DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, FEBRUARY 4, 2021
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM

NEW BUSINESS

1. Presentation of Request for Additional Sheriff's Office Staffing- Sheriff Jeff Johnson

2. Presentation of Local Emergency Operations Plan Update- Emergency Services Director Danny Thompson

3. Presentation to Amend 'Section 2-111-Solicitations. 13.b. $25,000.00 and Above, Sealed Solicitations' of the Purchasing Policy Ordinance- Purchasing Manager Melissa Hawk

4. County Manager Report

5. County Attorney Report

A Voting Session meeting will immediately follow the Work Session meeting.

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 706-344-3666, extension 44514. The county will make reasonable accommodations for those persons.

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: Sheriff's Office

Prepared By: Sheriff Jeff Johnson

Presenter: Sheriff Jeff Johnson

Work Session: 02/04/2021

Voting Session: 02/18/2021

Public Hearing: Yes _____ No _____

Agenda Item Title: Request for Additional Staffing

Background Information:

For years, our Sheriff's Office has experienced minimal staffing growth even though our county continues to grow in population, traffic, crime, etc. Additional personnel are needed to address these ever-increasing concerns. These needs have been presented at each and every annual budget presentation since 2017.

In discussion with Chairman Thurmond, additional positions were not approved due to current vacancies. It was discussed that once these positions were filled, the BOC would reconsider the request. These positions are full and/or have applicants in the hiring process.

A 2015 Staffing Study (6 years old) was conducted and recommended 139 positions. As of this date, our Sheriff's Office is allotted 120 positions (19 short of the 6-year-old recommended staffing numbers).

Needless to say, our county's growth (both residential and commercial) has continued to steadily increase. Additional staffing is needed to meet the demands placed upon this law enforcement organization, all in an ongoing effort to keep our community safe and protected.

Current Information:

We are asking the BOC to approve additional positions in order to better meet the needs of our growing community.

Budget Information: Applicable: _____   Not Applicable: _____   Budgeted: Yes _____   No _____

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Finance Dept. Authorization: *Vickie Neikirk*

County Manager Authorization: *DH*

County Attorney Authorization: _____

Comments/Attachments:

Date: _____

Date: 1,25,21

Date: 1·25·21

Date: _____

DAWSON COUNTY SHERIFF'S OFFICE

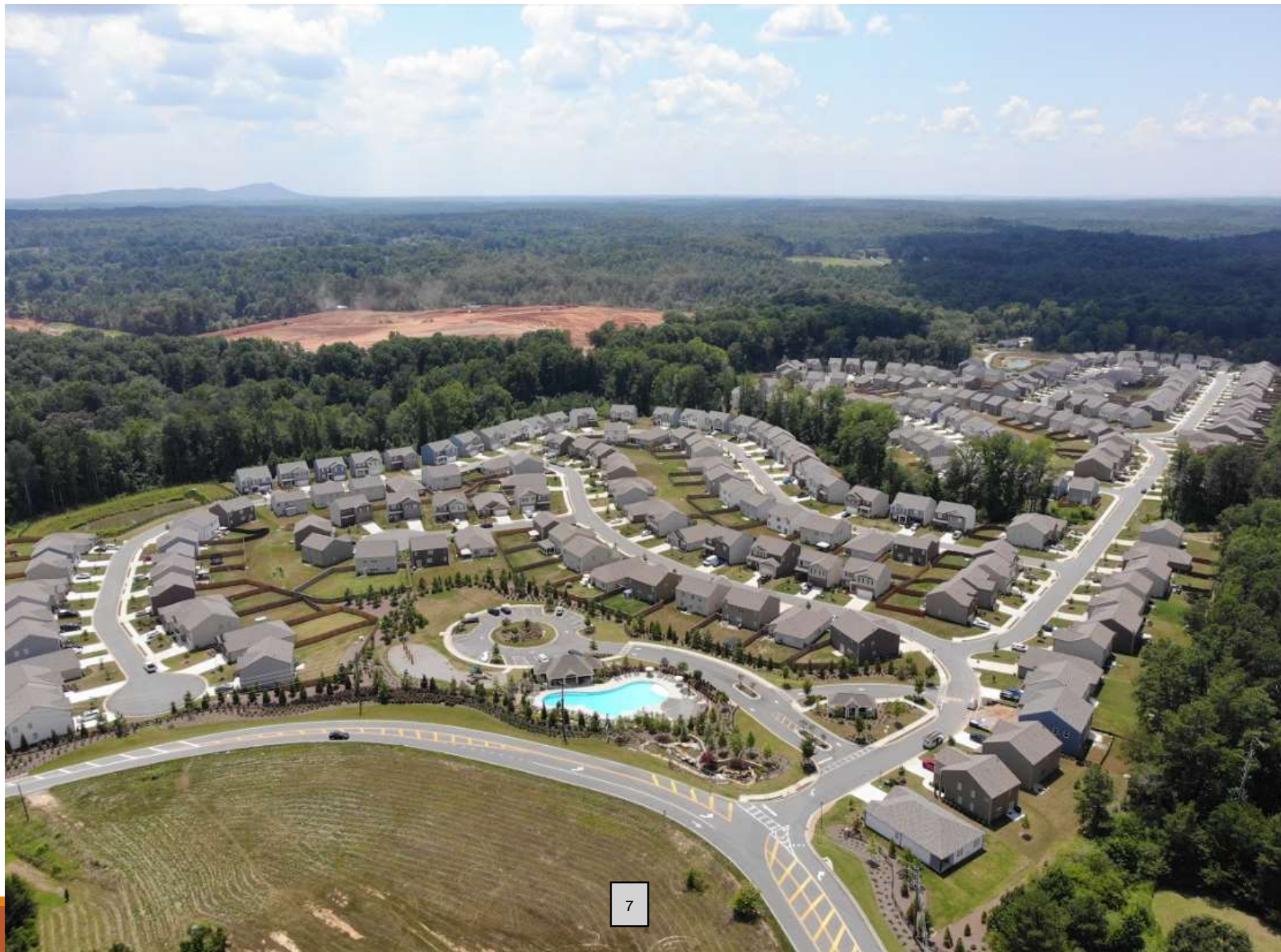Request for Additional Personnel Presentation – February 4, 2021

Growth = Demand

Primary Functions of Approved Positions since 2017

Since 2017, actual first responder additions = 2

Chief Deputy – primarily administrative duties

911 Supervisor – Communications

Corporal Investigator – Investigations

3 School Resource Officers – School System

2 Deputy positions – first responders (proactive patrol, responds to calls for service, traffic control / directions, etc.)

2 HEAT Units – Grant funded Traffic Enforcement Specific

DCSO is the Primary Law Enforcement Services Provider

Important to note that although we do receive support from the GSP and DNR, they may or may not be available. These services are also provided to other agencies throughout the state.

Dawson County is unique in that it has no other LE Agencies servicing our county (no city/county police department or substantial college / university L.E. presence to provide assistance)

2015 Staffing Study conducted by the Georgia Sheriff's Association

-Study completed nearly 6 years ago

-At that time, the study identified and recommended 139 positions (19 short of our current positions)

-The study was based on call volume and data collected in '15 and years prior. For example -   the recommended patrol staffing numbers were based on 10,607 calls for service

-Compare to last year – in 2020, the DCSO received 15,641 calls for service - An increase of approximately 48% over the 2015 Staffing Study

-This significant increase in calls for service naturally impacts 911 calls, criminal investigations, court services, warrant services, etc.

2015 Staffing Study conducted by the Georgia Sheriff's Association

-Although GSP conducts a large majority of our traffic accident investigations, our S.O. continues to investigate increasing numbers:

-In 2019, deputies worked 175 traffic accidents

-In 2020, deputies worked 242 traffic accidents

This equates to an approximate 38% increase during a year that should have resulted in less accidents due to the epidemic and its shelter-in-place restrictions

Sheriff's deputies are routinely called upon to assist with traffic direction at GSP Scenes

2015 Staffing Study conducted by the Georgia Sheriff's Association

-In 2019, the sheriff's office responded to / investigated 207 cases of Domestic (Family) Violence

-In 2020, these cases increased to 251 or 21%

-It is important to note that these types of calls require multiple unit responses and typically involve a more time intensive investigation from the first responders, as well as follow up investigations as performed by our Criminal Investigations Component

Increases in crime results in increased Criminal Investigations

-There were 488 assigned Criminal Investigation Cases in 2020. This represents an approximate 23% increase over '19 (398 cases)

-Increased calls for service is detracting from our officers ability to be proactive thereby reducing effectiveness in preventing crime

-This inability to be proactive, naturally increases the potential for crime. This increases Criminal Investigations work load.

Increase in Population and Traffic = Increase in DUI

-In 2020, there were 129 DUI Arrests

-In January (2021) DCSO stats alone, reflect 21 arrests for Driving Under the Influence (DUI). If these trends continue, we may realize a 90%+ increase. These January numbers do not include GSP Arrests.

-Increases in population, businesses and recreation result in more drivers and more opportunity to commit to DUI

-More calls for service equates to reduced time for our officers to be most proactive

Here and Now

- Call volume is directly attributed to increased population, increased traffic and increased opportunity for criminal activity

  - Crown Pointe at Gold Creek (109 Single Family Homes)

  - Creek Stone (239 Single Family Homes)

  - Silver Leaf (40 Townhomes)

  - Sweetwater Preserve (102 Single Family Homes)

  - Black's Mill Preserve (250 Single Family Homes)

  - Mansie Park (67 Single Family Homes)

  - The Crossings of Dawsonville (300 Apartments)

Looking Ahead

- Call volume is directly attributed to increased population, increased traffic and increased opportunity for criminal activity

  - Crystal Falls (approx.1000+ Single Family Homes)

    - Oakdale (approximately 37+ Homes)

    - Thunder Ridge (217 Single Family Homes)

  - Harry Sosebee Development (338 Single Family Homes)

  - The Cottages at Riley Place (93 Rental Townhomes)

- Dawson Forest Road West (117 Townhomes and 105 Single Family Homes)

    - The Parker (240 Apartments)

    - Peaks of Dawsonville (80 Apartments)

    - Dawson Ridge (190 Townhomes)

  - Potential Blacks Mill Development (190 + homes)

    - The Ridge (190 Townhomes)

  - The 55+ development on Ga 400 adjacent to Beartooth Parkway

    - And more

Our Deputies are Committed to Protecting Our County; however call volume and other demands dictate how proactive our deputies can be

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Commitment to those we Serve

We need your help to ensure Dawson County remains a place

Where Quality of Life Matters

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: **Emergency Services**

Prepared By: **Danny Thompson**

Presenter: **Danny Thompson**

Agenda Item Title: **LEOP Update**

Work Session: **02.04.21**

Voting Session: **02.18.21**

Public Hearing: Yes _____ No **X**

Background Information:

All counties are required to have and maintain a county Local Emergency Operations Plan (LEOP). This plan is required by Georgia Emergency Management/Homeland Security Agency and must be updated every four years.

Current Information:

The current version of the LEOP describes the 15 Emergency Support Functions and the local responsibilities within each of those functions. Most of the changes identified in this document are contact information, staffing, etc. No changes have been made to our plan, except revisions to Pandemic response. This document accurately reflects responsibilities of agencies, intended outcomes for the community and responsible parties for all agencies.

Budget Information: Applicable: X Not Applicable**:** Budgeted: Yes X   No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	EMA					

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT**

Finance Dept. Authorization: Vickie Neikirk

County Manager Authorization: David Headley

County Attorney Authorization: _____

Date: **1.25.21**

Date: 1/25/21

Date: 1/25/2021

Date: _____

Comments/Attachments:

Dawson County Emergency Management Agency Emergency Operations Plan

Plan Approved:

Revised: October 2020

DAWSON COUNTY
EMERGENCY OPERATIONS PLAN
TABLE OF CONTENTS

3

Local Resolution

5

AN ORDINANCE OF THE DAWSON COUNTY BOARD OF COMMISSIONERS AUTHORIZING EMERGENCY MANAGEMENT WITHIN DAWSON COUNTY; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES AND RESOLUTIONS; AND FOR OTHER PURPOSES.

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

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

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

WHEREAS, to ensure an effective and coordinated response to disasters, the county wishes to coordinate emergency management activities and responses; and

WHEREAS, the Board of Commissioners seeks to protect the health and safety of persons and property during an emergency or disaster resulting from man-made or natural causes.

NOW, the Code of Ordinances of Dawson County is amended as follows:

Chapter Emergency Management

Section 1.   Regulations Continued in Effect

All ordinances, resolutions, motions and orders pertaining to civil defense, emergency management and disaster relief, which are not in conflict with this chapter, are continued in full force and effect.

Section 2.   Emergency Management and Response Powers

A. Declaration of Local Emergency.

1. **Grant of Authority.** In the event of an actual or threatened occurrence of a disaster or emergency, which may result in the loss of life, injury, property damage or destruction or in the disruption of routine community affairs, business or governmental operations in the county and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private resources, the Chair of the Board of Commissioners may declare a local emergency for Dawson County. The Vice-Chair shall perform the Chair's responsibilities in accord with this ordinance if the Chair is unavailable. The form of the declaration shall be similar to that provided in subsection (b) of this Code section.

2. **Request for state assistance.** The Chair may request the Governor to provide assistance if the disaster or emergency is beyond the capacity of the county to meet adequately and state assistance is necessary to supplement local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

6

3. **Continuance.** The declaration of local emergency shall continue until the Chair finds that emergency conditions no longer exist and executes and files with the Clerk of the Board of Commissioners a document marking the end of the state of emergency. No state of local emergency shall continue for longer than 30 days, unless renewed by the Chair. The Board of Commissioners may, by resolution, end a declaration of local emergency at any time.

4. **Effect of declaration of emergency.**

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

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

      ii. In responding and conducting necessary and appropriate investigations, the EMA Director or his/her designee is authorized to enter at a reasonable time upon any property, public or private, for the limited purpose of inspecting sites involved with emergency management functions for life safety. The Director is authorized to execute a right of entry and/or agreement to use property for this limited purpose on behalf of the County; however, any such document shall be presented for ratification by the Board of Commissioners as soon as reasonably practicable.

      iii. No person shall refuse entry or access to any authorized representative or agent of the County who requests entry for the limited purpose of inspection for life safety in accord with this Ordinance if such person provides reasonable proof of identification and authority nor shall any person obstruct, hamper or interfere with any such representative while that individual is in the process of carrying out his or her official duties.

   II. **Emergency powers.** Following a declaration of emergency and during the continuance of such state of emergency, the Chair is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control. In exercising this authority, the Chair may cause to become effective any of the following sections of this chapter as appropriate: Section 5 (registration of building and repair services) to become effective if the Governor declares a state of emergency; and Section 6 (closed or restricted areas and curfews). If any of these sections are

included in a declaration of local emergency, the same shall be filed in the office of the Clerk of the Board of Commissioners and shall be in effect until the declaration of local emergency is terminated.

III. **Authority to waive procedures and fees.** Pursuant to a declaration of emergency, the Board of Commissioners is authorized to cause to be effective any of the subsections of Section 4 of this chapter as appropriate. The implementation of such subsections shall be filed in the office of the Clerk of the Board of Commissioners.

IV. **Additional emergency powers**. The Chair of the Board of Commissioners shall have, and may exercise for such period as the declared emergency exists or continues, the following additional emergency powers:

  i. To direct and compel the evacuation of all or part of the population from any stricken or threatened area, for the preservation of life or other disaster mitigation, response or recovery;

  ii. To prescribe routes, modes of transportation and destinations in connection with evacuation;

  iii. To suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and flammable liquids and substances; and

  iv. To make provision for the availability and use of temporary emergency housing, emergency shelters and/or emergency medical shelters.

  v. To transfer the direction, personnel or functions of any county departments and agencies or units thereof for the purpose of performing or facilitating emergency services;

  vi. To utilize all available resources of the county and subordinate agencies over which the county has budgetary control as reasonably necessary to cope with the emergency or disaster;

  vii. To utilize public property when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health and welfare; and/or the property of citizens;

  viii. To suspend any law, code provision or regulation prescribing the procedures for conduct of county business, or the orders, rules or regulations of any county agency if strict compliance with any ordinance, resolution, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency or disaster, provided that such suspension shall provide for the minimum deviation from the requirements under the circumstances and further provided that, when practicable, adverse effects resulting from such suspension shall be minimized;

    a. To provide benefits to citizens upon execution of an intergovernmental agreement for grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by an emergency or disaster in cases where the individuals or families are unable to meet the expenses or needs from other means, provided that such grants are authorized only when matching state or federal funds are

available for such purposes; and

    b. To perform and exercise such other functions, powers and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population including individuals with household pets and service animals prior to, during and following a major disaster or emergency.

B. Form of Declaration of Local Emergency.

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

"DECLARATION OF LOCAL EMERGENCY"

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

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

WHEREAS, to prevent or minimize injury to people i:md damage to property resulting from this event.

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

THEREFORE, IT IS ORDERED:

   I. That the Dawson County Emergency Management Agency activates the Emergency Operations Plan;

   II. That the following sections of the Dawson County Code be implemented: [If deemed appropriate, choose from the following: Section 5 Registration of Building and Repair Services to be effective only if the Governor has declared a state of emergency; and/or Section 6 Closed or Restricted Areas and Curfews]; and

   III. That the following measures also be implemented: [If deemed appropriate, select items from Section 2(A)(4)(III) or (IV) or such other measures as appropriate.]

ENTERED at [time] on [date]

_____
Chairman, Dawson County Board of Commissioners

C. Contracts with Municipalities.

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

Section 3.   Enforcement and Remedies

A. Law Enforcement.

In accord with O.C.G.A. § 38-3-4, the Dawson County Sheriff's Office shall be authorized to enforce the orders, rules and regulations contained in this chapter and/or implemented by the Chair or local governing authority during a declared emergency.

B. Penalties.

Failure to comply with any of the requirements or provisions of the regulations contained in this chapter, or with any code section, order, rule or regulation made effective by the Chair or local governing authority upon or after the declaration of an emergency shall constitute a violation of the provisions of this chapter. Any person who violates any provision in this chapter shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding $1,000.00, imprisonment for a term not exceeding 60 days, or both such fine and imprisonment, for each violation. Each person assisting in the commission of a violation shall be guilty of separate offenses. Each day during which a violation or failure to comply continues shall constitute a separate violation.

C. Injunctive Relief.

In accord with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the EMA Director is authorized to obtain an injunction to restrain violation of laws, code sections, orders, rules and regulations which are contained in the Georgia Emergency Management Act and/or this code, and/or which are implemented by the local governing authority during a declared emergency.

D. Enforcement.

Except as otherwise provided in this chapter, this ordinance may be enforced by the Sheriff's Office, the Dawson County Marshal's Office, the EMA Director and the Dawson County Board of Commissioners.

Section 4.   Authority to Waive Procedures and Fee Structures

A. County Business.

Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners the affairs and business of the county may be conducted at places other than the regular or usual location, within or outside of the county, when it is not prudent, expedient or possible to conduct business at the regular location. When such meetings occur outside of the county, all actions taken by the Board of Commissioners shall be as valid and binding as if performed within the county. Such meetings may be called by the presiding officer or any two members of the governing body without regard to or compliance with procedures and formalities otherwise required by law.

B. Public Works Contracts.

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

C. Purchasing.

Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners, the purchasing ordinances, regulations or policies may be suspended. County officials shall continue to seek to obtain the best prices during the state of local emergency.

D. Code Enforcement.

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

E. Fees.

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

F. Temporary Dwellings.

Upon the declaration of a state of emergency or disaster by the Governor or Chair of the Board of Commissioners, the Board of Commissioners or its designees may permit temporary mobile home, trailer, recreational vehicle or other temporary dwelling structures or parks in any zoning district, even though not otherwise permitted by development code, while the primary dwelling is being repaired if such temporary dwellings or parks are designed by an engineer and the plans are approved by the county Health Department and the Planning Department. The temporary permit shall not exceed six months. In the case of a continuing hardship and in the discretion of the Board of Commissioners or its designee, the permit may be extended for a period of up to an additional six months if necessary, to accomplish the purposes of this ordinance. Upon expiration of the temporary permit and/or extension, the temporary dwelling shall be removed.

Section 5.   **Registration of Building and Repair Services**

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

B. The cost of registration fees in a declared emergency or disaster is fixed at $50.00 per annum. Registration is nontransferable. The cost of the emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.

C. When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application, providing the following information:
   1. Name of Applicant;
   2. Permanent address and phone number of applicant(s);
   3. Applicant's Social Security number or federal Employer Identification number;
   4. If applicant is a corporation, the state and date of incorporation;
   5. Tag registration information for each vehicle to be used in the business;
   6. List of cities and/or counties where the applicant has conducted business within the past 12 months;
   7. Georgia sales tax number or authorization;
   8. Georgia business license number, if required; and
   9. Copy of license from the Secretary of State, if required.

