8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

#### **1.6.6 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 damaged and needs.

#### **1.6.7 Phases of Emergency Management and Corresponding Actions**

##### **1.6.7.1 Preparedness**

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

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

##### **1.6.7.2 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.

##### **1.6.7.3 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 Cherokee County Recovery Framework.

##### **1.6.7.4 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.

### **1.6.8 Public Information**

#### **1. Public Information Officer (PIO)**

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

#### **2. Coordination**

During an emergency or disaster, the assigned Cherokee County Government PIO from the Joint Information Team will be the official spokesperson for the County. Coordination with all appropriate departments and municipalities will ensure proper emergency public information is being disseminated.

#### **3. Media Procedures**

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

### **1.6.9 Alert and Notification**

#### **1.6.9.1 Emergency Management Staff**

1. Emergency Management Staff maintains several methods of communication for alert and notification. The primary communication method is county email, mass notification systems, and a cell phone which includes email and texting capability. Back-up methods

include home phone and Southern Linc 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.

#### **1.6.9.2 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. |

#### **1.6.10 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 citizens, the business community and transient population. Official warnings can come from the local, state, and federal government.

The 911 Telecommunications Center serves as the County Public Safety Answering Point (PSAP) for all incidents and is located at the Public Safety Building in Canton, GA.

Emergency Management staff will send notifications to all stakeholders through the appropriate notification methods. These methods include email, county mass notification system, outdoor warning sirens, public safety radio communications, media contacts, and social media. |

#### **1.6.11 Evacuation**

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the County EOC.

2. The EMA Director, or designee, will coordinate the evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.

3. The EMA Director, or designee, will provide detailed evacuation information to the public, through the Public Information Officer, to facilitate the evacuation. |

#### **1.6.12 Request for Assistance**

1. If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.

2. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the EMA Director or the County EOC, if activated.

3. All needs must go through the process of being filled with local resources, resources

for which contracts are in place, or donated resources before a request is made to the state. Once all local resources have been exhausted, the EMA Director or EOC Director will make the appropriate request to the State for resources.

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

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

## **Organization and Assignment of Responsibilities**

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### **1.7 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.

### **1.8 Organization**

- 1. Policy Group
- 2. ESF 1 – Transportation
- 3. ESF 2 – Communications
- 4. ESF 3 – Public Works and Engineering
- 5. ESF 4 – Firefighting
- 6. ESF 5 – Emergency Management
- 7. ESF 6 – Mass Care
- 8. ESF 7 – Resource Support
- 9. ESF 8 – Public Health and Medical Services
- 10. ESF 9 – Search and Rescue
- 11. ESF 10 – HAZMAT
- 12. ESF 11 – Agriculture/Animals
- 13. ESF 12 – Energy
- 14. ESF 13 – Law Enforcement
- 15. ESF 14 – Recovery
- 16. ESF 15 – External Affairs

## **1.9 Assignment of Responsibilities**

### **1.9.1 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

### **1.9.2 Emergency Support Functions (ESFs)**

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

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

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

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

#### **1.9.2.1 ESF 1 – Transportation**

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

2. Coordinate rail management with state and railroad partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure. |

#### **1.9.2.2 ESF 2 – Communication**

1. Ensures the provision of communications support to municipal, county, and private-sector response efforts
2. Provide communication plans and systems for disaster response
3. Communications with telecommunication providers and operators
4. Coordination of restoration and repair of telecommunication systems
5. Protection, restoration and sustainment of cyber systems and resources
6. Damage assessment of critical communication systems in disasters |

#### **1.9.2.3 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. Engineering expertise
8. Debris removal and management
9. Inspection of damaged buildings, public and private, for safe occupancy
10. Enforcement of building codes |