D. Effective Date. This section shall become effective only upon a declaration of emergency by the Governor and a local declaration stating this section is in effect. Unless otherwise specified in the declaration of emergency or otherwise extended by the Board of Commissioners, the provisions of this Code section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

Section 6.   **Closed or Restricted Areas and Curfews During Emergency**

A. To preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander or enter in or upon the public streets, highways, roads, lanes, parks or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots or any other place during a declared emergency between hours specified by the Chair until the curfew is lifted.

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

C. The provisions of this section shall not apply to persons acting in the following capacities:
   1. Authorized and essential law enforcement personnel;
   2. Authorized and essential health care providers;

3. Authorized and essential personnel of the county;
4. Authorized National Guard or federal military personnel;
5. Authorized and essential firefighters;
6. Authorized and essential emergency response personnel;
7. Authorized and essential personnel or volunteers working with or through the County emergency management agency (EMA);
8. Authorized and essential utility repair crews;
9. Citizens seeking to restore order to their homes or businesses while on their own property or place of business;
10. Other authorized and essential persons as designated on a list compiled by EMA, the Director of Public Safety and/or the Sheriff of the County.

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

E. Effective Date. This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.

Section 7. <u>**Closed or Restricted Areas and Curfews During Emergency**</u>

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

This ordinance shall become effective on the _____ day of _____ , 2020.

Approved, this _____ day of _____, 2020.

DAWSON COUNTY BOARD OF COMMISSIONERS
ATTEST:

By: _____   **By:** _____

    Billy Thurmond, Chairman   **Kristen Cloud, County Clerk**

Vote: _____ Yes

_____ No

Dates of Public Hearings:

1st: July 2, 2020

2nd: July 16, 2020

Dates of Advertisements:

1st: June , 2020

2nd: June , 2020

RECORD OF REVISIONS

Date	Author	Section	Detail
06-23-2016 02:45:11	Dawson	Local Resolution	
05-13-2016 02:48:07	Dawson	Incident Annexes	
05-13-2016 02:44:39	Dawson	County Maps	
05-13-2016 02:44:28	Dawson	County Maps	
05-11-2016 10:52:26	Dawson	Local Government	
05-11-2016 10:51:09	Dawson	Agencies	
05-10-2016 03:33:38	Dawson	Agencies	
05-10-2016 03:27:11	Dawson	Other Contacts	
05-10-2016 03:26:24	Dawson	Other Contacts	
05-10-2016 03:25:04	Dawson	ESF 1	
05-10-2016 03:23:29	Dawson	Agencies	
05-10-2016 03:20:45	Dawson	State Contacts	
05-10-2016 03:20:12	Dawson	State Contacts	
05-10-2016 03:18:46	Dawson	Local Government	
05-10-2016 03:18:26	Dawson	Local Government	
05-10-2016 03:17:50	Dawson	Local Government	
05-10-2016 03:13:05	Dawson	Local Government	
05-10-2016 03:12:19	Dawson	Local Government	
05-10-2016 03:09:50	Dawson	Agencies	
05-10-2016 02:55:51	Dawson	Local Government	
05-10-2016 02:51:32	Dawson	Local Government	
05-10-2016 02:47:58	Dawson	Local Government	
05-10-2016 02:44:45	Dawson	Government Officials	
05-10-2016 02:44:07	Dawson	Local Government	
05-10-2016 02:43:00	Dawson	Local Government	
05-10-2016 02:41:32	Dawson	Government Officials	
05-10-2016 02:41:08	Dawson	Local Government	
05-10-2016 02:39:21	Dawson	Local Government	
05-10-2016 02:37:52	Dawson	Local Government	
05-10-2016 02:35:56	Dawson	Local Government	
05-10-2016 02:35:13	Dawson	Agencies	

Date	Author	Section	Detail
05-10-2016 02:27:12	Dawson	State Contacts	
05-10-2016 02:26:56	Dawson	State Contacts	
05-10-2016 02:25:11	Dawson	Emergency Shelters	
05-10-2016 02:22:05	Dawson	Agencies	
05-10-2016 02:21:31	Dawson	Agencies	
05-10-2016 02:20:00	Dawson	Agencies	
05-10-2016 02:17:35	Dawson	Agencies	
05-10-2016 02:16:02	Dawson	Agencies	
05-10-2016 02:15:36	Dawson	Agencies	
05-10-2016 02:12:28	Dawson	Agencies	
05-10-2016 02:09:02	Dawson	Agencies	
05-10-2016 02:05:57	Dawson	Agencies	
05-10-2016 02:04:50	Dawson	Agencies	
05-10-2016 02:04:06	Dawson	Agencies	
05-10-2016 02:03:01	Dawson	Agencies	
05-10-2016 02:01:41	Dawson	Agencies	
05-10-2016 02:00:07	Dawson	Agencies	
05-10-2016 01:58:55	Dawson	Agencies	
05-10-2016 01:55:55	Dawson	Agencies	

Distribution List

AGENCY	NUMBER of COPIES
AT&T Mobility	0
American Red Cross	1
Amicalola E.M.C.	1
Atlanta Gas Light	1
Big Canoe Public Safety / Fire	3
Dawson County Animal Control	1
Dawson County Board of Commissioners	7
Dawson County Board of Education	3
Dawson County Dawson First (C.E.R.T)	2
Dawson County Cooperative Extension Service	1
Dawson County Coroner's Office	1
Dawson County Dept of Family and Children Services	1
Dawson County Detention Center	1
Dawson County E-911	1
Dawson County Emergency Services - EMS	1
Dawson County Emergency Services -Fire	8
Dawson County Emergency Services- EMA	2
Dawson County Health Dept	1
Dawson County Humane Society	1
Dawson County Mental Health	1
Dawson County Public Information	1
Dawson County Public Works	3
Dawson County RACES/ARES	1
Dawson County Senior Citizens Center	2
Dawson County Sheriff Dept	2
Dawson County Transit	1
Dawson County Veterinarians	6
Dawsonville City Government	1
ETC - Ellijay Telephone Co.	1
Etowah Water Sewer	1
Georgia Forestry Commission	1
Georgia Mutual Aid Group	1
Georgia Power Company	1
North Ga. Network	0
Sawnee E.M.C.	1
TDS Telecom	0
Windstream	1

PREFACE

This Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of Dawson County.

This plan supersedes the Emergency Operations Plan dated from old eLEOP. It incorporates guidance from the Georgia Emergency Management Agency (GEMA) as well as lessons learned from disasters and emergencies that have threatened Dawson County. The Plan will be updated at the latest, every four years.

The plan:

 A. Defines emergency response in compliance with the State-mandated Emergency Operations Plan process.

 B. Establishes emergency response policies that provide Departments and Agencies with guidance for the coordination and direction of municipal plans and procedures.

 C. Provides a basis for unified training and response exercises.

The plan consists of the following components:

 A. The Basic Plan describes the structure and processes comprising a county approach to incident management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Basic Plan includes the: purpose, situation, assumptions, concept of operations, organization, assignment of responsibilities, administration, logistics, planning and operational activities.

 B. Appendices provide other relevant supporting information, including terms, definitions, and authorities.

 C. Emergency Support Function Annexes detail the missions, policies, structures, and responsibilities of County agencies for coordinating resource and programmatic support to municipalities during Incidents of Critical Significance.

 D. Support Annexes prescribe guidance and describe functional processes and administrative requirements necessary to ensure efficient and effective implementation of incident management objectives

 E. Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The Incident Annexes describe the missions, policies, responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. Due to security precautions and changing nature of their operational procedures, these Annexes, their supporting plans, and operational supplements are published separately.

The following is a summary of the 15 Emergency Support Functions:

1. *Transportation*: Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential Incident of Critical Significance.

2. *Communications*: Ensures the provision of communications support to municipal, county, and private-sector response efforts during an Incident of Critical Significance.

3. *Public Works and Engineering*: Coordinates and organizes the capabilities and resources of the municipal and county governments to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from an Incident of Critical Significance.

4. *Firefighting*: Enable the detection and suppression of wild-land, rural, and urban fires resulting from, or occurring coincidentally with an Incident of Critical Significance.

5. *Emergency Management Services*: Responsible for supporting overall activities of the County Government for County incident management.

6. *Mass Care, Housing and Human Services*: Supports County-wide, municipal, and non-governmental organization efforts to address non-medical mass care, housing, and human services needs of individuals and/or families impacted by Incidents of Critical Significance.

7. *Resource Support*: Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support before, during, and/or after Incidents of Critical Significance.

8. *Public Health and Medical Services*: Provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual Incidents of Critical Significance and/or during a developing potential health and medical situation

9. *Search and Rescue*: Rapidly deploy components of the National US Response System to provide specialized life-saving assistance to municipal authorities during an Incident of Critical Significance.

10. *Hazardous Materials*: Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during Incidents of Critical Significance

11. *Agriculture and Natural Resources*: supports County and authorities and other agency efforts to address: Provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease; assurance of food safety and food security and; protection of natural and cultural resources and historic properties.

12. *Energy*: Restore damaged energy systems and components during a potential of actual Incident of Critical Significance

13. *Public Safety and Security Services*: Integrates County public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual Incidents of Critical Significance.

14. *Long Term Recovery and Mitigation*: 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 an Incident of Critical Significance

15. *External Affairs*: Ensures that sufficient County assets are deployed to the field during a potential or actual Incident of Critical Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

BASIC PLAN

INTRODUCTION

Summary

This plan establishes a framework for emergency management planning and response to: prevent emergency situations; reduce vulnerability during disasters; establish capabilities to protect residents from effects of crisis; respond effectively and efficiently to actual emergencies; and provide for rapid recovery from any emergency or disaster affecting the local jurisdiction and Dawson County.

This Emergency Operations Plan (EOP) is predicated on the National Incident Management System (NIMS) which integrates the capabilities and resources of various municipal jurisdictions, incident management and emergency response disciplines, nongovernmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless framework for incident management. The EOP, using the NIMS, is an all-hazards plan that provides the structure and mechanisms for policy and operational coordination for incident management. Consistent with the model provided in the NIMS, the EOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the systems components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation at hand and enabling effective interaction between various entities. The EOP, as the core operational plan for incident management, establishes county-level coordinating structures, processes, and protocols that will be incorporated into certain existing interagency incident- or hazard-specific plans (such as the Hurricane Plan) that is designed to implement specific statutory authorities and responsibilities of various departments and agencies in particular contingency.

Purpose

The purpose of the EOP is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure. The EOP provides the framework for interaction with municipal governments; the private sector; and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP, using the NIMS, establishes mechanisms to:

    A. Maximize the integration of incident-related prevention, preparedness, response, and recovery activities;

    B. Improve coordination and integration of County, municipal, private-sector, and nongovernmental organization partners;

    C. Maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure/Key Resources protection and restoration;

    D. Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors;

    E. Facilitate emergency mutual aid and emergency support to municipal governments; Provide a proactive and integrated response to catastrophic events; and

    F. Address linkages to other incident management and emergency response plans developed for specific types of incidents or hazards.

A number of plans are linked to the EOP in the context of disasters or emergencies, but remain as stand-alone documents in that they also provide detailed protocols for responding to routine incidents that normally are managed by County agencies without the need for supplemental coordination. The EOP also incorporates other existing emergency response and incident management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans.

Scope and Applicability

The EOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The EOP also provides the basis to initiate long-term community recovery and mitigation activities.

The EOP establishes interagency and multi-jurisdictional mechanisms for involvement in and coordination of, incident management operations.

This plan 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.

In addition, the EOP:

A. Recognizes and incorporates the various jurisdictional and functional authorities of departments and agencies; municipal governments; and private-sector organizations in incident management.
B. Details the specific incident management roles and responsibilities of the departments and agencies involved in incident management as defined in relevant statutes and directives.
C. Establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities for incident management.

This plan is applicable to all departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential disasters or emergencies.

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.

Key Concepts (This section summarizes key concepts that are reflected throughout the EOP)

A. Systematic and coordinated incident management, including protocols for: Coordinated action;
B. Alert and notification;
C. Mobilization of County resources to augment existing municipal capabilities; Operating under differing threats or threat levels; and
D. Integration of crisis and consequence management functions.
E. 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.
F. 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.
G. Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Support Annexes).
H. 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.
I. 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.

J.   Facilitating support to County departments and agencies acting under the requesting department or agency's own authorities.
K.   Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
L.   Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.
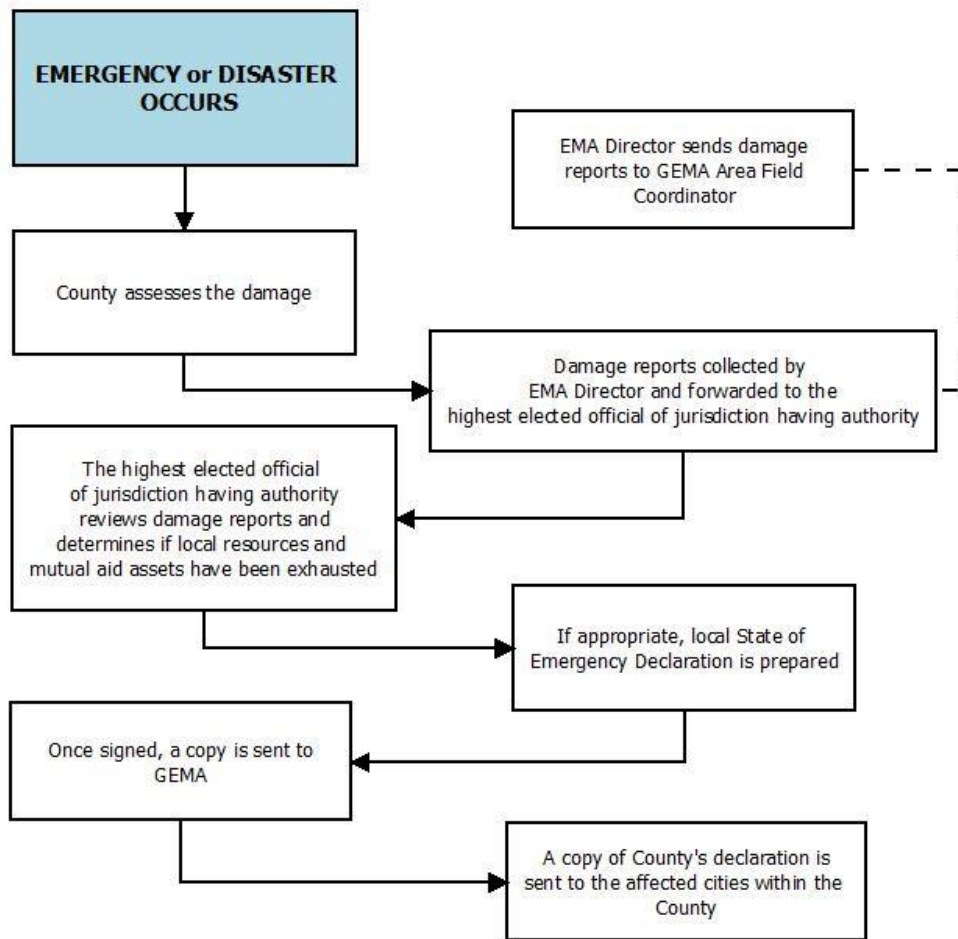
PLANNING ASSUMPTIONS and CONSIDERATIONS

The EOP is based on the planning assumptions and considerations presented in this section.

A. Incidents are typically managed at the lowest possible organizational and jurisdictional level.

B. Incident management activities will be initiated and conducted using the principles contained in the NIMS and the ICS.

C. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters and emergencies.

D. Disasters and emergencies require the Dawson County Emergency Management Agency to coordinate operations and/or resources, and may:
1. Occur at any time with little or no warning in the context of a general or specific threat or hazard;
2. Require significant information-sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors;
3. Involve single or multiple jurisdictions;
4. Have significant regional impact and/or require significant regional information sharing, resource coordination, and/or assistance;
5. Span the spectrum of incident management to include prevention, preparedness, response, and recovery;
6. Involve multiple, highly varied hazards or threats on a regional scale;
7. Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment;
8. Impact critical infrastructures across sectors;
9. Overwhelm capabilities of municipal governments, and private-sector infrastructure owners and operators;
10. Attract a sizeable influx of independent, spontaneous volunteers and supplies;
11. Require extremely short-notice asset coordination and response timelines; and
12. Require prolonged, sustained incident management operations and support activities.

E. Top priorities for incident management are to:
1. Save lives and protect the health and safety of the public, responders, and recovery workers;
2. Ensure security of the county;
3. Prevent an imminent incident, including acts of terrorism, from occurring; Protect and restore critical infrastructure and key resources;
4. Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;
5. Protect property and mitigate the damage and impact to individuals, communities, and the environment; and
6. Facilitate recovery of individuals, families, businesses, governments, and the environment.

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

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

H. The degree of County involvement in incident operations depends largely upon the specific authority or jurisdiction. Other factors that may be considered include:
1. The municipal needs and/or requests for external support, or ability to manage the incident;

2. The economic ability of the affected entity to recover from the incident; The type or location of the incident;

3. The severity and magnitude of the incident; and

4. The need to protect the public health or welfare or the environment.

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

   a. Initial and/or ongoing response, when warranted, under their own authorities and funding;

   b. Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual disasters or emergencies; and

   c. Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources.

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

Emergency Declaration Process

EMERGENCY or DISASTER OCCURS

County assesses the damage

EMA Director sends damage reports to GEMA Area Field Coordinator

Damage reports collected by EMA Director and forwarded to the highest elected official of jurisdiction having authority

The highest elected official of jurisdiction having authority reviews damage reports and determines if local resources and mutual aid assets have been exhausted

If appropriate, local State of Emergency Declaration is prepared

Once signed, a copy is sent to GEMA

A copy of County's declaration is sent to the affected cities within the County

It is anticipated and expected that if the emergency or disaster is obviously widespread and all local resources mutual aid assets have already been exhausted, the highest elected official of jurisdiction having authority can make a declaration without waiting for a report regarding damages.

ROLES and RESPONSIBILITIES

Local Government Responsibilities

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

A municipal mayor or city or County Chairman or their designee, as a jurisdictions chief executive, is responsible for the public safety and welfare of the people of that jurisdiction. The Chief Executive Officer:

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

B. Dependent upon law, has extraordinary powers to suspend laws and ordinances, such as to establish a curfew, direct evacuations, and, in coordination with the health authority, to order a quarantine;

C. Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction;

D. Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and

E. Requests State and, if necessary, Federal assistance through the Governor of the State when the jurisdictions capabilities have been exceeded or exhausted.

Emergency Support Functions

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.

25

Nongovernmental and Volunteer Organizations

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 approximately 30 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.

Private Sector

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.

A. 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 (incident) preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

4. State/Emergency Organization Member

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

B. 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 Incident of Critical Significance, 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.

C. 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.

D. Functional Coordination

The primary agency/agencies 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.).

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 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.
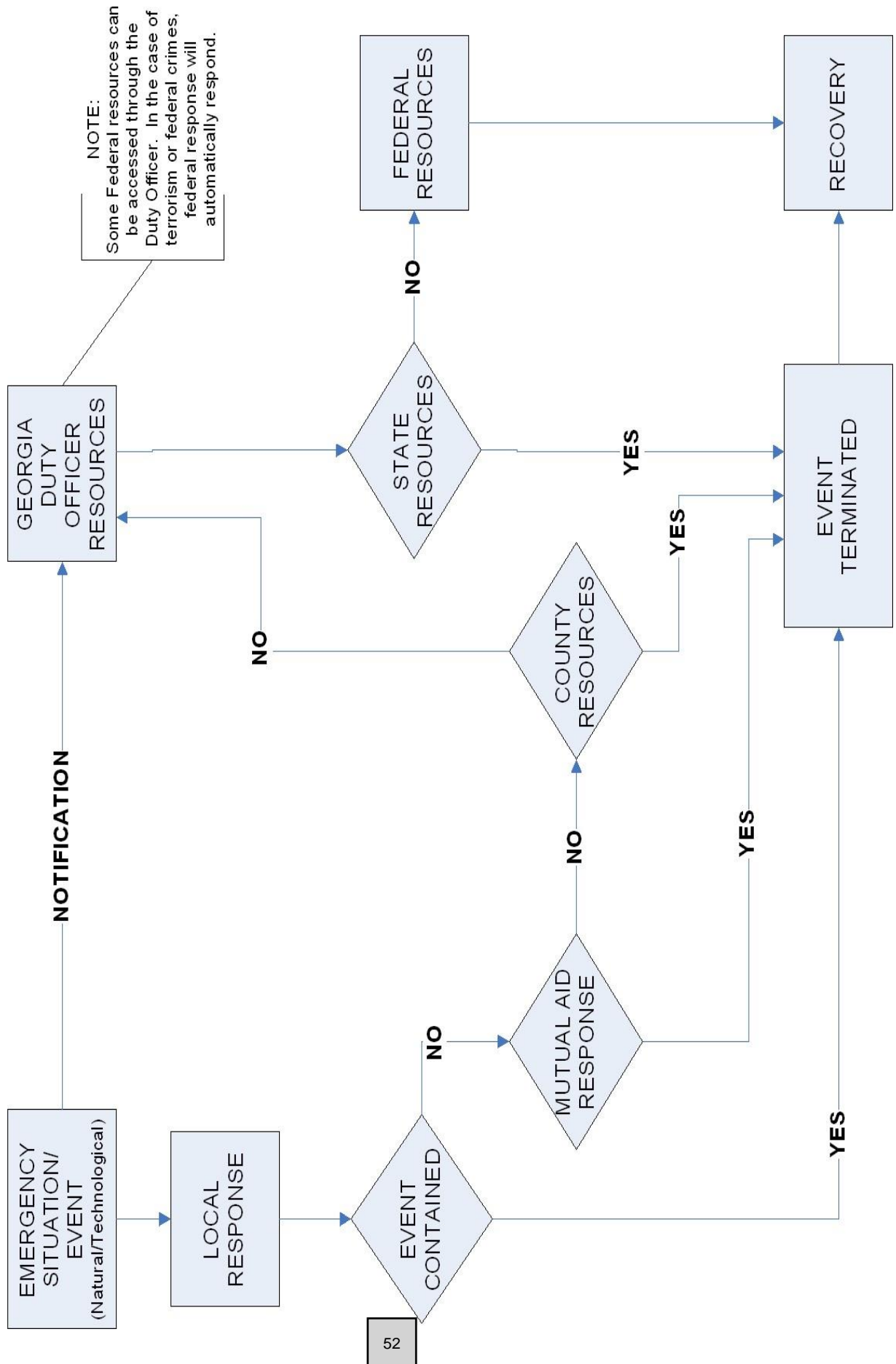
Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer 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 events of Critical Significance.

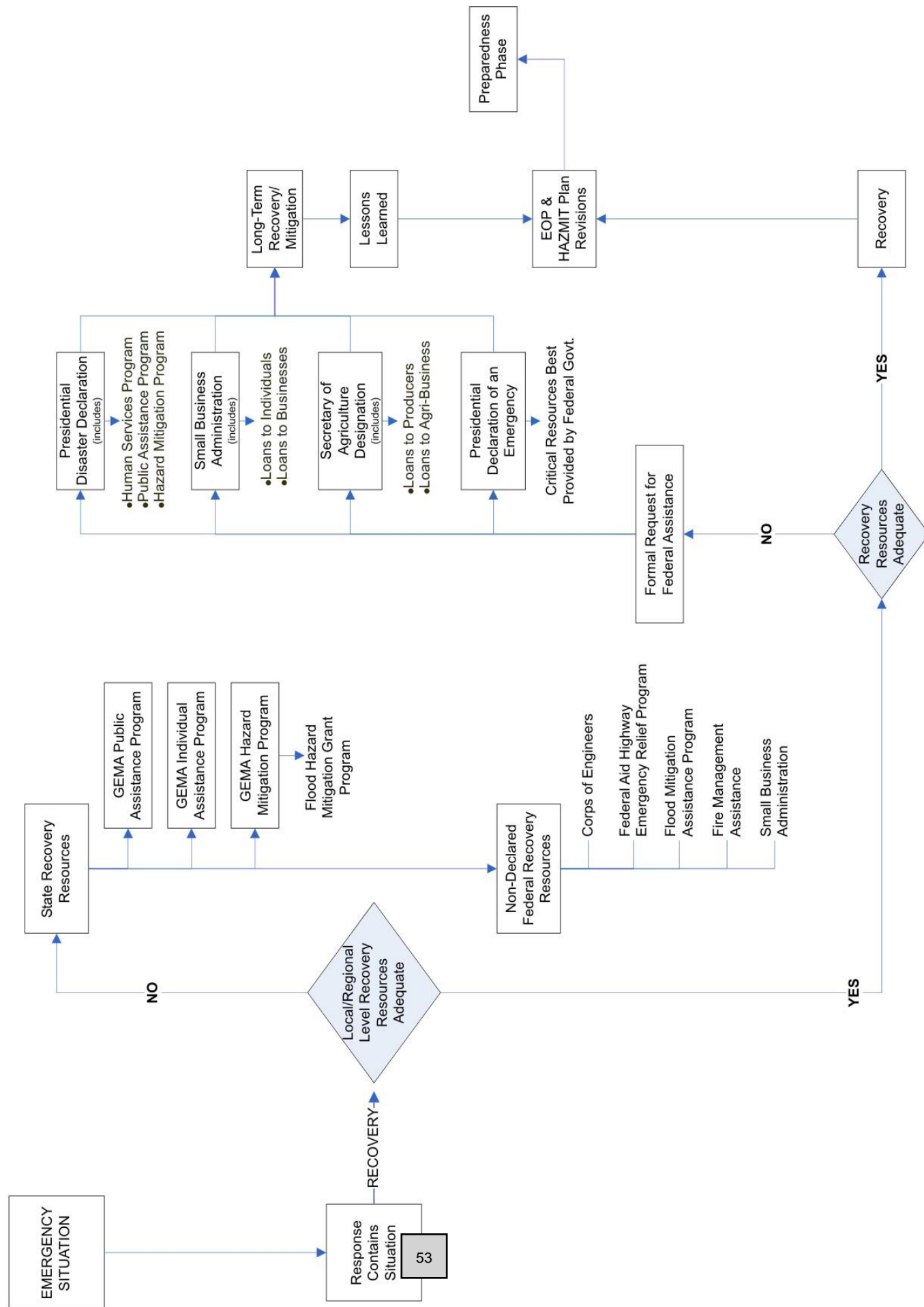## Citizen Corps

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.

Response Flow Chart

EMERGENCY SITUATION/ EVENT (Natural/Technological)

NOTIFICATION

GEORGIA DUTY OFFICER RESOURCES

NOTE:
Some Federal resources can be accessed through the Duty Officer. In the case of terrorism or federal crimes, federal response will automatically respond.

LOCAL RESPONSE

EVENT CONTAINED

MUTUAL AID RESPONSE — NO

NO

YES

COUNTY RESOURCES — NO

YES

STATE RESOURCES — NO

YES

FEDERAL RESOURCES

EVENT TERMINATED

RECOVERY

YES

52

28

Recovery Flow Chart

EMERGENCY SITUATION

Response Contains Situation

53

RECOVERY →

Local/Regional Level Recovery Resources Adequate

NO

State Recovery Resources

- GEMA Public Assistance Program
- GEMA Individual Assistance Program
- GEMA Hazard Mitigation Program → Flood Hazard Mitigation Grant Program

YES

Non-Declared Federal Recovery Resources
- Corps of Engineers
- Federal Aid Highway Emergency Relief Program
- Flood Mitigation Assistance Program
- Fire Management Assistance
- Small Business Administration

Recovery Resources Adequate

NO → Formal Request for Federal Assistance

YES

Presidential Disaster Declaration (includes)
- Human Services Program
- Public Assistance Program
- Hazard Mitigation Program

Small Business Administration (includes)
- Loans to Individuals
- Loans to Businesses

Secretary of Agriculture Designation (includes)
- Loans to Producers
- Loans to Agri-Business

Presidential Declaration of an Emergency
Critical Resources Best Provided by Federal Govt.

Long-Term Recovery/ Mitigation

Lessons Learned

EOP & HAZMIT Plan Revisions

Preparedness Phase

Recovery

29

CONCEPT of OPERATIONS

PHASES of EMERGENCY MANAGEMENT

<u>Mitigation</u>

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 implemented prior to, during, or after an incident are intended to prevent the occurrence of an emergency, reduce the community's vulnerability and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is the enforcement of building codes to minimize such situations.

<u>Preparedness</u>

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Preparedness involves actions taken prior to an emergency to protect lives and property and to support and enhance disaster response. Planning, training, exercises, community awareness and education are among such activities.

<u>Response</u>

Activities that address the short-term, direct effects of an incident. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. Also included are direction and coordination, warning, evacuation, and similar operations that help reduce casualties and damage, and speed recovery.

<u>Recovery</u>

The development, coordination, and execution of service- and site-restoration plans and the reconstitution of government operations and services through individual, private- sector, nongovernmental, and public assistance programs. Short-term recovery includes damage assessment and the return of vital functions, such as utilities and emergency services, to minimum operating standards. When rebuilding and re-locating is due to damaged property, long-term recovery activities may continue for years.

<u>General</u>

A. A basic premise of the EOP is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for incident management at that level. Accordingly, in order to protect life and property from the effects of emergencies, government is responsible for all emergency management activities. When operating under such conditions, Georgia Emergency Management Agency will utilize all available resources from within the County, including voluntary and private assets, before requesting other assistance. After an emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and the state through GEMA. Upon a Presidential declaration, assistance as requested by the state may be provided through Federal ESFs and/or other resources.

B. Consistent with the commitment to comprehensive emergency management, this plan addresses major emergency situations that may develop in the county. It outlines activities that address mitigation, preparedness, response and recovery. The plan emphasizes the capacity of Georgia Emergency Management Agency to respond and accomplish short-term recovery.

C. In coordination with the county and municipal governments, Georgia Emergency Management Agency will implement interagency coordination for emergency operations.

D. In coordination with the county and municipal governments and Georgia Emergency Management Agency the public information designee will release all emergency information.

E. If an agency requests functional support from another agency or organization, assigned personnel and resources will be coordinated by the agency responsible for the ESF.

F. All agencies will inform Georgia Emergency Management Agency of personnel assigned to work in the Emergency Operations Center (EOC.)

DIRECTION and CONTROL

CONTINUITY of GOVERNMENT/CONTINUITY of OPERATIONS (COG/COOP)

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

A. Government continuity planning facilitates the performance 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.

B. 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 agency 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.

C. 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.

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

1. Determine who is responsible for direction and control at the executive level;

2. Describe the decision process for implementing COG/COOP plans and procedures, including reliable, effective, and timely notification;

3. Establish measures for the protection of vital records;

4. Identify the agencies and personnel (including lines of succession) responsible for providing water, electricity, natural gas, sewer, and sanitation services in affected areas;

5. Identify the location of and contact points for Emergency Management Assistance Compacts (EMACs), Memoranda of Understanding (MOU), and other cooperative agreements

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

E. COG/COOP succession of authority plans are outlined in the Dawson County Emergency Management Agency Emergency Operations Plan Annex.

INCIDENT MANAGEMENT ACTIONS

Services and Resources

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

Commitment of Services and Resources

A. Local governments will commit services and resources in order to save lives and protect property. Response agencies will first utilize services and resources available through their agency or organization. Additional needs may be met from other governments, agencies and/or organizations through mutual-aid or Memorandums of Understanding (MOU). After these sources have been exhausted, additional state resources may be requested from GEMA through the EOC. Dawson County Emergency Management Agency maintains an extensive service and resource directory that is maintained by ESF 7.

B. Detailed records of expenditures are required by all agencies and organizations responding to a disaster for possible reimbursement, such as through an authorized Federal disaster declaration.

Local Involvement

Dawson County Emergency Management Agency will coordinate the efforts of agencies and organizations responsible for plan development of ESFs and major revisions. It is strongly recommended that the agencies involved in an ESF conduct coordination meetings and develop an ESF plan for their response to each level of activation. The plan will be reviewed annually and major revisions completed, as necessary. An updated plan shall be submitted for approval to GEMA every four years through the eLEOP system. Minor revisions to the plan should be logged in on the designated form at the beginning of this plan and updated on the eLEOP system.

State Involvement

Coordination of emergency management planning and operations and service and resource sharing across jurisdictional boundaries is necessary. Consequently, the state may be able to assist in the planning process (e.g., radiological, hurricane planning).
Dawson County Emergency Management Agency will coordinate the type and level of assistance. Agencies and organizations with ESF responsibilities will be involved in such planning. This assistance should be interpreted as supporting agencies with ESF responsibilities and enhancing emergency capabilities.

Standard Operating Procedures

Most agencies and organizations within Dawson County and its municipalities have emergency functions to perform in addition to their other duties. Each agency and/or organization with primary ESF responsibilities, in conjunction with support agencies and organizations, will develop and maintain Standard Operating Procedures (SOPs). These procedures provide detailed direction and coordination of ESF responsibilities and critical emergency tasks.

Emergency Operations

Organizational responsibilities are included in each ESF.

Local Responsibilities

Dawson County Emergency Management Agency is responsible for the following:

A. Assist and advise all agencies and/or organizations in the development and coordination of ESFs to ensure necessary planning;

B. Brief and train EOC personnel and volunteers as well as conduct periodic exercises to evaluate support function responsibilities;

C. Manage the EOC for operational readiness;

D. Coordinate with other emergency management agencies, GEMA, and other emergency response organizations;

E. Maintain a list of all agency contacts including telephone, fax, and pager numbers (Refer to Dawson County Emergency Management Agency EOC Telephone Directory);

F. Obtain copies of SOPs for all ESFs;

G. Update, maintain and distribute the plan and all major revisions to agencies and organizations contained on the distribution list;

H. Advise Dawson County Emergency Management Agency officials, municipalities and agencies with ESF responsibilities on the nature, magnitude, and effects of an emergency; and

I. Coordinate with public information officials to provide emergency information for the public.

Agencies and Organizations with ESF responsibilities will:

A. Develop and maintain the ESF and SOPs, in conjunction with Dawson County Emergency Management Agency and other supporting agencies;

B. Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness and response issues and commit resources.
Staff assignments should include personnel who are trained to work in the EOC;

C. Maintain an internal emergency management personnel list with telephone, fax and pager numbers;

D. Provide for procurement and management of resources for emergency operations and maintain a list of such resources;

E. Participate in training and exercises to evaluate and enhance ESF capabilities;

F. Negotiate and prepare MOUs that impact the specific ESF, in conjunction with Dawson County Emergency Management Agency; and

G. Establish procedures for the maintenance of records, including personnel, travel, operations and maintenance expenditures and receipts.

PLAN DEVELOPMENT and MAINTENANCE

Plan Maintenance

Dawson County Emergency Management Agency is the executive agent for EOP management and maintenance. The EOP will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the EOP.

A. **Types of Changes**

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

B. **Coordination and Approval**

Any department or agency with assigned responsibilities under the EOP may propose a change to the plan. Dawson County Emergency Management Agency is responsible for coordinating all proposed modifications to the EOP with primary and support agencies and other stakeholders, as required. Dawson County Emergency Management Agency will coordinate review and approval for proposed modifications as required.

C. **Notice of Change**

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

D. **Distribution**

Dawson County Emergency Management Agency will distribute Notices of Change to all participating agencies. Notices of Change to other organizations will be provided upon request.

E. **Redistribution of the EOP**

Working toward continuous improvement, Dawson County Emergency Management Agency is responsible for an annual review and updates of the EOP and a complete revision every four years, or more frequently if the County Commission or the Georgia Emergency Management Agency deems necessary. The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. Dawson County Emergency Management Agency will distribute revised EOP documents for the purpose of interagency review and concurrence.

EOP Supporting Documents and Standards for Other Emergency Plans

As the core plan for domestic incident management, the EOP provides the structures and processes for coordinating incident management activities for terrorist attacks, natural disasters, and other emergencies. Following the guidance provided, the EOP incorporates existing emergency and incident management plans (with appropriate modifications and revisions) as integrated components of the EOP, as supplements, or as supporting operational plans. Accordingly, departments and agencies must incorporate key EOP concepts and procedures for working with EOP organizational elements when developing or updating incident management and emergency response plans. When an agency develops an interagency plan that involves events within the scope of disaster and emergency incidents, these plans are coordinated with Dawson County Emergency Management Agency to ensure consistency with the EOP, and are incorporated into the EOP, either by reference or as a whole. Dawson County Emergency Management Agency will maintain a complete set of current local interagency plans. Incident management and emergency response plans must include, to the extent authorized by law:

A. Principles and terminology of the NIMS;

B. Reporting requirements of the EOP

C. Linkages to key EOP organizational elements such as the EOC; and

D. Procedures for transitioning from localized incidents to incidents that require state or federal assistance. The broader range of EOP-supporting documents includes strategic, operational, tactical, and incident specific or hazard-specific contingency plans and procedures. Strategic plans are developed based on long-range goals, objectives, and priorities. Operational-level plans merge the on-scene tactical concerns with overall strategic objectives. Tactical plans include detailed, specific actions and descriptions of resources required to manage an actual or potential incident. Contingency plans are based on specific scenarios and planning assumptions related to a geographic area or the projected impacts of an individual hazard. The following is a brief description of EOP-related documents.

National Incident Management System

The NIMS provides a core set of doctrine, concepts, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

State and Local Emergency Operations Plans

State and local emergency operations plans are created to address a variety of hazards. Examples include:

A. State emergency operations plans designed to support State emergency management functions.

B. Emergency operations plans created at the municipal level to complement State emergency operations plans.

Hazard Mitigation Plans

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

Private Sector Plans

Private sector plans are developed by privately owned companies/corporations. Some planning efforts are mandated by statute (e.g., nuclear power plant operations), while others are developed to ensure business continuity.

Nongovernmental and Volunteer Organization Plans

Volunteer and nongovernmental organization plans are plans created to support State and Federal emergency preparedness, response, and recovery operations. Plans include a continuous process of assessment, evaluation, and preparation to ensure that the necessary authorities, organization, resources, coordination, and operation procedures exist to provide effective delivery of services to disaster clients as well as provide integration into planning efforts at all government levels.

Planning and Operations Procedures

Procedures provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations.

These documents fall into five basic categories:

A. Overviews that provide a brief concept summary of an incident management function, team, or capability;

B. Standard operating procedures (SOPs) or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP) or a number of interdependent functions (i.e., operations manual);

C. Field operations guides or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;

D. Point of contact lists; and

E. Job aids such as checklists or other tools for job performance or job training.

EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION

Primary Agency
   Dawson County Board of Education

Support Agencies
   Dawson County Dawson First (C.E.R.T.)
   Dawson County Transit

I. INTRODUCTION

The emergency support function of transportation services involves direction and coordination, operations, and follow-through during an emergency or disaster.

   A. Purpose

      1. To support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential disaster or emergency.

      2. To assist city and county agencies and other ESFs with the emergency efforts to transport people. The priorities for allocation of these assets will be:

         a. Evacuating persons from immediate peril.
         b. Transporting personnel for the support of emergency activities.
         c. Transporting relief personnel necessary for recovery from the emergency.

   B. Scope

      1. Preparedness

         a. Maintain current inventories of local government transportation facilities, supplies, and equipment by mode.
         b. Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies within the County, to include maintaining points of contact, their geographic locations, territories, and operating areas.
         c. Establish and maintain liaison with the state and adjacent county transportation officials.
         d. Plan for supporting all types of evacuation(s) to include lock down of draw bridges, suspension of highway construction and maintenance, lane reversal on evacuation routes, and state traffic management plans and operations.
         e. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios.
         f. Participate in exercises and training to validate this annex and supporting SOPs.
         g. Ensure all ESF 1 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

    a. Identify transportation needs required to respond to the emergency.

    b. Coordinate with GEMA for use of state transportation assets.

    c. Identify, obtain, prioritize and allocate available transportation resources.

    d. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to ESF 5.

    e. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.

    f. Coordinate emergency information for public release through ESF 15.

    g. Plan for transportation support of mobilization sites, staging areas, and distribution points.

3. Recovery

    a. Continue to render transportation support when and where required as long as emergency conditions exist.

    b. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF 3.

    c. Evaluate and task the transportation support requests for impacted areas.

    d. Anticipate, plan for, and ready the necessary notification systems to support damage assessment teams, establishment of staging areas, distribution sites, and other local, state, and federal recovery facilities in the impacted area.

    e. Anticipate, plan for, and ready the necessary notification systems to support the deployment of mutual aid teams, and work teams and activities in the impacted area.

    f. Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.

4. Mitigation

    a. Support and plan for mitigation measures.

    b. Support requests and directives resulting from the County Commission concerning mitigation and/or redevelopment activities.

    c. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

II. CONCEPT OF OPERATIONS

A. Strategy

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

The emergency transportation function is the primary responsibility of Dawson County Board of Education and support for this function is the responsibility of Dawson County Dawson First and Dawson County Transit.

B. Actions

1. Mitigation/Preparedness

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

2. Response/Recovery

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

III. RESPONSIBILITIES

A. Dawson County Board of Education

    1. **Coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services**

    2. **Immediately following an incident of critical significance access the overall status of the transportation system and begin determinization of potential needs and resources**

    3. Make school buses, resources, personnel, equipment, vehicles, and fuel available as needed to assist in fulfilling transportation needs.

    4. **Maintain accurate records for re-imbursement from FEMA**

B. Dawson First (C.E.R.T.)

    1. **Manage transportation staging areas**

    2. **Accountability records of personnel**

    3. **Maintain documentation of all citizens being transported and their shelter designation**

C. Dawson County Transit

    1. Provide buses and drivers to support transportation needs

IV. COUNTY SPECIFIC INFORMATION

The school system has 56 buses available for use. The total transportation capability is 2688 people. The Senior Center has 4 buses available. All are handicap accessible.

EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS

Primary Agency
  Dawson County E-911

Support Agencies
  AT&T Mobility
  Dawson First (C.E.R.T.)
  Dawson County Emergency Services- EMA
  Dawson County RACES/ARES
  ETC - Ellijay Telephone Co.
  Windstream

I. INTRODUCTION

The emergency support function of communications and warning involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF has been established to assure the provision of communications support to municipal, county, and private-sector response efforts during a disaster or emergency.

  1. ESF 2 will identify communications facilities, equipment and personnel that could be made available to support disaster recovery efforts.

  2. ESF 2 will identify planned actions of telecommunications companies to restore services.

  3. ESF 2 will coordinate the acquisition and deployment of communications equipment, personnel and resources to establish temporary communications capabilities following a disaster.

B. Scope

  1. Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

  2. ESF 2 plans, coordinates and assists with the provision of communications support to county disaster response elements. This ESF will coordinate emergency warnings and communications equipment and services from local, county and state agencies, voluntary groups, the telecommunications industry and the military.

  3. ESF 2 will serve as the focal point of contingency response communications activity in Dawson County before, during and after activation of the EOC.

  4. Operations necessary for the performance of this function include but are not limited to:

a. Preparedness
   i. Identify public and private communications facilities, equipment, and personnel located throughout Dawson County including emergency communications vehicles or mobile command posts.
   ii. Identify actual and planned actions of commercial telecommunications companies to restore services.
   iii. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities.
   iv. Develop and coordinate frequency management plans, including talk groups and trunked radio for use in disaster areas.
   v. Develop a long-distance communications strategy for implementation during disasters.
   vi. Assess pre-event needs and develop plans to pre-stage assets for rapid deployment into disaster areas.
   vii. Develop plans to prioritize the deployment of services based on available resources and critical needs.
   viii. Plan for operations involving coordination with the state to coordinate communications assets beyond County capability.
   ix. Provide reliable links and maintain available support services for disaster communications with local, county, and state, agencies.
   x. Ensure all ESF 2 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.
   xi. Participate in tests and exercises to evaluate the county emergency response capability.

b. Response
   i. Conduct communications needs assessments (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to affected area, as required.
   ii. Identify actual actions of commercial telecommunications companies to restore services.
   iii. Maintain constant two-way communication with all appropriate emergency-operating services of county and local governments.
   iv. Implement frequency management plan in the disaster area, including talk groups and trunked radio, as required.
   v. Provide capability for responsible officials to receive emergency information and communicate decisions.
   vi. Establish communications with GEMA SOC to coordinate communications assets, personnel, and resources and mobile command vehicles as needed.

c. Recovery
   i. Arrange for alternate communication systems to

replace systems that are inoperative due to damage from disasters.

    ii. Maintain or restore contact with the other EOCs (state, cities, and county emergency management/preparedness organizations), as capabilities allow.

    iii. Make communications channels available to provide appropriate information to the public concerning safety and resources required for disaster recovery.

    iv. Maintain or restore contact with all appropriate emergency operations services of county government.

    v. Gather communications damage assessment information from public and private organizations (including telephone outages) and report to ESF 5.

    vi. Assess the need for and obtain telecommunications industry support as needed.

    vii. Prioritize the deployment of services based on available resources and critical needs.

    viii. Anticipate and plan for arrival of, and coordination with, GEMA ESF 2 personnel in the SOC and other established facilities.

    ix. Ensure ESF 2 team members or their agencies, maintain appropriate records of costs incurred during the event.

d. Mitigation

    i. Support and plan for mitigation measures.

    ii. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

The emergency communications and warning function is the primary responsibility of Dawson County E-911 and support for this function is the responsibility of AT&T Mobility, Dawson First (C.E.R.T.), Dawson County Emergency Services-EMA, Ellijay Telephone Company and Windstream.

B. Actions

    1. Mitigation/Preparedness

        a. Establish methods of communications and warning for probable situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary.

        b. Ensure that primary and alternate communications systems are operational.

c. Recruit, train, and designate communications and warning operators for the EOC.

d. Establish warning systems for critical facilities;

e. Provide communications systems for the affected emergency or disaster area.

f. Develop maintenance and protection arrangements for disabled communications equipment.

g. Participate in drills and exercises to evaluate local communications and warning response capabilities.

2. Response/Recovery

a. Verify information with proper officials.

b. Establish communication capability, between and among EOC, agencies and organizations with ESF responsibilities, other jurisdictions, and SOC.

c. Coordinate communications with response operations, shelters, lodging, and food facilities.

d. Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking.

e. Warn critical facilities.

f. Continue coordinated communications to achieve rapid recovery and contact with the SOC.

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

III. RESPONSIBILITIES

A. Dawson County E-911

1. Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF

2. Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed

3. Develop maintenance and protection arrangements for inoperative communications equipment

4. Coordinate communications with response operations, shelters, lodging, and food facilities

5. Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC)

6. Maintain records of expenditures and document resources utilized during response and recovery efforts

7. Coordinate the various types of communications within the county, including landline telephones, cellular telephones, 800 MHz, VHF, UHF, marine band, amateur radio, citizens band radios, and emergency response agencies in effected areas

B. AT&T Mobility

1. **Restore phone service to affected areas**

C. Dawson First (C.E.R.T.)

    1. <u>Attend regular meetings to ensure planning functions are implemented in support</u>

    2. <u>Reverse 911(RAVE) Notification and System Management</u>

    3. <u>EOC communications and documentation</u>

    4. <u>E-911 Center information dispatch</u>

    5. <u>Participate in drills and exercises to evaluate local communications capabilities</u>

D. Dawson County Emergency Services- EMA

    1. Oversee warning resources, facilities, and equipment, initiate alternate and backup systems as needed

    2. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required by collating cumulative damage information obtained from assessment teams, the telecommunications industry, the EOC and other agencies

    3. Provide a system for designated officials to communicate with the public including people with special needs

E. ETC - Ellijay Telephone Co.

    1. Restore phone service to critical infrastructure first.

    2. Restore service to all customers

F. Windstream

    1. Restore phone service to critical infrastructure first

    2. Restore phone service to all affected areas

IV. COUNTY SPECIFIC INFORMATION

Portable radios provided to Dawson First members in leadership positions to enhance response capabilities.

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

Primary Agency
    Dawson County Public Works
 	
Support Agencies
    Dawson County Dawson First
    (C.E.R.T)
    Dawson County Sheriff Dept
    Dawsonville City Government
    Georgia Forestry Commission

I. INTRODUCTION

The emergency support function of public works and engineering involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in public works and engineering services. The mission of this ESF is to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies.

B. Scope

This ESF is structured to provide public works and engineering related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions.
Functions include but are not limited to:

1. Preparedness

    a. General

        i. Participate in exercises and training to validate this annex and supporting SOPs.

        ii. Ensure all ESF 3 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

    b. Public Works and Engineering

        i. Assist with the provision of water (potable and non-potable) and ice into the disaster area if local supplies become inadequate.

        ii. In coordination with local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.

        iii. Identify and locate chemicals to maintain a potable water supply.

        iv. Include in ESF 3 Standard Operating Procedures an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.

        v. Maintain a current inventory of equipment and supplies, to include

points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.

    vi. Establish operational needs for restoration of public works service during the emergency.

    vii. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers associated with public works and engineering functions.

    viii. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.

    ix. In conjunction with GEMA, plan for use of state resources to support ESF 3 operations.

c. Damage Assessment: Coordinate the deployment of state damage assessment teams and other engineer teams into any area of the state.

2. Response

  a. Public Works and Engineering

    i. Identify water and sewer service restoration, debris management, potable water supply, and engineering requirements as soon as possible.

    ii. Evaluate status of current resources to support ESF 3 operations.

    iii. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.

    iv. As needed, recommend priorities for water and other resource allocations.

    v. Procure equipment, specialized labor, and transportation to repair or restore public works systems.

    vi. Coordinate with GEMA for use of state assets.

    vii. Coordinate with ESF 6 for shelter support requirements.

    viii. Coordinate with ESF 8 and ESF 11 for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.

    ix. Coordinate with ESF 10 for advice and assistance regarding disposal of hazardous materials.

    x. Coordinate with ESF 4 for advice and assistance regarding firefighting water supply.

  b. Damage Assessment

    i. At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.

    ii. Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.

    iii. Coordinate with ESF 12 for public utility damage assessment information.

    iv. Collect, evaluate, and send damage assessment reports to ESF 5 and other appropriate agencies.

    v. Coordinate state and local damage assessment operations with related state and federal activities.

     vi. Prepare damage assessment documents in conjunction with GEMA where appropriate for a presidential emergency or major disaster declaration when necessary.

3. Recovery

    a. General

        i. Anticipate and plan for arrival of and coordination with state and federal ESF 3 personnel in the EOC and/or the Joint Field Office (JFO).

        ii. Ensure that ESF 3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.

    b. Public Works and Engineering

        i. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.

        ii. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.

    c. Damage Assessment: In conjunction with GEMA, develop disaster project worksheets as required.

4. Mitigation

    a. Support and plan for mitigation measures.

    b. Support requests and directives from GEMA concerning mitigation and/or re-development activities.

    c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

Public works and engineering services is the primary responsibility of Dawson County Public Works and support for this function is the responsibility of Dawson First (C.E.R.T.), Dawson County Sheriff Department, Dawsonville City Government and Georgia Forestry Commission.

B. Actions

1. Mitigation/Preparedness

    a. Recruit, train, and designate public works and engineering personnel to serve in the EOC.

    b. Develop and maintain an inventory of equipment, supplies, and suppliers required to sustain emergency operations.

    c. Prioritize service restoration for emergencies.

    d. Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness.

    e. Participate in drills and exercises to evaluate public works and engineering response capability.

2. Response/Recovery

    a. Alert emergency personnel of the situation and obtains necessary resources.

    b. Establish response operations and support personnel working in the EOC.

    c. Maintain coordination and support among applicable agencies and organizations and the private sector.

    d. Channel all pertinent emergency information through the EOC.

    e. Assist in evaluating losses, recommending measures for conservation of resources, and responding to needs on a priority basis.

    f. Conduct restoration and maintenance operations until completion of repair services.

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

III. RESPONSIBILITIES

A. Dawson County Public Works

1. Serve as the Primary coordinator for debris removal and related task.

2. Assist with the provision of water (potable and non-potable) and ice into the disaster area if local supplies become inadequate.

3. Include an alerting list in the SOP to include points-of-contact and telephone numbers, agencies, counties, municipalities and organizations supporting public works and engineering functions.

4. Maintain a current inventory of supplies and equipment.

5. Establish operational needs for restoration of public works service during the emergency.

6. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers associated with public works and engineering functions.

7. Coordinate with other ESF's to consolidate reports of damage and focus assessment efforts.

8. Act as a liaison between the EOC and the State EOC for damage assessment activity.

9. Maintain contact with municipal liaisons to collect and relay information.

10. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report expenditure records to the primary agency.

B. Dawson First (C.E.R.T)

1. <u>Assigned as members of damage assessment teams</u>

C. Dawson County Sheriff Department

1. Provide security for primary and other support agencies

2. Maintain a current inventory of equipment and supplies

3. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report expenditure reports to   the primary agency

49

D. Dawsonville City Government

    1. Attend coordination meetings to ensure planning functions are implemented in support

    2. Conduct a needs analysis and prioritize the deployment of services based upon available resources and critical needs as they apply to your responsibility. Also, to develop procedures to obtain private sector support as required

    3. Assemble a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC

    4. Evaluate the availability, operational condition, and duration of need as well as logistical requirements necessary to obtain critically needed equipment

    5. Participate in drills and exercises to evaluate local capabilities

    6. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

E. Georgia Forestry Commission

    1. Provide support as requested to assist in the responsibilities and duties of this ESF

IV. COUNTY SPECIFIC INFORMATION

    1. Incorporate the county facilities maintenance staff to assist within this ESF 3

EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

Primary Agency
     Dawson County Emergency Services -Fire

Support Agencies
     Big Canoe Public Safety/Fire
     Georgia Forestry Commission
     Georgia Mutual Aid Group

I. INTRODUCTION

The emergency support function of firefighting services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides a comprehensive mechanism to ensure appropriate utilization of local fire resources before and after the impact of a disaster. This will include but is not limited to the detection and suppression of urban, rural, and wildland fires resulting from, or occurring coincidentally with a significant natural or man-made disaster.

B. Scope

ESF 4 involves the management and coordination of firefighting resources in the detection and suppression of fires, during rescue situations, and when mobilizing and coordinating personnel, equipment, and supplies in support of local entities.

ESF 9, Search and Rescue and ESF10, Hazardous Materials, will be collocated with ESF 4 and are integral components of the function of ESF 4 support agencies. In preparation for and execution of its fire protection mission, ESF 4 will:

1. Preparedness

    a. Maintain current inventories of fire service facilities, equipment, and personnel throughout the County.
    b. Organize and train fire service emergency teams to rapidly respond to requests for assistance.
    c. Monitor weather and hazardous conditions that contribute to increased fire danger.
    d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
    e. Based on hazardous conditions, conduct fire prevention and education activities for the public.
    f. Participate in exercises and training to validate this annex and supporting SOPs.
    g. Ensure all ESF 4 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.
    h. Based on hazardous conditions, conduct fire prevention and education activities for the public.
    i. Participate in exercises and training to validate this annex and supporting SOPs.

51

j. Ensure all ESF 4 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

a. Support local fire departments and the Forestry Commission with appropriate resources to include mobilizing and deploying firefighting teams and resources as needed.
b. Coordinate with GEMA for use of state assets to support firefighting operations.
c. Monitor status of firefighting resources committed to an incident.
d. Maintain staging area locations.
e. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
f. Support fire investigations, as requested.
g. Obtain and submit fire situation and damage assessment reports and provide information to EOC.
h. Establish communications with the State Regional Fire Coordinator, when activated, to coordinate fire service response beyond the capability of County.
i. When the situation dictates, coordinate with GEMA and/or SOC to invoke mutual aid agreements.
j. Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate requests for specific assistance.
k. Require supporting agencies maintain appropriate records of cost incurred during an event.
l. Document any lost or damaged equipment, any personnel or equipment accidents.

3. Recovery

a. Maintain adequate resources to support local operations and plan for a reduction of resources.
b. Conduct reviews of incident actions with teams involved to improve future operations.
c. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.
d. Anticipate and plan for arrival of and coordination with state ESF 4 personnel in the EOC and the Joint Field Office (JFO).
e. Inform agencies that provided resources where to send records for costs incurred during an event.

4. Mitigation

a. Support and plan for mitigation measures.
b. Support requests and directives from the state concerning mitigation and/or re-development activities.
c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Firefighting Services

1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of

the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The firefighting services function is the primary responsibility of Dawson County Fire & Emergency Services. Fire and support for this function is the primary responsibility of Big Canoe Public Safety/Fire, Georgia Forestry Commission and Georgia Mutual Aid Group.

B. Actions

    1. Mitigation/Preparedness

        a. Keep abreast of fire and weather forecasting information and maintain a state of readiness.

        b. Implement efficient and effective MOUs among local fire agencies.

        c. Establish reliable communications and incident command systems between support agencies, for an emergency site and EOC.

        d. Recruit, train, and designate fire service personnel to serve in the EOC.

        e. Participate in drills and exercises to evaluate fire service response capability.

    2. Response/Recovery

        a. Maintain a list of current fire service agencies and resource capabilities.

        b. Coordinate fire services support among and between the EOC, functional support agencies, organizations, and SOC.

        c. Obtain, maintain, and provide fire situation and damage assessment information.

        d. Channel fire service information for public release through EOC.

        e. Conduct firefighting operations.

        f. Provide technical assistance and advice in the event of fires that involve hazardous materials.

        g. Continue fire service operations through reentry.

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

III. RESPONSIBILITIES

    A. Dawson County Fire & Emergency Services – Fire

        1. Provide representation in the unified command structure

        2. Coordinate the provision of local firefighting personnel and equipment

        3. Coordinate and assign any responding mutual aid resources

        4. Coordinate those resources volunteered for ESF 4 (Firefighting) from other unidentified sources

        5. <u>Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency</u>

53

B. Big Canoe Public Safety/Fire

    1. Provide representation in the Unified Command Structure when activated

    2. Provide support and assistance as required and available

    3. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency.

C. Georgia Forestry Commission

    1. Provide representation in the Unified Command Structure

    2. Provide support and assistance as required and available

    3. Assemble a complete available list of firefighting resources from the agency within the region that may be available for response and coordinate this information with the EOC

    4. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

D. Georgia Mutual Aid Group

    1. Coordinate request for mutual aid firefighting assistance through the Emergency Operations Center (EOC)

    2. Assemble a complete list of available firefighting resources within that region that may be available for response and coordinate information through the EOC

    3. Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs

    4. Maintain all necessary paperwork to document expenditures and resources utilized during an incident in accordance with Resource Support policies and procedures and report these records to the primary agency

IV. COUNTY SPECIFIC INFORMATION

    1. Maintain automatic and mutual aid agreements with all surrounding fire dept. agencies.

54

EMERGENCY SUPPORT FUNCTION 5
EMERGENCY MANAGEMENT SERVICES

Primary Agency
  Dawson County Emergency Services -EMA

Support Agencies
  Dawson County Board of Commissioners
  Dawsonville City Government

I. INTRODUCTION

The emergency support function of emergency management services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to collect, process, and disseminate information about an actual or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state entities.

1. Provide technical information on plans, SOPs, research and support.

2. Collect, process and disseminate essential information to the EOC staff.

3. Develop briefings, displays, and plans.

4. Consolidate key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.

5. Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.

6. Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.

7. Provide logistical support for EOC staffing and facility needs.

8. Establish historical records collection process and event reconstruction.

9. Generate various reports and releases to support operations.

10. Coordinate Incident Action Planning to support operations.

11. Support the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.

12. Maintain an on-call workforce of trained and skilled reserve employees to provide the capability to perform essential emergency management functions on short notice and for varied duration.

13. May follow established protocol to request additional state or federal assistance under the Stafford Act; communication made through the county emergency manager and GEMA based on need and scope of the emergency.

55

B. Scope

1. This ESF is structured to coordinate overall information and planning activities from the EOC in support of response and recovery operations. The ESF assimilates incident information when the EOC is activated from municipal representatives and activated ESFs.

2. Activities within the scope of this function include:

   a. Supporting ESFs across the spectrum of incident management from prevention to response and recovery.
   b. Facilitating information flow in the preparedness phase in order to place assets on alert or to preposition assets for quick response.
   c. Coordinating those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters and emergencies.
   d. Utilizing alert and notification measures to assist in incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

3. Preparedness

   a. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
   b. Train support agencies on roles and responsibilities.
   c. Develop information displays within the EOC.
   d. Ensure weather products are up to date and available for use in the SITREP.
   e. Participate in exercises and training to ensure planning functions are carried out to support this ESF and related SOPs.
   f. Ensure all ESF 5 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

4. Response

   a. Notify all ESF 5 supporting agencies upon activation.
   b. Assign duties to support agency personnel and provide training as required.
   c. Coordinate EOC effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
   d. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
   e. Provide weather information and briefings to the EOC and others as required.
   f. Plan for support of mobilization sites, staging areas, and distribution points.
   g. Coordinate the reception of state personnel.
   h. Plan for transition to JFO and recovery operations.

56

5. Recovery
   a. Continue information gathering and processing.
   b. Collect and process information concerning recovery activities to include anticipating types of recovery information the EOC and other government agencies will require.
   c. Assist in the transition of direction and control from the EOC to the JFO.
   d. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF 7, and other local, state and/or federal emergency work teams and activities in the impacted area.
   e. Operate ESF 5 cells in both the EOC and JFO, as required.
   f. Perform ESF 14 planning functions in the EOC until ESF 14 is established at the JFO.
   g. Ensure that ESF 5 team members or their agencies maintain appropriate records of costs incurred during the event.

6. Mitigation
   a. Support and plan for mitigation measures.
   b. Support requests and directives from the state concerning mitigation and/or re-development activities.
   c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

EMA will coordinate with appropriate agencies and organizations to ensure operational readiness and will develop and maintain Standard Operating Procedures (SOPs).

B. Actions

1. Mitigation/Preparedness
   a. Monitor potential or developing incidents and support the efforts of operations.
   b. Support the implementation of mutual aid agreements.
   c. Maintains schedule for staffing and operating the Emergency Operations Center (EOC) from activation to stand-down.
   d. Coordinate with agencies to establish evacuation procedures, to include personnel and resources needed.
   e. Coordinate damage assessment teams; collect, record, and report information to the SOC.
   f. Plan for and coordinate the basic needs of emergency medical and social services required during and after evacuation.
   g. Identify a staging area for personnel and equipment in conjunction with ESF 6 and ESF 8.
   h. Establish, organize, train, equip and provide for the deployment of damage assessment teams into affected area.
   i. Establish procedures for agencies, organizations and local governments to maintain expenditures.

57

       j. Plan and/or attend meetings to ensure planning functions
         are carried out to support this ESF.
       k. Participate in and/or conduct exercises and tests to evaluate
         local capability.
       l. Identify Points of Distribution (POD) locations in the
         county to serve the public; coordinate designation of these
         areas with GEMA.