#### **1.9.2.4 ESF 4 – Firefighting**

1. Command and coordination of firefighting activities involving structural, urban, rural, and wildland fires. |

#### **1.9.2.5 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. |

#### **1.9.2.6 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 personnel for shelter managers and staff.
5. Providing recreation plans for shelter occupants' use during shelter-stay period.
6. Coordinating transportation.
7. Supporting shelter managers.
8. Emergency welfare services.
9. Emergency lodging.
10. Emergency feeding.
11. Emergency clothing.
12. Emergency registration and inquiry.
13. Coordinating services for the area homeless population.
14. Coordinating private welfare groups.
15. Identifying special needs population (by culture, language, or age-specific requirements).
16. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact. |

#### **1.9.2.7 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. |

#### **1.9.2.8 ESF 8 – Public Health**

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

#### **1.9.2.9 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. |

#### **1.9.2.10 ESF 10 – Hazardous Materials (HAZMAT)**

1. Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials
2. Coordination of environmental protection and long term clean up. |

#### **1.9.2.11 ESF 11 – Agriculture**

1. Coordination with ESF 6 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. |

#### **1.9.2.12 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. Maintenance of vehicles and other essential equipment of the various departments and agencies.
4. Prepare energy forecast and assessments for disasters.
5. Maintenance of a reserve supply of fuel.
6. Coordination for fuel resupply of emergency vehicles & generators. |

#### **1.9.2.13 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. |

#### **1.9.2.14 ESF 14 – Recovery**

1. Provides a framework for County Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a disaster and emergency
2. Damage, social, and economic impact assessment in disasters.
3. VOAD and donation management.
4. Long-term community recovery assessment and coordination.
5. Analysis of mitigation program activities. |

#### **1.9.2.15 ESF 15 – External Affairs**

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

#### **1.9.3 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.

### **1.9.4 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. |

#### **1.9.4.1 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. |

#### **1.9.4.2 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. |

### **1.9.5 Non-Governmental and Volunteer Agencies**

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

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

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

### **1.9.6 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.

## **Continuity of Government (COG)/Continuity of Operations Plan (COOP)**

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

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

The Cherokee County Board of Commissioners Chairman, with assistance from the EMA director, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.
2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for the protection and safeguarding of vital records and critical applications.
4. Maintaining essential communications resources.

5. Identification of alternate operating facility and capabilities.
6. Priorities for recovery of processes, functions, critical applications and vital records.

### **1.10 Succession of Command for Local Government**

1. Commissioner Chairman
2. Vice Chairman
3. Remaining Board Members in Order of Seniority.
4. County Manager

### **1.11 Mission Essential Positions**

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

1. Commissioner Chairman
2. Vice Chairman
3. EMA Director
4. County Sheriff
5. Fire Chief
6. Tax Assessor
7. Information Technology Director
8. Public Information Officer
9. County Engineer
10. Public Works Director
11. 9-1-1 Director
12. Animal Shelter Director
13. Chief Marshal

### **1.12 Mission Essential Functions and Processes**

#### **1.12.1 Mission Essential Functions**

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

During activation of the COOP, all activities not identified as essential may be

suspended to enable Cherokee County to concentrate on providing mission essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding restoration of the suspended functions with regular or expected users will be a priority.

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

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

#### **1.12.2 Mission Essential Processes**

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

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

1. 9-1-1 Communications
2. Public Safety (Law Enforcement, Fire, EMS)
3. Emergency Operations Center
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 Cherokee County's role.

6. Education services
7. Business/Commerce Management
8. Non-essential County Operations (Tax assessment, Zoning commission, etc.)
9. Hazard Mitigation

## 10. Training

### 1.13 Relocation of Government

#### 1.13.1 Alternate Facilities

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

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

Individual departments have addressed alternate facilities in their Continuity of Operations plans.

### 1.14 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.

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

#### 1.14.1 Communications

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

##### **Examples:**

1. Primary: land-line and/or Cherokee County issued cellular telephones, internet e-mail
2. Alternate: Starlink and satellite phones.

#### 1.14.2 Information Technology

##### **Examples:**

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.

### **1.14.3 Public Information**

#### **Examples:**

1. Communicate key messages to help protect citizens.
2. Educate residents 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.