2. Mitigation/Preparedness
       a. Monitor potential or developing incidents and support the
         efforts of operations.
       b. Activate and staff EOC according to event magnitude.
       c. Coordinate operations and situational reporting to the State
         Operations Center.
       d. Request logistical assistance from supporting agencies and
         MOUs partners, as necessary.
       e. Anticipate and plan for the support of staging areas,
         distribution sites, opening of shelters (to include
         neighboring jurisdictions), in conjunction with ESF 6 and
         ESF 8.
       f. Work with ESF 6 and ESF 8 to provide support for
         movement of people, including individuals with special
         needs, through coordination with appropriate
         agencies/organizations.
       g. Assign Damage Assessment Teams to survey impact to
         county.
       h. Compile initial damage assessments reports and forward to
         the SOC.
       i. Assist in coordination of state damage assessment
         activities.
       j. Maintain records of expenditures and document resources
         utilized during recovery.
       k. Collect and process information regarding recovery
         activities to include anticipating types of recovery
         information the EOC and other state agencies will require.
       l. Coordinate and/or participate in briefings, conference calls,
         etc. to maintain and provide situational awareness.
       m. Provide updated information for ESF 15 to distribute to
         the public and media.
       n. Resume day-to-day operations.

III. RESPONSIBILITIES

A. Dawson County Emergency Services – EMA

1. Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

2. Coordinate the flow of information within the Emergency Operations Center.

3. Coordinate the efforts to collect, process, report, and display essential information.

4. Facilitate support for planning response operations.

5. Distribute plans and reports to the State and other ESF's.

58

6. Maintain records of expenditures and document resources utilized during response and recovery efforts.

7. Attend regularly scheduled meetings to ensure planning functions are implemented in support.

8. Identify and provide staff representatives to support the ESF and other operational information related to these activities.

9. Request asset support from volunteer and private sector agencies.

10. Participate in drills and exercises to evaluate local response capabilities.

11. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and forward records to the primary agency.

B. Dawson County Board of Commissioners

1. Attend coordination meetings to ensure planning functions are implemented to support ESF - 5 (Emergency Management)

2. Identify and provide staff representatives to support the ESF and other operational information related to critical activities

3. Request asset contributions from volunteer and private sector agencies

4. Participate in drills and exercises to evaluate local capabilities

5. Maintain records of expenditures and document resources utilized during recovery in accordance with the Resource Support policies and procedures and report these records to the primary agency

C. Dawsonville City Government

1. Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management)

2. Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

3. Request asset contributions from volunteer and private sector agencies

4. Participate in drills and exercises to evaluate local capabilities

5. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

IV. COUNTY SPECIFIC INFORMATION

Develop a list of county employees that are not currently in emergency operation positions to supplement areas of need in all 15 ESF functions during a disaster situation. Dawson County BOC has entered into a State Wide Mutual aid agreement with GEMA.

59

EMERGENCY SUPPORT FUNCTION 6
MASS CARE, HOUSING, AND HUMAN SERVICES

Primary Agency
Dawson County Dept of Family and Children Services

Support Agencies
American Red Cross
Dawson County Board of Education
Dawson First (C.E.R.T)
Dawson County Health Dept
Dawson County Mental Health
Dawson County Senior Citizens Center Etowah
Water Sewer

I. INTRODUCTION

The emergency support function of mass care, housing and human services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by a disaster or emergency.

1. Coordinate the tasking of all sheltering activities during a disaster.

2. Coordinate with ESF 8 to establish and operate of mass feeding facilities in areas affected by disasters.

3. Coordinate with relief efforts provided by volunteer organizations performing mass care functions.

4. Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.

5. Work with ESF 8 to coordinate provision of emergency first aid in shelters and fixed feeding sites.

6. Coordinate provision of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.

7. Coordinate with ESF 12 to ensure each shelter has power generation capabilities.

B. Scope

This ESF is structured to promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disaster or emergency. This includes economic assistance and other services for individuals impacted by the incident.

Activities within the scope of this function include:

1. **Preparedness**
   a. The primary agency will prepare for disasters by coordinating with support agencies for their participation in exercises.
   b. ESF 8 will provide ESF 6 with regularly updated lists of planned special needs shelters or other special needs units in existence in each county.
   c. ESF 6 will maintain a roster of primary contact ESF personnel.
   d. ESF 6 will coordinate with the American Red Cross (ARC), Dawson County Emergency Management Agency, and GEMA to ensure an up-to-date shelter list is available.
   e. ESF 6 will procure and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
   f. ESF 6 agencies will participate in exercises and training to validate this annex and supporting SOPs.
   g. Ensure all ESF 6 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. **Response**
   a. Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
   b. ESF 6 will coordinate with ESF 5 and ESF 11 regarding mass feeding sites established by responding emergency management agencies.
   c. Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization, state and county emergency management agencies.
   d. ESF 6 will monitor occupancy levels and ongoing victim's needs, and will provide ESF 5 with an updated list of operational shelters.
   e. ESF 6 will coordinate with Dawson County Emergency Management Agency, ARC, VOAD, and ESF 8 to update lists of available shelters including special needs shelters.
   f. ESF 6 will coordinate with ESF 8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
   g. ESF 6 will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the County EOC and the managing agency. This may include radio, telephone, computer, or cellular telephone communication devices.
   h. ESF 6 will provide a list of mass care sites requiring restoration of services to EOC Operations.
   i. ESF 6 will coordinate with ESF 13 regarding additional security resources, if needed, at mass care shelters.

3. **Recovery**
   a. ESF 6 will coordinate with ESF 5, ESF 11, and ESF 8 to establish or support existing mass feeding sites operated by the American Red Cross, Salvation Army, and other volunteer agencies. The first priority of mass feeding activities will be disaster victims.

Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.

b. ESF 6 will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.

c. ESF 6 will coordinate with ESF 3 for garbage removal and ESF 8 for sanitation requirements and inspections at mass feeding sites in conjunction with county agencies.

d. ESF 6 will coordinate with ESF 11 and other responsible agencies for the provision of food and water to mass feeding sites, if needed. Liaison will be established with ESF 11 and 8 to ensure continued coordination for mass feeding.

e. Anticipate and plan for arrival of and coordination with state ESF 6 personnel in the EOC and Joint Field Office (JFO).

4. Mitigation

a. ESF 6 agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.

b. Support requests and directives resulting from GEMA concerning mitigation and/or re-development activities.

c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

II. CONCEPT of OPERATIONS

A. Mass Care Services

1. Strategy

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

The mass care function is the primary responsibility of Dawson County Department of Family and Children Services and support for this function is the responsibility of American Red Cross, Dawson County Board of Education, Dawson First (C.E.R.T.), Dawson County Health Department, Dawson County Mental Health, Dawson County Senior Citizens Center and Etowah Water and Sewer.

2. Actions

a. Mitigation/Preparedness

i. Coordinate MOUs with appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families.

ii. Maintain, through the County Department of Family and Children Services, in coordination with the EMA, American Red Cross, Public Health Department, and Rehabilitation Services Office, an updated list of shelters with all relevant information (e.g., location, capacity, health inspection status, accessibility level, pet space, contact telephone numbers, and pager numbers).

iii. Request that the American Red Cross assume responsibility for securing shelter and feeding

arrangements, train shelter workers, provide shelter management, prepare first-aid kits, prepare media releases of shelter locations, operate shelters, and maintain shelter records.

    iv.   Coordinate with the American Red Cross and EMA to establish a communication system between the EOC and shelters.

    v.   Prepare for evacuation and care of protective service recipients during an emergency or disaster.

    vi.   Participate in drills and exercises to evaluate mass care and shelter response capability.

    b. Response/Recovery
        i.   Support opening and operating American Red Cross shelter(s), at the request of the EMA.

        ii.   Assist with the staffing of the American Red Cross shelters, in coordination with ESF 8 and other applicable agencies, as requested upon opening.

        iii.   Provide staffing support for American Red Cross Services Centers and local Disaster Recovery Centers (DRCs), upon request.

        iv.   Ensure evacuation and care of protective service recipients and arranging for re-entry.

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

B. Food Services

    1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with ESF 11 and involve other support agencies and organizations.

Food services is the primary responsibility of Dawson County Department of Family and Children Services and support for this function is the responsibility of American Red Cross, Dawson County Board of Education, Dawson First (C.E.R.T.), Dawson county Health Department, Dawson County Mental Health, Dawson County Senior Citizens Center and Etowah Water and Sewer.

    2. Actions

        a. Mitigation/Preparedness
            i.   Identify agencies and organizations with food preparation and distribution capabilities and coordinate MOUs with appropriate entities.

            ii.   Maintain procedures and responsibilities for food service, issuance, and distribution, in coordination with the EMA and/or other agencies.

            iii.   Establish a system for county implementation of Expedited and/or Emergency Food Stamps.

            iv.   Develop a system for mobile and on-site feeding of emergency workers and shelter residents.

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v.   Participate in tests and exercises to evaluate food distribution and service response capability.
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b.   Response/Recovery
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i.   Work with the EMA to determine food and water needs.

ii.   Begin plan implementation as expeditiously as possible.

iii.   Coordinate community resources and personnel to assist with food and water services and/or distribution.

iv.   Establish sites for food and water service, distribution, and issuance.

v.   Implement the Expedited and/or Emergency Food Stamp Programs at the request of the local government, in coordination with the EMA director.

vi.   Work with ESF 8 and ESF 11 to monitor food and/or water for contamination and issuance of health-related public service announcements, as necessary.

vii.   Continue the provision of food and/or water throughout reentry and recovery.

viii.   Maintain records, expenditures, and document resources utilized during recovery.
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III. RESPONSIBILITIES

A. Dawson County Department of Family and Children Services

1. **Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support ESF 6**

2. **Ensure the presence of resource materials in sufficient numbers in the ESF location, like:**

   • **shelter listings for each agency with names and numbers of each shelter manager**

   • **locations of all mass feeding sites**

   • **the names of site managers**

3. **Provide a system for recording incoming request for mass care, housing, and human services**

4. **Establish a protocol for prioritizing response activities**

5. **Coordinate activities with other ESF's**

6. **Maintain records of expenditures and document resources utilized during response and recovery efforts**

B. American Red Cross

1. Open, administer and operate all shelters

2. Attend regular coordination meeting to ensure planning functions are implemented to support this ESF

3. Identify and provide staff representatives to support the ESF and other operational information related to these activities

4. Request volunteer agencies and private resources with assets to contribute those assets to the response effort

64

      5. Participate in drills and exercises to evaluate local capabilities

      6. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

C. Dawson County Board of Education

      1. Support sheltering activities with personnel and facilities specifically through contractual agreements between Dawson County Board of Education and the American Red Cross

      2. Attend regular meetings to ensure planning functions are implemented to support this ESF

      3. Identify, train and provide staff representatives to support the ESF and other operational information related to these activities

      4. Participate in drills and exercises to evaluate local capabilities

      5. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

D. Dawson County First (C.E.R.T.)

      1. **Assist with shelter management and activities**

E. Dawson County Health Department

      1. Support mass care, housing, and human services activities with personnel and resources

      2. Attend regular meetings to ensure planning functions are implemented to support this ESF

      3. Participate in drills and exercises to evaluate local capabilities

      4. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these to the primary agency

F. Dawson County Mental Health

      1. **Staff to assist county residents with human services**

G. Dawson County Senior Citizens Center

      1. **Staff personnel to assist seniors with human services**

H. Etowah Water and Sewer

      1. **Restore water and sewer service to county**

IV. COUNTY SPECIFIC INFORMATION

Dawson County has currently 7 shelter location through-out the county. Three of the seven are currently Red Cross shelters. Two other shelters are currently being evaluated by Red Cross

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT

Primary Agency
   Dawson County Board of Commissioners

Support Agencies
   American Red Cross
   Dawson First (C.E.R.T)
   Dawson County Emergency Services-EMA
   Dawsonville City Government

l. INTRODUCTION

The emergency support function of resource support services involves direction and coordination of volunteers, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. This ESF has been established to provide logistical and resource support to local entities in supporting emergency response and recovery efforts during an emergency or disaster.

   1. ESF 7 shall plan, coordinate and managing resource support and delivery in response to and recovery from a major disaster or catastrophe.

   2. ESF 7 shall provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.

   3. ESF 7 support agencies will furnish resources as required.

   4. Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency procedures under Georgia Statute and Dawson County policies and ordinances.

B. Scope

   1. Preparedness

   a. Develop methods and procedures for responding to and complying with requests for resources.
   b. Develop procedures for reimbursing private vendors for services rendered.
   c. Develop lists of private vendors and suppliers and their available resources.
   d. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies
   e. Develop and train ESF 7 personnel on County emergency procurement procedures for acquiring supplies, resources, and equipment.
   f. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
   g. Participate in exercises and training to validate this annex and supporting SOPs.

66

h. Develop a Countywide logistics plan and coordinate with ESF 1 to support logistics operations.
i. Ensure all ESF 7 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

a. Alert those agencies whose personnel, equipment, or other resources may be used.
b. Establish a resource tracking and accounting system, including management reports.
c. Assess initial reports to identify potential resource needs.
d. Identify procurement resources and potential facility locations in the disaster area of operations.
e. Provide data to the Public Information Office for dissemination to the public.
f. Locate, procure, and issue to county agencies the resources necessary to support emergency operations to include coordination with General Services Real Property Management to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
g. Execute countywide logistics plan and coordinate with ESF 1 to support logistics operations.
h. Coordinate with the state to develop procedures for deploying state resources and personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
i. Coordinate with ESF 13 to evaluate warehouse security requirements.

3. Recovery

a. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
b. Anticipate and plan for arrival of and coordination with state ESF 7 personnel in the EOC and the Joint Field Office (JFO).

4. Mitigation

a. Support and plan for mitigation measures.
b. Support requests and directives resulting from the state concerning mitigation and/or re-development activities
c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

The volunteer services function is the primary responsibility of Dawson County Board of Commissioners and support for this function is the responsibility of American Red Cross, Dawson First (C.E.R.T.), Dawson County Emergency Services-EMA, Dawsonville City Government.

B. Actions

    1. Mitigation/Preparedness

        a. Maintain a list of volunteers and private organizations, local businesses, and individuals available to provide services, resources, and donated goods.

        b. Execute MOUs between county EMA and support agencies/organizations.

        c. Notify volunteer organizations when an emergency or disaster is threatening or underway.

        d. Alert and request assistance, as appropriate.

        e. Participate in and/or conduct exercises and tests.

    2. Response/Recovery

        a. Support delivery of services to victims.

        b. Coordinate staging areas for volunteers to unload, store, or disperse donated goods.

        c. Assess the continuing volunteer service needs of the disaster victims.

        d. Resume day-to-day operations.

III.   RESPONSIBILITIES

A. Dawson County Board of Commissioners

    1. Coordinate with each support agency through regular meetings to ensure planning functions are implemented

    2. Coordinate the development of logistical framework to support recovery operations

    3. Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with Central Services

    4. Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies

B. American Red Cross

    1. Attend planning meetings to ensure the planning functions are implemented to support this ESF

    2. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available

    3. Maintain applicable records in accordance with Resource Support policies

C. Dawson County First (C.E.R.T.)

    1. Provide logistical, planning, and operational support as required

D. Dawson County Emergency Services- EMA

    1. Attend planning meetings to ensure planning functions are implemented to support this ESF

    2. Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County EOP or to promote public safety

3. Locate and coordinate the use of available space for incident management activities

4. Conduct a needs assessment and prioritize the deployment of resources based on your area of responsibility.

5. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

E. Dawson County Emergency Services- EMA

1. Attend coordination meetings to ensure planning functions are implemented to support this ESF

2. Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility

3. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

IV.   COUNTY SPECIFIC INFORMATION

Finance and Purchasing department would assist in this ESF.

EMERGENCY SUPPORT FUNCTION 8
PUBLIC HEALTH and MEDICAL SERVICES

Primary Agency
  Dawson County Health Department

Support Agencies
  Dawson County Emergency Services-EMA

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l. INTRODUCTION

The emergency support function of health and medical services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs for potential or actual disasters and emergencies and/or during a developing potential health and medical situation. Additionally, to delineate procedures for the identification, recording, transportation, sheltering and care of persons requiring special needs in anticipation of, or during an emergency or disaster.

1. ESF 8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.

2. ESF 8 will not release medical information on individual patients to the general public to ensure patient confidentiality protection.

3. ESF 8 will prepare reports on casualties/patients to be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to ESF 15 for informational releases.

4. ESF 8 will establish clear lines of communication and integration of expectations will be established on a routine basis with the EOC.

B. Scope

This ESF is structured to oversee in identifying and meeting the public health and medical needs, to include emergency medical personnel, facilities, vehicles, equipment and supplies for victims, including people with special needs. The emergency operations necessary for the performance of this function include but are not limited to:

1. Preparedness

  a. General
   i.   Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
   ii. Participate in exercises and training to validate this annex and supporting SOPs.
   iii. Ensure all ESF 8 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

b. Medical Care
- i. Coordinate the provision of medical and dental care.
- ii. Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
- iii. Maintain inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
- iv. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
- v. When emergency facilities are not available, plan for establishment of emergency medical care centers.
- vi. Plan for requesting medical assistance teams and coordinate for their support while operating within the county.
- vii. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.

c. Persons with Special Needs
- i. Identify and contact special needs populous and assisted living facilities to coordinate assistance and conduct needs assessments.
- ii. Consider all needs such as persons with physical disabilities, special medical needs, communication disabilities, elderly persons, and non-English speakers in the planning process.
- iii. Develop evacuation and relocation procedures for persons with special needs.
- iv. Develop procedures to monitor health information and records of persons being evacuated or relocated.
- v. Plan for deployment of food services or medical services to persons that may be mobility impaired.
- vi. Establish plans for evacuation and care of special needs in conjunction with state partners.

d. Public Health and Sanitation
- i. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies (including veterinary drugs).
- ii. Develop procedures to monitor public health information.
- iii. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
- iv. Develop procedures for inspection of individual water supplies.
- v. Develop procedures for identification of disease, vector, and epidemic control.
- vi. Develop emergency immunization procedures.
- vii. Identify laboratory testing facilities.

e. Crisis Counseling
- i. Develop procedures for rapidly providing crisis counseling and mental health/substance abuse assistance to individuals and families, to include organizing and training crisis counseling teams.
- ii. Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide mental health and substance abuse assistance during disasters.

2. Response

   a. General
      i. Coordinate information releases to the public with the public information officer in the EOC Public Information Group.
      ii. Coordinate with State and Federal agencies as required.
      iii. Maintain records of expenditures and resources used for possible later reimbursement.

   b. Medical Care
      i. Coordinate the delivery of health and medical services.
      ii. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies.
      iii. Assist the coordination of patient evacuation and relocation.
      iv. Assist with hazardous materials response.

   c. Public Health and Sanitation
      i. Manage public health and sanitation services.
      ii. Determine need for health surveillance programs throughout County.
      iii. Issue Public Health notice for clean-up on private property.
      iv. Arrange for the provision of medical personnel, equipment, and supplies as well as special dietary and housing needs.
      v. Notify state of planning limitations regarding evacuation and core individuals with special needs.

   d. Crisis Counseling
      i. Coordinate for the provision of mental health and recovery services to individuals, families, and communities

3. Recovery

   a. General
      i. Anticipate and plan for arrival of, and coordination with state ESF 8 personnel in the EOC and the Joint Field Office (JFO).
      ii. Ensure ESF 8 members or their agencies maintain appropriate records of activities and costs incurred during the event.

   b. Medical Care
      i. Assist with restoration of essential health and medical care systems.
      ii. Assist with restoration of permanent medical facilities to operational status.
      iii. Assist with restoration of pharmacy services to operational status.
      iv. Assist with emergency pharmacy and laboratory services.

   c. Persons with Special Needs
      i. Continue coordination with agencies and organizations caring for people with special needs for return to assisted living facilities or relocation.
      ii. Encourage and assist vulnerable populations to create and keep emergency preparedness and response plans.

   d. Public Health and Sanitation
      i. Monitor environmental and epidemiological surveillance.

ii.　Continue long-term emergency environmental activities.

　　　　e.　Crisis Counseling
　　　　　　i.　Coordinate the management of continuous mental health and substance abuse assistance to individuals and families.

　4.　Mitigation
　　　　a.　Support and plan for mitigation measures.
　　　　b.　Support requests and directives resulting from the state concerning mitigation and/or re-development activities.
　　　　c.　Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II.　CONCEPT of OPERATIONS

A.　Strategy

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

The health and medical services function are the primary responsibility of Dawson County Health Department and support for this function is the responsibility of Dawson County Fire and Emergency Services – EMS.

B.　Actions

　1.　Mitigation/Preparedness
　　　　a.　Coordinate MOUs with all appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families.
　　　　b.　Plan for the continuity of health and medical services, in conjunction with the EMA, American Red Cross, Community Mental Health agency and Rehabilitation Services office.
　　　　c.　Establish a directory of health and medical resources.
　　　　d.　Work with the American Red Cross on the identification of volunteers and provision of training.
　　　　e.　Maintain a coordinated approach with state public health.
　　　　f.　Participate in drills and exercises to evaluate health and medical services response capability.

　2.　Response/Recovery
　　　　a.　Assist the EMA with health and medical resources, services, and personnel upon notification of an emergency or disaster.
　　　　b.　Support the American Red Cross with health and medical services during shelter operations, as requested upon opening.
　　　　c.　Secure, in conjunction with the EMA, American Red Cross, other agencies and organizations, and the private sector, mental health, rehabilitation assistance, and other services, when necessary.
　　　　d.　Assist EMA, American Red Cross, other community agencies and organizations, and the private sector with issues affecting people who have special needs.
　　　　e.　Provide informational support to emergency medical services;
　　　　f.　Channel all relevant health and medical information for public release through the EMA and state public health.
　　　　g.　Continue service assistance throughout reentry and until all health and

medical issues are resolved.

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

III.   RESPONSIBILITIES

A. Dawson County Health Department

1. Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF

2. Provide leadership in directing, coordinating, and integrating the overall county efforts to provide medical and public health assistance to affected areas

3. Determine need for additional personnel and resources and initiate mutual aid request to the EOC

4. Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies, and equipment.

5. Establish, as needed, active and passive surveillance systems for the protection of public health

6. Coordinate the response for safety of food and drugs, mental health problem victims, water systems, and victim identification/mortuary services.

B. Dawson County Emergency Services - EMS

1. Coordinate the evacuation of patients from the disaster area as requested

2. Coordinate the transport of victims to medical facilities in accordance with approved transport protocols

3. Coordinate basic and advanced life support activities, Emergency Medical Technicians and Paramedics

4. Coordinate the notification, information update and evacuation assistance to the medical facilities within the county

IV.   COUNTY SPECIFIC INFORMATION

Maintain a current listing of hospital phone numbers to assist in evaluating transport destinations.

EMERGENCY SUPPORT FUNCTION 9
SEARCH and RESCUE

Primary Agency
  Dawson County Emergency Services-EMA

Support Agencies
  Dawson County Emergency Services-EMS
  Dawson First (C.E.R.T.)
  Dawson County Emergency Services-FIRE

I. INTRODUCTION

The emergency support function of search and rescue involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

Rapidly deploy local search and rescue components to provide specialized life-saving assistance to municipal authorities during an emergency or disaster.

1. EMA will assist in coordinating county assets and augment agencies having SAR responsibilities and may request state and Federal SAR assistance.
2. ESF 9 will interface with ESFs 1 and 8 to assist with medical assistance and the transportation of victims beyond initial collection points.

B. Scope

Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures. Non-urban SAR activities include, but are not limited to, emergency incidents that involve locating missing persons, boats which are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue.

The emergency operations necessary for the performance of this function include, but are not limited to:

1. Preparedness
   a. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
   b. Participate in exercises and training to validate this annex and supporting SOPs
   c. Maintain liaison with State urban search and rescue assets and plan for reception of external assets.
   d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
   e. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
   f. Ensure all ESF 9 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

    2. Response
        a. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
        b. Using the ICS, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
        c. Deploy liaison teams to county EOC or incident base of operations, as needed.
        d. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
        e. Coordinate other State and Federal support for search and rescue operations to include planning for reception and deployment to area of operations.
        f. Coordinate with ESF 1 for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.

    3. Recovery
        a. Continue to support local operations and plan for a reduction of operations.
        b. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
        c. Anticipate and plan for arrival of and coordinate with state ESF 9 personnel in the EOC and the Joint Field Office (JFO).
        d. Require ESF 9 team members and their agencies maintain appropriate records of costs incurred during the event.

    4. Mitigation
        a. Support and plan for mitigation measures.
        b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
        c. Document matters that may be needed for inclusion in county or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

The search and rescue function are the primary responsibility of Dawson County Fire & Emergency Services-EMA and support for this function is the responsibility of Dawson First (C.E.R.T.), Dawson County Emergency Services-EMS and Dawson County Emergency Services-FIRE.

B. Actions

    1. Mitigation/Preparedness
        a. Establish and maintain uniform search and rescue procedures.
        b. Recruit, train, and certify search and rescue personnel.
        c. Develop an inventory of resources, equipment, and personnel.
        d. Enter MOUs for additional assistance and/or logistical support.

e.   Conduct and/or support community education programs on
        survival.
f.   Establish a record keeping system.
g.   Participate in drills and exercises to evaluate search and rescue
        response capability.

2. Response/Recovery
a.   Respond to requests by the EMA
b.   Monitor response efforts
c.   Channel emergency search and rescue information to the EMA-EOC
d.   Support request from other community agencies and/or
        jurisdictions.
e.   Maintain records, expenditures, and document resources utilized during
        recovery.

III. RESPONSIBILITIES

A. Dawson County Emergency Services- EMA

1. Provide coordination and resources to support the ESF

2. Maintain appropriate documentation and record keeping

B. Dawson County First (C.E.R.T.)

1. **Provide personnel to assist in search and rescue operations**

C. Dawson County Fire & Emergency Services - EMS

1. Establish a medical plan for each SAR Team

2. Provide medical support, including rehab, and any additional resources to support the SAR
Teams

D. Dawson County Fire & Emergency Services -Fire

1. The Fire Service EOC designee will coordinate provision of representatives on a 24-hour basis
to the EOC. The composition of each SAR team shall be determined by the Incident
Commander/SAR Coordinator

2. The local SAR leaders will coordinate with ESF 3 for assistance in completing any structural
shoring required to ensure the safety of the teams

3. The local SAR leaders will coordinate with ESF 13 to provide security for the SAR Teams

IV. COUNTY SPECIFIC INFORMATION

County K-9 teams will be used to assist in SAR activities

77

EMERGENCY SUPPORT FUNCTION 10
HAZARDOUS MATERIALS

Primary Agency
   Dawson County Emergency Services-FIRE

Support Agencies
   Dawson County Emergency Services-EMA
   Dawson County Sheriff Department

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l. INTRODUCTION

The emergency support function of hazardous materials involves direction and coordination, operations and follow-through during an emergency or disaster.

   A. Purpose

   This ESF coordinates County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during disasters or emergencies.

   B. Scope

   This ESF will provide a coordinated response by local resources and initiate requests for state and federal resources when necessary to minimize adverse effects on the population and environment resulting from the release of or exposure to hazardous or radiological materials.

   1. The emergency operations necessary for the performance of both radiological and non-radiological components of this function include but are not limited to:

      a. Preparedness
         i. Prepare an inventory of existing threats using SARA Title III, Tier II information.
         ii. Plan for response to hazardous materials incidents.
         iii. Develop plans for communications, warning, and public information.
         iv. Develop procedures for identification, control, and clean-up of hazardous materials.
         v. Provide, obtain, or recommend training for response personnel using courses made available by FEMA, Department of Energy (DOE), Nuclear Regulatory Commission (NRC), the Georgia Public Safety Training Center, EPA, and manufacturers and transporters of hazardous materials, as well as training based on OSHA requirements for each duty position

      b. Response
         i. ESF 10 will coordinate, with the Unified/Incident Command, all hazardous substance response specific efforts and provide information to the EOC for coordination of all other municipal efforts.
         ii. Provide 24-hour response capability and dispatch personnel to an incident scene as necessary.
         iii. ESF 10 will assess the situation to include: the nature, amount and

location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare and the environment.

    iv. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.

    v. Provide protective action recommendations, as the incident requires.

    vi. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.

    vii. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF 8 regarding decontamination of injured or deceased personnel.

    viii. Coordinate decontamination activities with appropriate local, state, and federal agencies.

    ix. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.

    x. Coordinate with ESF 1 for the use of staging areas and air assets, and technical advice and assistance on regulated rail.

    xi. Coordinate with ESF 3 for technical assistance on water, wastewater, solid waste, and disposal.

    xii. Coordinate with ESF 12 for technical advice and assistance on intra-County pipelines.

    xiii. Coordinate with GEMA for use of state assets.

c. Recovery

    i. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.

    ii. Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF 10 team members or their agencies maintain appropriate records of costs incurred during the event.

    iii. Anticipate and plan for arrival of, and coordination with, state ESF 10 personnel in the EOC and the Joint Field Office (JFO).

d. Mitigation

    i. Support and plan for mitigation measures.

    ii. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.

    iii. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

The hazardous materials services function is the primary responsibility of Dawson County Fire & Emergency Services-FIRE and support for this function is the responsibility of Dawson County Fire & Emergency Services-EMA, and Dawson County Sheriff Department.

B. Actions

1. Mitigation/Preparedness

    a. Prepare a facility profile and inventory of potential hazardous materials.

    b. Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous materials threats and on-site inspections.

    c. Plan for response to hazardous materials incidents and coordinate with the EMA and other first responders.

    d. Develop procedures for identification, communications, warning, public information, evacuation, control, and monitoring and/or supervising cleanup of hazardous materials.

    e. Obtain training for response personnel available through GEMA, Georgia Fire Academy, manufacturers and shippers of hazardous materials, and/or other sources.

    f. Participate in drills and exercises to evaluate hazardous materials response capabilities.

2. Response/Recovery

    a. Verify incident information and notify the EMA and other applicable agencies.

    b. Establish a command post at a safe distance near the scene or staff the EOC, if the situation becomes excessive.

    c. Provide further information on the situation to the EMA and convey warnings for dissemination to the public.

    d. Request assistance for emergency health and medical, as well as mass care, if the situation warrants.

    e. Ensure availability of expertise and equipment to manage the incident.

    f. Utilize proper procedures for containment to prevent additional dangers.

    g. Support response teams, owner, shipper, state, and/or federal environmental personnel during cleanup.

    h. Establish area security and prohibit all unauthorized personnel from entering the containment area.

    i. Terminate cleanup operations after dangerous situation subsides.

    j. Maintain records, expenditures, and document resources utilized during recovery.

III. RESPONSIBILITIES

    A. Dawson County Fire & Emergency Services -Fire

        1. Coordinate the provision of local firefighting personnel and equipment

        2. Coordinate and assign any responding mutual aid resources

        3. Establish any hot zones and coordinate evacuations from these areas

    B. Dawson County Fire & Emergency Services- EMA

        1. Provide support and assistance as requested and available

        2. Maintain a list of all hazardous material clean up companies

    C. Dawson County Sheriff Department

        1. Provide support and assistance as requested and available

IV. COUNTY SPECIFIC INFORMATION

All county public safety vehicles have Emergency Response Guides that gives details of any type of potential hazardous material.

EMERGENCY SUPPORT FUNCTION 11
AGRICULTURE and NATURAL RESOURCES

Primary Agency
    Dawson County Cooperative Extension Service

Support Agencies
    Dawson County Animal Control

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l. INTRODUCTION

The emergency support function of agriculture and natural resources involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose
This ESF provides operational guidance to those who are assigned to work this ESF. This ESF has been established to support provision of nutrition assistance, management of diseases, food safety, and to protect significant properties.

1. Actions undertaken through ESF 11 are coordinated with and conducted cooperatively with state and local incident management officials and with private entities.

2. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary agency for the incident.

3. Food Safety and Inspections are activated upon notification of the occurrence of a potential or actual disaster or emergency by the Department of Public Health.

4. Actions undertaken are guided by and coordinated with County and local emergency preparedness and response officials and State and Federal officials and include existing USDA internal policies and procedures.

5. Actions undertaken under ESF 11 to protect, conserve, rehabilitate, recover and restore resources are guided by the existing internal policies and procedures of the primary agency for each incident.

6. The primary agency for each incident coordinates with appropriate ESFs and other annexes to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

7. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation.

8. Assurance of food safety and food security.

9. Protection of natural and cultural resources and historic property resources before, during, and/or after a disaster or emergency.

B. Scope

To provide for the following functional responsibilities:

-Identify, secure and distribute food, bottled beverages, and supplies, and support the

provision for sanitary food storage, distribution, and preparation during an emergency or disaster;

-Provide for mitigation, response and recovery to natural disasters, and/or acts of terrorism affecting animals, agriculture production, and the food sector; Assist agriculture in an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease, or a highly ineffective or economically devastating plant pest disease or infestation;

-Assist with agriculture production, animal industry, and wildlife adversely affected by a disaster, either natural or man-made; and,

-Conserve, rehabilitate, recover and restore natural, cultural, and historic properties prior to, during, and after a man-made or natural disaster.

1. Preparedness

   a. Maintain an accurate roster of personnel assigned to perform ESF 11 duties during a disaster.
   b. Identify and schedule disaster response training for ESF 11 personnel.
   c. Maintain current food resource directories to include maintaining points of contact.
   d. Identify likely transportation needs and coordinate with ESF 1.
   e. Ensure all ESF 11 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

   a. Lead support agencies will maintain a roster of personnel assigned to perform ESF 11 duties during a disaster.
   b. Coordinate with ESF 6 and ESF 5, regarding mass feeding sites established by responding emergency management agencies.
   c. ESF 11 will coordinate with EMA and Public Health to update lists of all available provision of medical services with appropriate agencies.
   d. ESF 6 will provide a list of mass care sites requiring restoration of services to EOC Operations.
   e. ESF 6 will coordinate with ESF 13 regarding additional security resources, if needed, at mass care shelters.

3. Recovery

   a. ESF 11 will coordinate with ESFs 5, 6, and 8 to establish or support existing mass feeding sites operated to ensure optimal access for public service based on emergency needs.
   b. ESF 11 will coordinate with State agencies for the provision of food and water to mass feeding sites, if necessary.

4. Mitigation

   a. Support and plan for mitigation measures.
   b. Support requests and directives resulting from GEMA and/or other state agencies and federal partners concerning mitigation and/or re-development activities.
   c. Document matters that may be needed for inclusion in agency, county, or state/federal briefings, situation reports and action plans.
   d. Work to educate citizens on disaster preparedness and disaster mitigation activities.

II. CONCEPT of OPERATIONS

A. Natural Disaster and Animals, Animal Industry and Wildlife

1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of ESF 11 will coordinate with the Georgia Department of Agriculture (GDA) and the Georgia Department of Natural Resources (DNR), and the lead state agencies for ESF 11. The GDA will develop and maintain Standard Operating Procedures to include, but not limited to poultry, cattle, swine, dairy, equine, goats, sheep, and companion animal industries for a natural disaster. DNR will develop and maintain Standard Operating Procedures regarding aquaculture, seafood, wildlife, and exotic animals for natural disasters and the preservation of natural, cultural, and historic resources.

2. Actions

    a. Mitigation/Preparedness
        i. Develop mutual aid agreements with professional associations and private agencies/organizations.
        ii. Coordinate with ESF 6 in identifying potential pet friendly shelters near approved emergency American Red Cross shelters.
        iii. Participate in and/or conduct exercises or tests regularly, to validate this ESF and related SOPs.
        iv. Prepare, in conjunction with GEMA, public service announcements (PSAs) to increase public awareness regarding pet options and animal directives.
        v. Participate in drills and exercises to evaluate animal and animal industry response capability.

    b. Response/Recovery
        i. Support the EMA-EOC with all available resources.
        ii. Coordinate local emergency response with regional and state systems.
        iii. Request additional personnel and equipment for triage and shelter facilities, when necessary.
        iv. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
        v. Obtain additional supplies, equipment, personnel, and technical assistance from support agencies and the private sector.
        vi. Provide assistance and care for livestock and other animals impacted by the disaster. If this assistance and care cannot be provided locally, request assistance from ESF 11 through the SOC.
        vii. Provide information to state ESF 11 on all available animal shelter facilities and confinement areas identified, before, during and after the disaster.

    viii. Assist with the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination. Request additional assistance from state ESF 11 as needed.

    ix. Support GA-SART(s) as necessary.

    x. Coordinate with supporting agencies and Volunteer Agencies Active in Disaster (VOAD) for additional animal emergency sheltering and stabling for both large and small animals.

    xi. Restore equipment and supplies to a normal state of operational readiness.

    xii. Maintain financial records on personnel, supplies, and other resources utilized. Report to EMA upon request.

    xiii. Resume day-to-day operations.

B. Nutrition Assistance and Food Safety

    1. Strategy

    The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations.

    2. Actions

      a. Mitigation/Preparedness

        i. Identify agencies and organizations responsible for food safety inspections and monitoring and coordinate MOUs with appropriate entities.

        ii. Maintain procedures and responsibilities for food inspection and response to threatened food supplies.

        iii. Establish a system for the notification process of suspected or adulterated food supplies.

        iv. Participate in tests and exercises to evaluate communication with other agencies with food safety and security duties.

        v. Coordinate with ESF 6, the response to mass food distribution from secured sources.

        vi. Coordinate the development of an operational plan that will ensure timely distribution of food and drinking water.

        vii. Assess the availability of food supplies and storage facilities capable of storing dry, chilled, or frozen food.

        viii. Assess the availability of handling equipment and personnel for support.

        ix. Develop notification procedures for mobilizing food services, personnel, and resources.

      b. Response/Recovery

        i. Coordinate with state and local agencies and authorities for requested support if county agencies are overwhelmed.

        ii. Identify proper state and federal agencies to contact in the event of suspicious activity contributing to adulterated food supplies.

        iii. Provide guidance for immediate local protective actions and reports, and establish communication with GDA and the Department of Human Resources (DHR).

iv. Work with local EMA to determine critical food needs of the affected population in terms of numbers of people and their location.

v. Coordinate community resources and personnel to assist with delivery services and/or distribution as necessary for secured food supplies.

vi. Provide assistance in support of ESF 6 Mass Care, establishing distribution sites and requirements for distribution.

vii. Establish linkages with volunteer and private agencies/organizations involved in congregate meal services.

viii. Secure food, transportation, equipment, storage, and distribution facilities.

ix. Initiate procurement of essential food and supplies not available from existing inventories.

x. Refer victims needing additional food to volunteer and private agencies/organizations.

xi. Coordinate with appropriate law enforcement in events where contamination of the food supply with a chemical or biological agent may have been suspicious or intentional.

xii. Designate certain individuals to serve as expert points of contact for law enforcement.

xiii. Provide for communication, surveillance, and response with all appropriate agencies in response to an act of agro-terrorism.

xiv. Coordinate public information and provide updates for ESF 15 to distribute to the public and media.

xv. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to local EMA and GEMA upon request.

xvi. Resume day-to-day operations.

C. Animal and Plant Diseases and Pests

1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations.

2. Actions

a. Mitigation/Preparedness

i. Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.

ii. Work with GDA and DNR to train first responders, community leaders, and the agricultural industry at the awareness level in agro-security and agro-terrorism.

iii. Work with GDA and DNR to provide for surveillance of foreign animal diseases or an animal disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to the animal industries, aquaculture or seafood industries, the economy, or public health of the state.

iv. Provide for surveillance of pests which may pose a potential or

substantial threat to agriculture, horticulture, the economy, or the public health of the state.

     v. Develop local plans and resources to enhance awareness of surveillance for early detection of animal health emergencies and agro-terrorism.

    vi. Conduct and/or participate in exercises, training sessions, and workshops to assist local communities and support agencies/organizations.

   vii. Encourage support agencies to develop emergency operations plans that detail their support functions for ESF 11.

b. Response/Recovery

     i. Work with GDA and other appropriate state agencies to coordinate the collection of samples, ensure proper packaging and handling, and deliver then to designated laboratories for testing.

    ii. Coordinate the crisis response and the resulting consequences, as well as cooperate with law enforcement officials and the State of Georgia in criminal investigations, if a terrorist act is suspected in connection with an agriculture, animal, or food incident.

   iii. Work with GDA to coordinate the decontamination and/or destruction of animals, plants, cultured aquatic products, food, and their associated facilities as determined necessary.

   iv. Support GDA's efforts to quarantine, stop sale, stop movement, and place other restrictions under GDA authority of animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.

    v. Secure supplies, equipment, personnel and technical assistance from support agencies/organizations, and other resources to carry out the response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to the state.

   vi. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.

   vii. Support any identified County Agriculture Response Teams (CARTs) and other local emergency response teams with the statewide support network and the State Agriculture Response Teams (GA-SARTs).

  viii. Determine need for mutual aid assistance and implement requests for assistance through local mutual aid agreements or through GEMA for state assistance, or mutual aid assistance through agreements such as the Emergency Management Assistance Compact (EMAC).

   ix. Request Veterinary Medical Assistance Team (VMAT) assistance through the SOC if needed.

    x. Coordinate operations to assure occupational safety measures are followed.

   xi. Coordinate damage assessment as necessary.

   xii. Restore equipment and supplies to a normal state of operational readiness.

  xiii. Coordinate public information to provide updates to ESF 15.

xiv. Maintain financial records on personnel, supplies, and other resources utilized and report to local EMA and GEMA upon request.

xv. Resume day-to-day operations.

D. Resource Protection

1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations. ESF 11 agencies will coordinate with public natural, cultural, and historic properties and state agencies to develop Standard Operating Procedures (SOPs) for disaster prevention, preparedness, and recovery.

On the state level, the Georgia Archives will manage, monitor, and assist in or conduct response and recovery actions to minimize damage to natural, cultural, or historic property resources, including essential government and historical records. ESF 11 agencies will request assistance for this resource through the SOC.