### **1.14.4 Finance and Administration Section**

#### **Examples:**

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.

### **1.14.5 Vital Records**

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

Refer to the Georgia State Government Record Retention Schedule and Policies [https://www.georgiaarchives.org/records/retention\\_schedules](https://www.georgiaarchives.org/records/retention_schedules)

#### **1.14.5.1 Designation of Cherokee County Essential Records and Data**

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

#### **Examples:**

- a. Local Emergency Operations Plans and Mutual Aid Agreements
- b. County and Municipal Department COOP's
- c. County Ordinance Regarding Emergency Management

- d. Declarations of Emergency
- e. Requests for and approved State or Presidential Disaster Declarations
- f. EOC Procedures and Protocols
- g. Master Contacts and Recall Lists
- h. Inventories for equipment, communications and IT systems
- i. Delegations of authority for Cherokee County.
- j. Strategic and Domestic Preparedness Plans
- k. Threat and Vulnerability Analyses
- l. Training records
- m. Public Assistance regulations and associated documents to include NEMIS capabilities
- n. Crisis Communication Plans
- o. Pre-scripted Press Releases
- p. Field Coordinator, School Safety, GA DOT road maps
- q. Demographic information on areas within Cherokee County.
- r. Necessary financial management tools and documents

#### **1.14.5.2 Information Technology Recovery**

Cherokee County's IT section is responsible for all of Cherokee County's information and networking systems, Cherokee County is dependent upon IT's ability to implement its IT Disaster Recovery Plan.

### **Direction, Control, and Coordination**

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#### **1.15 Authority to Initiate Actions**

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

- a. County Commissioner
- b. Vice Chairman
- c. Longest tenured County Commissioner
- d. County Manager
- e. EMA Director

#### **1.16 Command Responsibility for Specific Actions**

##### **1.16.1 General Guidance of Emergency Operations**

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



coordinated from the County EOC, located at the Public Safety Building in Canton, GA. |

### **1.16.2 Direction of Response**

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

1. The Chairman of the Board of Commissioner's 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 Chief Elected Official 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 12 months of being assigned to the position.
  - a. EOC Director
  - b. Incident Commander
  - c. Planning Chief
  - d. Operations Chief
  - e. Logistics Section Chief
  - f. Finance and Administration Chief
  - g. ESF Leads
4. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives. |

### **Information Collection and Dissemination**

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

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

## Communications

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Communication protocols and coordination procedures are described in detail in the ESF 15 Annex, SOP 1-9 Communications, and Interoperable Communications Plan. Please refer to this plan for additional information. |

## Administration, Finance, and Logistics|

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### 1.17 Appointment of Officials

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

### 1.18 Administration

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

### 1.19 Finance

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

### 1.20 Logistics

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

### 1.21 Local Agreements and Understandings|

1. Reinhardt University Fuel MOU Agreement
2. Public Health District 1-2 MOU Agreement

### 3. Amateur Radio Emergency Services MOU Agreement

## **Plan Development and Maintenance**

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### **1.22 Development**

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

### **1.23 Maintenance**

The Local Emergency Operations Plan shall be reviewed and updated annually.

#### **1.23.1 Requirements**

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

#### **1.23.2 Review and Update**

##### **1.23.2.1 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.

#### **1.23.2.2 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 approval date. 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. 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.

## **Authorities and References**

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### **1.24 Legal Authority**

#### **1.24.1 Federal**

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

#### **1.24.2 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

### **1.24.3 Local**

1. Cherokee County Ordinance Regarding Emergency Management (2020)

## **1.25 References**

### **1.25.1 Federal**

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### **1.25.2 State**

1. Georgia Emergency Operations Plan (GEOP), 2017
2. State of Georgia Continuity of Government Plan, 2017
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### **1.25.3 Local**

1. Cherokee County Ordinance Regarding Emergency Management (2020)

### **1.25.4 Volunteer**

1. N/A