2. Actions

a. Mitigation/Preparedness

i. Participate in mutual aid agreements with government agencies, professional organizations, private agencies, and organizations.

ii. Develop inventory of natural, cultural, and historic resources that will be covered by this plan.

iii. Participate in a and/or conduct workshops for historical and cultural properties to encourage developmental plans for disaster prevention, preparedness, and recovery.

b. Response/Recovery

i. Support the disaster recovery with all available resources.

ii. If criminal activity is suspected, cooperate with the criminal investigation jointly with appropriate state and federal law enforcement agencies.

iii. Coordinate public information and provide updates for ESF 15 to distribute to the public and media.

iv. Provide technical assistance to public natural, historic and cultural properties in damage assessment; request needed technical assistance and damage assessment support from the state or federal government through the SOC.

v. Work with the state to reopen public natural, historic, and cultural properties as soon as safely possible, to the public.

vi. Request assistance from the state for preservation, scientific/technical, and records and archival management advice and information for stabilization, security, logistics, and contracting for recovery services of damaged natural, historic or cultural resources pertaining to documentary and archival records and historic documents.

88

vii. Maintain financial records on personnel, supplies, and other resources utilized and report to local EMA and GEMA upon request.

viii. Resume day-to-day operations.

III. RESPONSIBILITIES

A. Dawson County Cooperative Extension Service

1. Schedule regular meetings to support this function

2. Obtain and disseminate intelligence regarding information concerning this ESF

3. Identify potentially needed equipment and personal contacts for assistance

4. Perform the duties of the primary agency, as outlined in this ESF

B. Dawson County Animal Control

1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this function

2. Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility

3. Assemble a list of assets available to support the recovery and coordinate this information with the EOC

4. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment

5. Participate in drills and exercises to evaluate local capabilities

6. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

IV. COUNTY SPECIFIC INFORMATION

County EMA office maintains state and federal emergency contacts to assist

EMERGENCY SUPPORT FUNCTION 12
ENERGY

Primary Agency
Dawson County Emergency Services - EMA

Support Agencies
Amicalola E.M.C.
Atlanta Gas Light
Dawson County Board of Commissioners
Dawsonville City Government
Georgia Power Company
Sawnee E.M.C.

l. INTRODUCTION

The emergency support function of energy services direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact Dawson County citizens and visitors during and after a potential of actual disaster or emergency.

1. This ESF will coordinate providing sufficient fuel supplies to emergency response organizations and areas along evacuation routes.

2. Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.

3. Maintain communication with utility representatives to determine emergency response and recovery needs.

4. Coordinate with schools and other critical facilities within the county to identify emergency shelter power generation status/needs; and coordinate with other ESFs with assistance in providing resources for emergency power generation.

5. Maintain lists of energy-centric critical assets and infrastructures, and continuously monitors those resources to identify and correct vulnerabilities to energy facilities.

6. Addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

B. Scope

This ESF is structured to coordinate the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functioning. This ESF will work closely with local and state agencies,

energy offices, energy suppliers and distributors.

The emergency operations necessary for the performance of this function include but are not limited to:

1. **Preparedness**

   a. Develop and maintain current directories of suppliers of services and products associated with this function.

   b. Establish liaison with support agencies and energy-related organizations.

   c. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.

   d. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply, petroleum fuels, and electric power.

   e. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.

   f. Develop energy conservation protocols.

   g. Ensure all ESF 12 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. **Response**

   a. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the EOC Operations Group as required and, when possible, provide data by county.

   b. In coordination with public and private utilities, prioritize rebuilding processes, if necessary, to restore power to affected areas.

   c. Locate fuel for emergency operations.

   d. Administer, as needed, statutory authorities for energy priorities and allocations.

   e. Apply necessary County resources, to include debris removal, in accordance with established priorities in response to an emergency.

   f. Provide energy emergency information, education and conservation guidance to the public in coordination with the EOC Public Information Group.

   g. Coordinate with ESF 1 for information regarding transport of critical energy supplies.

   h. Plan for and coordinate security for vital energy supplies with ESF 13.

   i. Maintain continual status of energy systems and the progress of restoration.

   j. Utility repair and restoration activities to include collecting and providing energy damage assessment data to ESF 3.

   k. Recommend energy conservation measures.

3. Recovery
    a. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
    b. Continue to provide energy emergency information, education and conservation guidance to the public in coordination with ESF15.
    c. Anticipate and plan for arrival of and coordinate with state ESF12 personnel in the EOC and the Joint Field Office.
    d. Continue to conduct restoration operations until all services have been restored.
    e. Ensure that ESF12 team members or their support agencies maintain appropriate records of costs incurred during the event.

4. Mitigation
    a. Anticipate and plan for mitigation measures.
    b. Support requests and directives resulting from the Governor and/or the state concerning mitigation and/or redevelopment activities.
    c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. Strategy

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

Energy services is the primary responsibility of Dawson County Fire & Emergency Services-EMA and support for this function is the responsibility of Amicalola E.M.C., Atlanta Gas Light, Dawson County Board of Commissioners, Dawsonville City Government, Georgia Power and Sawnee E.M.C.

B. Actions

1. Mitigation/Preparedness

    a. Establish liaison support to ensure responsiveness, in conjunction with EMA and the private sector.

    b. Identify additional resources and assistance teams;

    c. Develop emergency response support plans.

    d. Prepare damage assessment, repair and restoration procedures, and reporting mechanisms.

    e. Recommend actions to conserve energy and conservation guidance.

    f. Participate in drills and exercises to evaluate energy response capabilities.

2. Response/Recovery

    a. Determine critical energy supply needs of priority populations (e.g., infants, elderly, and other people with special needs).

    b. Gather, assess, and share information on energy system damage, as well as estimate repair and restoration time.

    c. Activate assistance teams and obtain necessary resources to assist in recovery.

    d. Serve as the focal point for the EMA and EOC in order to protect the health and safety of affected persons.

    e. Work with the EMA to provide public service announcements on energy conservation, mitigation impacts, and restoration forecasts.

    f. Coordinate with other affected areas to maximize resources and information exchange.

    g. Conduct repair and maintenance operations until restoration of all services.

    h. Maintain records, expenditures, and document resources utilized during recovery.

III. RESPONSIBILITIES

A. Dawson County Emergency Services - EMA

    1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF

    2. Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility

    3. Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC

    4. Request volunteer support agencies and private resources with assets to contribute those assets to the response effort

    5. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment

    6. Maintain records of expenditures and document resources utilized during recovery in accordance with the Resource Support policies and procedures and report these records to the primary agency

B. Amicalola E.M.C.

    1. **Restore power to critical facilities**

    2. **Restore power to rest of county**

C. Atlanta Gas Light

    1. **Restore service to county**

D. Dawson County Board of Commissioners

    1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF

    2. Participate in drills and exercises to evaluate local capabilities

    3. Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

E. Dawsonville City Government

    1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF

2. Participate in drills and exercises to evaluate local capabilities

3. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF-7 policies and procedures and report these records to the primary agency

F. Georgia Power Company

1. **<u>Restore power to critical facilities</u>**

2. **<u>Restore power to rest of county</u>**

G. Sawnee E.M.C.

1. **<u>Restore power to critical facilities</u>**

2. **<u>Restore power to rest of county</u>**

IV. COUNTY SPECIFIC INFORMATION

E-911 maintains a list of emergency contacts of all energy companies

EMERGENCY SUPPORT FUNCTION 13
PUBLIC SAFETY and SECURITY SERVICES

Primary Agency
    Dawson County Sheriff's Department

Support Agencies
    Dawson County Coroner's Office
    Dawson County Fire & Emergency Services - EMA

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l. INTRODUCTION

The emergency support function of public safety and security services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

This ESF integrates countywide public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual disaster or emergency.

1. Local, private sector, and specific State and Federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.

2. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System on-scene. In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.

3. Through ESF 13, State and/or Federal resources could supplement County and local resources when requested or required, as appropriate, and are integrated into the incident command structure using NIMS principals and protocols.

4. ESF 13 primary agencies facilitate coordination among supporting agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.

5. When activated, ESF 13 coordinates the implementation of authorities that are appropriated for the situation and may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with agency authorities and resource availability.

B. Scope

This ESF is structured to oversee public safety to include law enforcement, victim recovery, and deceased identification and mortuary services. The emergency operations necessary for the performance of this function include but are not limited to:

1. Preparedness

    a. ESF 13 capabilities support incident management requirements including force and critical infrastructure protection, security, planning

and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.

  b. ESF 13 is generally activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the county.

  c. ESF 13 will procure and regularly update a list of all agencies (public and private) that have the capability to provide law enforcement and security services and victim recovery and mortuary services.

2. Response

  a. Provide warning and communications in support of the communications and warning plans.

  b. Staff the EOC as directed.

  c. Provide security to the EOC.

  d. Secure evacuated areas, including safeguarding critical facilities, and controlling entry and exit points to the disaster area as requested.

  e. ESF 13 will coordinate with ESF 5 to request additional resources, if needed.

  f. ESF 13 will activate existing MOUs with appropriate entities.

3. Recovery

  a. Continue those operations necessary to protect people and property.

  b. Assist in return of evacuees.

  c. Assist with reconstitution of law enforcement agencies as necessary.

  d. Require ESF 13 team members or their agencies maintain appropriate records of costs incurred during the event.

  e. Phase down operations as directed by the EOC.

4. Mitigation

  a. ESF 13 agencies will conduct and/or support community education programs on survival and safety.

  b. Support requests and directives resulting from GEMA and/or other state agencies and federal partners concerning mitigation and/or redevelopment activities.

  c. Document matters that may be needed for inclusion in agency, county, state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

  A. Law Enforcement and Security

    1. Strategy

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

2. Actions

    a. Mitigation/Preparedness
   - i. Analyze hazards and determine law enforcement requirements.
   - ii. Identify agencies, organizations and individuals capable of providing support services.
   - iii. Develop MOUs with adjacent and support law enforcement agencies.
   - iv. Analyze hazards, critical facilities, determine law enforcement requirements, and develop plans to preposition assets.
   - v. Train regular and support personnel in emergency duties.
   - vi. Develop plans to conduct initial damage assessment.
   - vii. Establish and maintain liaison with federal, state and local agencies.
   - viii. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.
   - ix. Participate in and/or conduct exercises and training to validate this ESF and supporting SOPs.
   - x. Ensure all ESF 13 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

    b. Response/Recovery
   - i. Provide warning and communications assistance in support of ESF 2.
   - ii. Staff the EOC as directed.
   - iii. Coordinate security for critical facilities, as needed.
   - iv. Support evacuation plans with traffic control, communications, area patrols and security for shelters.
   - v. Control entry and exit to the emergency or disaster area.
   - vi. Control vehicle and individual access to restricted areas.
   - vii. Continue operations necessary to protect people and property.
   - viii. Coordinate public information and provide updates for ESF 15.
   - ix. Assist in return of evacuees.
   - x. Maintain records of expenditures and document resources utilized during recovery.
   - xi. Resume day-to-day operations.

B. Victim Recovery Services

    1. Strategy

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

    2. Actions

        a. Mitigation/Preparedness
   - i. This function will be coordinated with and involve other agencies/organizations.
   - ii. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.

   iii. Establish and maintain standards for human remains recovery operations.

   iv. Establish and maintain human remains recovery support and reporting procedures.

   v. Recruit, train, and certify recovery personnel.

   vi. Develop an inventory of resources and establish a record keeping system.

   vii. Conduct or participate in exercises to evaluate recovery response capability.

   viii. Conduct and/or support community education programs on survival.

  b. Response/Recovery

   i. Respond to requests by local EMA; monitor response efforts.

   ii. Support requests from neighboring counties and MOU/EMAC agreements.

   iii. Maintain records, expenditures, and document resources utilized during response and recovery.

C. Deceased Identification and Mortuary Services

 1. Strategy

  Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with ESF 5 and involve other support agencies and organizations.

 2. Actions

  a. Mitigation/Preparedness

   i. Develop plans for location, identification, removal and disposition of the deceased.

   ii. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the EOC Public Information Group.

   iii. Develop protocols and maintain liaison with Disaster Mortuary Operational Response Teams (DMORT).

   iv. Identify agencies, organizations and individuals capable of providing support services for deceased identification including the county coroner.

   v. Maintain a description of capabilities and procedures for alert, assembly and deployment of mortuary assistance assets.

   vi. Identify public and private agencies and organizations capable of providing support to victims' families.

  b. Response/Recovery

   i. Initiate the notification of deceased identification teams.

   ii. Retain victim identification records.

   iii. Support evacuation plans with traffic control, communications, area patrols and security for shelters.

   iv. Coordinate DMORT teams and services through existing

MOUs and EMAC agreements.

      v.   Coordinate county assistance for next-of-kin notification.

     vi.   Maintain records of expenditures and document resources utilized during response and recovery.

III.   RESPONSIBILITIES

A. Dawson County Sheriff Department

    1. Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies

    2. Participate in exercises and drills

B. Dawson County Coroner's Office

    1. Participate in planning for areas of agency expertise, and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

    2. Participate in exercises and drills

C. Dawson County Emergency Services – EMA

    1. Participate in the planning for areas of agency expertise, and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

IV.   COUNTY SPECIFIC INFORMATION

Agencies assigned to this ESF will maintain mutual aid agreements with local and state agencies

99

EMERGENCY SUPPORT FUNCTION 14
LONG TERM RECOVERY and MITIGATION

Primary Agency
  Dawson County Fire & Emergency Services - EMA

Support Agencies
  Dawson County Board of Commissioners
  Dawsonville City Government

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l. INTRODUCTION

A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide a framework for Dawson County Emergency Management Agency support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a disaster or emergency.

1. ESF 14 recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities.

2. Agencies continue to provide recovery assistance under independent authorities to municipal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF 14 coordinator.

3. Support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of state and federal resources.

4. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.

5. The Federal Government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.

6. ESF 14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future risk).

B. Scope

Structure: This ESF will provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Activities within the scope of this function include:

1. Preparedness

   a. Develop systems to use predictive modeling to determine vulnerable

critical facilities as a basis for identifying recovery activities.

  b. Review County Hazard Mitigation Plan to identify vulnerable facilities.

  c. Analyze and evaluate long-term damage assessment data.

  d. Ensure all ESF 14 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

  a. Develop systems to use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.

3. Recovery

  a. Analyze evaluate long-term damage assessment data.

  b. In coordination with the state government, assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.

  c. Review the County Hazard Mitigation Plan for affected areas to identify potential mitigation projects.

4. Mitigation

  a. Support requests and directives resulting from the state and/or federal government concerning mitigation and/or re-development activities.

  b. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. CONCEPT of OPERATIONS

A. This ESF will assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues resulting from a disaster or emergency.

B. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.

C. Work with municipal governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.

D. Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.

E. Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.

F. Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.

G. Establishes procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.

H. Facilitates recovery decision making across ESFs. Also facilitates awareness of post incident digital mapping and pre-incident County and municipal hazard mitigation and recovery planning across ESFs.

III. RESPONSIBILITIES

Supporting information and hazard analyses are contained in the appendix section of this plan.

A. Dawson County Fire & Emergency Services- EMA

1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

2. Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility

3. Develop procedures to obtain private sector support as required

4. Evaluate the availability, operational condition, and duration of need as well as logistical requirements necessary to obtain critically needed equipment

5. Participate in drills and exercises to evaluate local communications capabilities

6. Perform those duties as outlined as the responsibilities of the Primary Agency of this ESF

B. Dawson County Board of Commissioners

1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF

2. Participate in drills and exercises to evaluate local capabilities.

3. **Provide personnel and financial support to assist in recovery**

4. **Maintain accurate records of expenses and personnel**

C. Dawsonville City Government

1. Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF

2. Participate in drills and exercises to evaluate local capabilities

3. **Provide personnel and financial support to assist in recovery**

4. **Maintain accurate records for re-imbursement**

IV. COUNTY SPECIFIC INFORMATION

County EMA maintains contact information for volunteer agencies.

EMERGENCY SUPPORT FUNCTION 15
EXTERNAL AFFAIRS

Primary Agency
  Dawson County Public Information

Support Agencies
  Dawson County Fire & Emergency Services

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l. INTRODUCTION

The emergency support function of external affairs includes direction, policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after a disaster or emergency situation. Hazard-specific appendices to this plan contain additional information for such specific emergencies.

   A. Purpose

   1. Ensures that sufficient County assets are deployed to the field during a potential or actual a disaster or emergency to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

   2. This ESF includes a provision for providing information in a clear, concise and accurate manner on actions to be taken by local agencies and governments and actions to be taken by the public. Every effort shall be made to prevent and counter rumors and inaccurate information.

   B. Scope

   The emergency operations necessary for the performance of this function include, but are not limited to:

   1. Preparedness

   a. Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations.

   b. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations.

   c. Develop plans to conduct a multi-agency/jurisdiction coordinated public information program during emergencies and disasters; this includes the establishment of a Joint Information Center (JIC).

   d. Develop plans and programs to educate news media that ESF 15 is the primary information center during emergency situations.

   e. Develop procedures to organize and operate a media briefing area and/or a JIC.

   f. Develop and maintain pre-scripted EAS messages, news releases, and public service announcements, for all hazards to include hurricane and coastal storm, rainwater flooding, storm surge and tornado.

103

      g. Encourage development of disaster plans and kits for the public.

      h. Provide evacuation information to the affected public.

      i. Participate in exercises and training to validate this annex and supporting SOPs.

      j. Update public information responder listing, as necessary.

      k. Develop and implement training programs for all ESF members.

      l. Develop and maintain a roster with contact information of all ESF personnel.

      m. Ensure all ESF 15 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

2. Response

      a. Alert agencies whose personnel, equipment, or other resources may be used.

      b. Provide timely and accurate EAS messages and news releases in common language and terminology to inform the public.

      c. Provide emergency public information to special needs populations.

      d. Coordinate with news media regarding emergency operations.

      e. Provide mass notification to urban and rural populations and provide periodic media updates.

      f. Execute a multi-agency/jurisdiction coordinated public information program.

      g. Organize and operate a press briefing area and a JIC, as appropriate.

      h. Supplement local emergency management public information operations, as necessary, and when resources are available.

3. Recovery

      a. Continue public information activities to include updating the public on recovery efforts.

      b. Anticipate and plan for arrival of and coordinate with state ESF 15 personnel in the EOC, and the Joint Field Office (JFO).

      c. Process and disseminate disaster welfare and family reunification information.

4. Mitigation

      a. Support and plan for mitigation measures.

      b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.

      c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

ll. CONCEPT of OPERATIONS

A. Strategy

    1. EMA will coordinate overall information and planning activities for state agencies and organizations.

    2. EMA will coordinate with appropriate agencies to ensure operational readiness of the Intel Function for the Emergency Operations Center (EOC).

    3. Dawson County Public Information provides primary responsibility of this ESF and support for this function is the responsibility of Dawson County Fire & Emergency Services – EMA.

B. Response Actions

    1. Mitigations/Preparedness

        a. Develop a briefing and reporting system to include an EOC briefing, situation report, public information and federal request format for the EOC Intel Function;

        b. Share Intel formats with agencies and organizations that have primary functional responsibilities;

        c. Update the information and planning system as required; and

        d. Participate in and/or conduct exercises.

    2. Response/Recovery

        a. Begin Intel Function upon activation of the EOC;

        b. Collect and process information from state agencies and organizations with primary Emergency Support Function responsibilities;

        c. Prepare EOC briefings, situation reports and geographic data for mapping to keep state and federal agencies and organizations, officials, local governments and local Emergency Management Agencies (EMAs) abreast of the severity and magnitude and provide updates to Public Affairs for media release;

        d. Provide technical assistance information and analysis to the EMA Director and EOC Chief, upon request;

        e. Coordinate needs and damage assessment of affected areas for dissemination to appropriate agencies and organizations;

        f. Track and record data necessary for federal declaration;

        g. Prepare information for after-action reports; and

        h. Resume day-to-day operations.

C. Public Information Services

    1. Strategy

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

105

The public information services function is the primary responsibility of Dawson County Public Information and support for this function is the responsibility of Dawson County Fire & Emergency Services – EMA.

2. Actions

    a. Mitigation/Preparedness

      i. Designate an individual to serve as a public information officer or coordinator.

      ii. Develop protocol and designate a liaison for communication with local, state, and federal governments and to handle legislative inquires.

      iii. Assist agencies and organizations with ESF responsibilities in development of uniform procedures for media releases (refer to Appendix I, Public Information Procedures).

      iv. Maintain a media directory (refer to Appendix J, Media Contact List).

      v. Support disaster public awareness initiatives through dissemination of information, news articles, PSAs, and presentation of audio-visual materials.

      vi. Establish communication resources to provide people with sensory disability (e.g., visual and hearing impaired) a non-English speaking person with emergency management information regarding emergencies or disasters.

      vii. Educate the public on alert messages such as watches and warnings through media such as radio, television, and newspaper.

      viii. Develop protocols for agencies and organizations with functional support responsibilities (e.g., American Red Cross)? opening of shelters, Department of Transportation (evacuation routing) to inform the media about emergency and/or disaster plans.

      ix. Participate in drills and exercises to evaluate public information capacity.

    b. Response/Recovery

      i. Define public notification timeframe regarding an emergency or disaster and disseminate information to the media.

      ii. Maintain a system to ensure accurate dissemination of emergency information such as location, type of hazard, extent of damage, casualties, shelters open, evacuation routes, and other protective actions.

      iii. Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner.

      iv. Provide updates (e.g., response to inquiries about missing relatives, restricted areas of access and reentry) regarding the emergency or disaster.

      v. Establish media responsibilities and appropriate spokespersons from local government, agencies, and organizations with ESF responsibilities.

      vi. Continue provision of public safety and other necessary assistance information throughout the recovery phase.

      vii. Provide advanced media releases to the GEMA-SOC.

106

viii.   Coordinate with other jurisdictions that share the media market.

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

III. RESPONSIBILITIES

A. Dawson County Public Information

     1. Coordinate all news releases with the EOC and GEMA

     2. Ensure accurate incident communications with the public

     3. Collect and prepare news releases on a regular basis

B. Dawson County Fire & Emergency Services – EMA

     1. Provide resources, assistance and support as requested and available

     2. Coordinate with GEMA for additional resources, assistance, and support as needed

     3. Serve as the liaison between EOC, GEMA, and local PIO

IV. COUNTY SPECIFIC INFROMATION

County will provide a spokesperson to ensure uniformity of information being Disseminated.

ACRONYMS

ARC	American Red Cross
BOE	Board of Education
CERT	Community Emergency Response Team – DAWSON FIRST
DFACS	Department of Family and Children's Services
DFO	Disaster Field Office
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GANG	Georgia National Guard
GEMA	Georgia Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRP	National Response Plan
OHS	Office of Homeland Security
PDAT	Preliminary Damage Assessment Team
PIO	Public Information Officer
POC	Point of Contact
SA	Salvation Army
SAR	Search and Rescue
SCO	State Coordinating Officer
SITREP	Situation Report
SNPS	Special Needs Population Shelters
SOC	State Operations Center
SOP	Standard Operating Procedure
USACE	US Army Corps of Engineers
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction

AUTHORITIES AND REFERENCES

    A. Georgia Emergency Management Act of 1981, as amended.

    B. Georgia Emergency Operations Plan, revised January 2008.

    C. Local Resolution for Emergency Management.

    D. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PublicLaw 93-288, as amended. (http://www.fema.gov/library/stafact.shtm)

109

EMERGENCY SUPPORT FUNCTION ACTIVATION CHECKLIST

☐ 1. Receive notification of ESF Activation from Dawson County Emergency Management Agency.

☐ 2. Notify all ESF supporting agencies.

☐ 3. Verify status of Activation of the EOC.

☐ 4. Send Representative to the EOC at designated times.

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

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

☐ 7. Obtain situation briefing from EOC staff.

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. **Evacuees -** Persons moving from areas threatened or struck by an emergency or disaster.

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

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

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

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

28. **Hazard -** A dangerous situation or occurrence that may result in an emergency or disaster.

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

30. **Hazardous Material -** Substance or material that has been determined to be capable of posing an

unreasonable risk to health, safety, and property including pollutants and contaminants when released into the environment.

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

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

33. **Incident -** An occurrence or event, natural manmade caused, that requires an emergency response to protect life or property.

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

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

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

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

38. **Infrastructure -** The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

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

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

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

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

43. **Local Government -** County, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government

entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity.

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

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

46. **Mitigation -** Activities designed to reduce or eliminate risks to persons or property or life, to lessen the actual or potential effects or consequences of an emergency or disaster.

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

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

49. **National Incident Management System (NIMS) -** A system that provides a consistent, nationwide approach for Federal, State, and local governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

50. **Natural Resources -** Natural resources include agriculture, biota, fish, livestock, wildlife, domesticated animals, plants, and water.

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

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

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

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

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

56. **Presidential Declaration -** When disaster exceeds local and state government's capacity to respond, or provide sufficient resources for response, the state's Governor may request federal assistance,

which is then approved by the President in the form of a Presidential Declaration which then increases federal aid to the affected areas.

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

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

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

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

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

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

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

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

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

66. **SARA -** Superfund Amendments and Reauthorization Act of 1986.

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

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

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

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

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

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

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

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

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

76. **Unified Command -** An application of Incident Command System (ICP) used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

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

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

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

80. **Volunteer and Donations Coordination Center -** Facility from which the Volunteer and Donations Coordination Team operates to review and process offers.

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

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

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

ESF MATRIX of PRIMARY and SUPPORT AGENCIES

DAWSON COUNTY	ESF														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AT&T Mobility		S													
American Red Cross						S	S								
Amicalola E.M.C.												S			
Atlanta Gas Light												S			
Big Canoe Public Safety / Fire				S											
Dawson County Animal Control											S				
Dawson County Board of Commissioners					S		P					S		S	
Dawson County Board of Education	P					S									
Dawson County FIRST (C.E.R.T)	S	S	S			S	S		S						
Dawson County Cooperative Extension Service											P				
Dawson County Coroner's Office													S		
Dawson County Dept of Family and Children Services						P									
Dawson County Detention Center															
Dawson County E-911		P													
Dawson County Emergency Services - EMS								S	S						
Dawson County Emergency Services -Fire				P					S	P					
Dawson County Emergency Services- EMA		S			P		S		P	S		P	S	P	S
Dawson County Health Dept						S	P								
Dawson County Humane Society															
Dawson County Mental Health						S									
Dawson County Public Information															P
Dawson County Public Works			P												
Dawson County RACES/ARES		S													
Dawson County Senior Citizens Center						S									
Dawson County Sheriff Dept			S							S			P		
Dawson County Transit	S														
Dawson County Veterinarians															
Dawsonville City Government			S		S		S					S		S	
ETC - Ellijay Telephone Co.		S													
Etowah Water Sewer							S								
Georgia Forestry Commission			S	S											
Georgia Mutual Aid Group				S											
Georgia Power Company												S			
North Ga. Network															
Sawnee E.M.C.													S		
TDS Telecom															
Windstream		S													

117

KEY

P = PRIMARY AGENCY:

Responsible for Management of the ESF; Devise, coordinate, and implement disaster recovery plans for the ESF.

S = SUPPORT AGENCY:

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

ESF's:

1 = TRANSPORTATION

2 = COMMUNICATIONS

3 = PUBLIC WORKS AND ENGINEERING

4 = FIREFIGHTING

5 = EMERGENCY MANAGEMENT SERVICES

6 = MASS CARE, HOUSING AND HUMAN SERVICES

7 = RESOURCE SUPPORT

8 = PUBLIC HEALTH AND MEDICAL SERVICES

9 = SEARCH AND RESCUE

10 = HAZARDOUS MATERIALS

11 = AGRICULTURE AND NATURAL RESOURCES

12 = ENERGY

13 = PUBLIC SAFETY AND SECURITY SERVICES

14 = LONG TERM RECOVERY AND MITIGATION

15 = EXTERNAL AFFAIRS

ESF SUMMARY of RESPONSIBILITIES

AT&T Mobility
- ESF 2: Communications (Support)
  - **Restore phone service to affected areas**

American Red Cross
- ESF 6: Mass Care (Support)
  - Open, administer and operate all shelters
  - Attend regular coordination meetings to ensure planning functions are implemented to support this ESF
  - Identify and provide staff representatives to support the ESF and other operational information related to these activities
  - Request volunteer agencies and private resources with assets to contribute those assets to the response effort
  - Participate in drills and exercises to evaluate local capabilities
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency
- ESF 7: Resource Support (Support)
  - Attend planning meetings to ensure the planning functions are implemented to support this ESF
  - Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available
  - Maintain applicable records in accordance with Resource Support policies

Amicalola E.M.C.
- ESF 12: Energy (Support)
  - **Restore power to critical facilities**
  - **Restore power to rest of county**

Atlanta Gas Light
- ESF 12: Energy (Support)
  - **Restore service to county**

Big Canoe Public Safety / Fire
- ESF 4: Firefighting (Support)
  - Provide representation in the Unified Command Structure when activated
  - Provide support and assistance as required and available
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

Dawson County Animal Control
- ESF 11: Ag / Natural Resources (Support)
  - Attend regularly scheduled meetings to ensure planning functions are implemented to support this function

119

- Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility
- Assemble a list of assets available to support the recovery and coordinate this information with the EOC
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment
- Participate in drills and exercises to evaluate local capabilities
- Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

Dawson County Board of Commissioners
- ESF 5: Emergency Management (Support)
  - Attend coordination meetings to ensure planning functions are implemented to support ESF 5 (Emergency Management)
  - Identify and provide staff representatives to support the ESF and other operational information related to critical activities
  - Request asset contributions from volunteer and private sector agencies
  - Participate in drills and exercises to evaluate local capabilities
  - Maintain records of expenditures and document resources utilized during recovery in accordance with the Resource Support policies and procedures and report these records to the primary agency
- ESF 7: Resource Support (Primary)
  - Coordinate with each support agency through regular meetings to ensure planning functions are implemented
  - Coordinate the development of logistical framework to support recovery operations
  - Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with Central Services
  - Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies
- ESF 12: Energy (Support)
  - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF
  - Participate in drills and exercises to evaluate local capabilities
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency
- ESF 14: Long Term Recovery (Support)
  - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF
  - Participate in drills and exercises to evaluate local capabilities.
  - **Provide personnel and financial support to assist in recovery**
  - **Maintain accurate records of expenses and personnel**

Dawson County Board of Education
- ESF 1: Transportation (Primary)
  - o **Coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services**

120

- o **Immediately following an incident of critical significance access the overall status of the transportation system and begin determinization of potential needs and resources**
  - o Make school buses, resources, personnel, equipment, vehicles, and fuel available as needed to assist in fulfilling transportation needs.
  - o **Maintain accurate records for re-imbursement from FEMA**
- ESF 6: Mass Care (Support)
  - Support sheltering activities with personnel and facilities specifically through contractual agreements between Dawson County Board of Education and the American Red Cross
  - Attend regular meetings to ensure planning functions are implemented to support this ESF
  - Identify, train and provide staff representatives to support the ESF and other operational information related to these activities
  - Participate in drills and exercises to evaluate local capabilities
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

Dawson First (C.E.R.T)
- ESF 1: Transportation (Support)
  - **Manage transportation staging areas**
  - **Accountability records of personnel**
  - **Maintain documentation of all citizens being transported and their shelter designation**
- ESF 2: Communications (Support)
  - **Attend regular meetings to ensure planning functions are implemented in support**
  - **Swift Reach Notification and System Management**
  - **EOC communications and documentation**
  - **E-911 Center information dispatch**
  - **RACES/ARES**
  - **Participate in drills and exercises to evaluate local communications capabilities**
- ESF 3: Public Works / Engineering (Support)
  - **Assigned as members of damage assessment teams**
- ESF 6: Mass Care (Support)
  - **Assist with shelter management and activities**
- ESF 7: Resource Support (Support)
  - Provide logistical, planning, and operational support as required
- ESF 9: Search and Rescue (Support)
  - **Provide personnel to assist in search and rescue operations**

Dawson County Cooperative Extension Service
- ESF 11: Ag / Natural Resources (Primary)
  - Schedule regular meetings to support this function
  - Obtain and disseminate intelligence regarding information concerning this ESF
  - Identify potentially needed equipment and personal contacts for assistance
  - Perform the duties of the primary agency, as outlined in this ESF

Dawson County Coroner's Office

121

- ESF 13: Public Safety (Support)
  - Participate in planning for areas of agency expertise, and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.
  - Participate in exercises and drills

Dawson County Dept of Family and Children Services
- ESF 6: Mass Care (Primary)
  - **Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support ESF 6**
  - **Ensure the presence of resource materials in sufficient numbers in the ESF location, like: 1) shelter listings for each agency with names and numbers of each shelter manager, 2) locations of all mass feeding sites, 3) the names of site managers**
  - **Provide a system for recording incoming request for mass care, housing, and human services.**
  - **Establish a protocol for prioritizing response activities**
  - **Coordinate activities with other ESF's**
  - **Maintain records of expenditures and document resources utilized during response and recovery efforts**

Dawson County Detention Center: No responsibilities have been provided.

Dawson County E-911
- ESF 2: Communications (Primary)
  - Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF
  - Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed
  - Develop maintenance and protection arrangements for inoperative communications equipment
  - Coordinate communications with response operations, shelters, lodging, and food facilities
  - Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC)
  - Maintain records of expenditures and document resources utilized during response and recovery efforts
  - Coordinate the various types of communications within the county, including landline telephones, cellular telephones, 800 MHz, VHF, UHF, marine band, amateur radio, citizens band radios, and emergency response agencies in effected areas

Dawson County Fire & Emergency Services - EMS
- ESF 8: Public Health / Medical (Support)
  - Coordinate the evacuation of patients from the disaster area as requested
  - Coordinate the transport of victims to medical facilities in accordance with approved transport protocols
  - Coordinate basic and advanced life support activities, Emergency Medical Technicians and Paramedics
  - Coordinate the notification, information update and evacuation assistance to the medical facilities within the county
- ESF 9: Search and Rescue (Support)
  - Establish a medical plan for each SAR Team

- Provide medical support, including rehab, and any additional resources to support the SAR Teams

Dawson County Fire & Emergency Services -Fire
- ESF 4: Firefighting (Primary)
  - Provide representation in the unified command structure
  - Coordinate the provision of local firefighting personnel and equipment
  - Coordinate and assign any responding mutual aid resources
  - Coordinate those resources volunteered for ESF 4 (Firefighting) from other unidentified sources
  - **Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency**
- ESF 9: Search and Rescue (Support)
  - The Fire Service EOC designee will coordinate provision of representatives on a 24-hour basis to the EOC. The composition of each SAR team shall be determined by the Incident Commander/SAR Coordinator
  - The local SAR leaders will coordinate with ESF 3 for assistance in completing any structural shoring required to ensure the safety of the teams
  - The local SAR leaders will coordinate with ESF 13 to provide security for the SAR Teams
- ESF 10: Hazardous Materials (Primary)
  - Coordinate the provision of local firefighting personnel and equipment
  - Coordinate and assign any responding mutual aid resources
  - Establish any hot zones and coordinate evacuations from these areas

Dawson County Fire & Emergency Services- EMA
- ESF 2: Communications (Support)
  - Oversee warning resources, facilities, and equipment, initiate alternate and backup systems as needed
  - Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required by collating cumulative damage information obtained from assessment teams, the telecommunications industry, the EOC and other agencies
  - Provide a system for designated officials to communicate with the public including people with special needs
  - **Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report records to the primary agency**
- ESF 5: Emergency Management (Primary)
  - Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF
  - Coordinate the flow of information within the Emergency Operations Center.
  - Coordinate the efforts to collect, process, report, and display essential information.
  - Facilitate support for planning response operations.
  - Distribute plans and reports to the State and other ESF's.
  - Maintain records of expenditures and document resources utilized during response and recovery efforts
  - Attend regularly scheduled meetings to ensure planning functions are implemented in support
  - Identify and provide staff representatives to support the ESF and other operational

information related to these activities.
- Request asset support from volunteer and private sector agencies
- Participate in drills and exercises to evaluate local response capabilities
- Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and forward records to the primary agency.

- ESF 7: Resource Support (Support)
  - Attend planning meetings to ensure planning functions are implemented to support this ESF
  - Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County EOP or to promote public safety
  - Locate and coordinate the use of available space for incident management activities
  - Conduct a needs assessment and prioritize the deployment of resources based on your area of responsibility.
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.
- ESF 9: Search and Rescue (Primary)
  - Provide coordination and resources to support the ESF
  - Maintain appropriate documentation and record keeping
- ESF 10: Hazardous Materials (Support)
  - Provide support and assistance as requested and available
  - Maintain a list of all hazardous material clean up companies.
- ESF 12: Energy (Primary)
  - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF
  - Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility
  - Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC
  - Request volunteer support agencies and private resources with assets to contribute those assets to the response effort
  - Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment
  - Maintain records of expenditures and document resources utilized during recovery in accordance with the Resource Support policies and   procedures and report these records to the primary agency
- ESF 13: Public Safety (Support)
  - Participate in the planning for areas of agency expertise, and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.
- ESF 14: Long Term Recovery (Primary)
  - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.
  - Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility
  - Develop procedures to obtain private sector support as required
  - Evaluate the availability, operational condition, and duration of need as well as logistical requirements necessary to obtain critically needed equipment
  - Participate in drills and exercises to evaluate local communications capabilities

- Perform those duties as outlined as the responsibilities of the Primary Agency of this ESF
- ESF 15: External Affairs (Support)
  - Provide resources, assistance and support as requested and available
  - Coordinate with GEMA for additional resources, assistance, and support as needed
  - Serve as the liaison between EOC, GEMA, and local PIO

Dawson County Health Department
- ESF 6: Mass Care (Support)
  - Support mass care, housing, and human services activities with personnel and resources
  - Attend regular meetings to ensure planning functions are implemented to support this ESF
  - Participate in drills and exercises to evaluate local capabilities
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these to the primary agency
- ESF 8: Public Health / Medical (Primary)
  - Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF
  - Provide leadership in directing, coordinating, and integrating the overall county efforts to provide medical and public health assistance to affected areas
  - Determine need for additional personnel and resources and initiate mutual aid request to the EOC
  - Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies, and equipment.
  - Establish, as needed, active and passive surveillance systems for the protection of public health
  - Coordinate the response for safety of food and drugs, mental health problem victims, water systems, and victim identification/mortuary services.

Dawson County Humane Society: No responsibilities have been provided.

Dawson County Mental Health
- ESF 6: Mass Care (Support)
  - **Staff to assist county residents with human services**

Dawson County Public Information
- ESF 15: External Affairs (Primary)
  - Coordinate all news releases with the EOC and GEMA
  - Ensure accurate incident communications with the public
  - Collect and prepare news releases on a regular basis

Dawson County Public Works
- ESF 3: Public Works / Engineering (Primary)
  - Serve as the Primary coordinator for debris removal and related task.
  - Assist with the provision of water (potable and non-potable) and ice into the disaster area if local supplies become inadequate.
  - Include an alerting list in the SOP to include points-of-contact and telephone numbers, agencies, counties, municipalities and organizations supporting public

works and engineering functions.
- Maintain a current inventory of supplies and equipment.
- Establish operational needs for restoration of public works service during the emergency.
- Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers associated with public works and engineering functions.
- Coordinate with other ESF's to consolidate reports of damage and focus assessment efforts

- Act as a liaison between the EOC and the State EOC for damage assessment activity.
- Maintain contact with municipal liaisons to collect and relay information.
- Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report expenditure records to the primary agency.

Dawson County Senior Citizens Center
- ESF 6: Mass Care (Support)
  - **Staff personnel to assist seniors with human services**

Dawson County Sheriff Dept.
- ESF 2: Communications (Support)
  - **Attend regular meetings to ensure planning functions are implemented in support**
  - **Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility**
  - **Provide public communications during emergencies and disasters**
  - **-Recruit, train, and designate communication and warning operators for the EOC**
  - **Participate in drills and exercises to evaluate local communications capabilities**
- ESF 3: Public Works / Engineering (Support)
  - Provide security for primary and other support agencies
  - Maintain a current inventory of equipment and supplies
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report expenditure reports to the primary agency
- ESF 10: Hazardous Materials (Support)
  - Provide support and assistance as requested and available
- ESF 13: Public Safety (Primary)
  - Participate in planning for areas of agency expertise and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies
  - Participate in exercises and drills

Dawson County Transit
- ESF 1: Transportation (Support)
  - Provide buses and drivers to support transportation needs

Dawson County Veterinarians: No responsibilities have been provided.

Dawsonville City Government
- ESF 3: Public Works / Engineering (Support)

126

- Attend coordination meetings to ensure planning functions are implemented in support
- Conduct a needs analysis and prioritize the deployment of services based upon available resources and critical needs as they apply to your responsibility. Also, to develop procedures to obtain private sector support as required
- Assemble a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC
- Evaluate the availability, operational condition, and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local capabilities
- Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency
  - ESF 5: Emergency Management (Support)
    - Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management)
    - Identify and provide staff representatives to support the ESF and other operational information related to critical activities.
    - Request asset contributions from volunteer and private sector agencies
    - Participate in drills and exercises to evaluate local capabilities
    - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency
  - ESF 7: Resource Support (Support)
    - Attend coordination meetings to ensure planning functions are implemented to support this ESF
    - Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility
    - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.
  - ESF 12: Energy (Support)
    - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF
    - Participate in drills and exercises to evaluate local capabilities
    - Maintain records of expenditures and document resources utilized during recovery in accordance with ESF-7 policies and procedures and report these records to the primary agency
  - ESF 14: Long Term Recovery (Support)
    - Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF
    - Participate in drills and exercises to evaluate local capabilities
    - **Provide personnel and financial support to assist in recovery**
    - **Maintain accurate records for re-imbursement**

ETC - Ellijay Telephone Co.
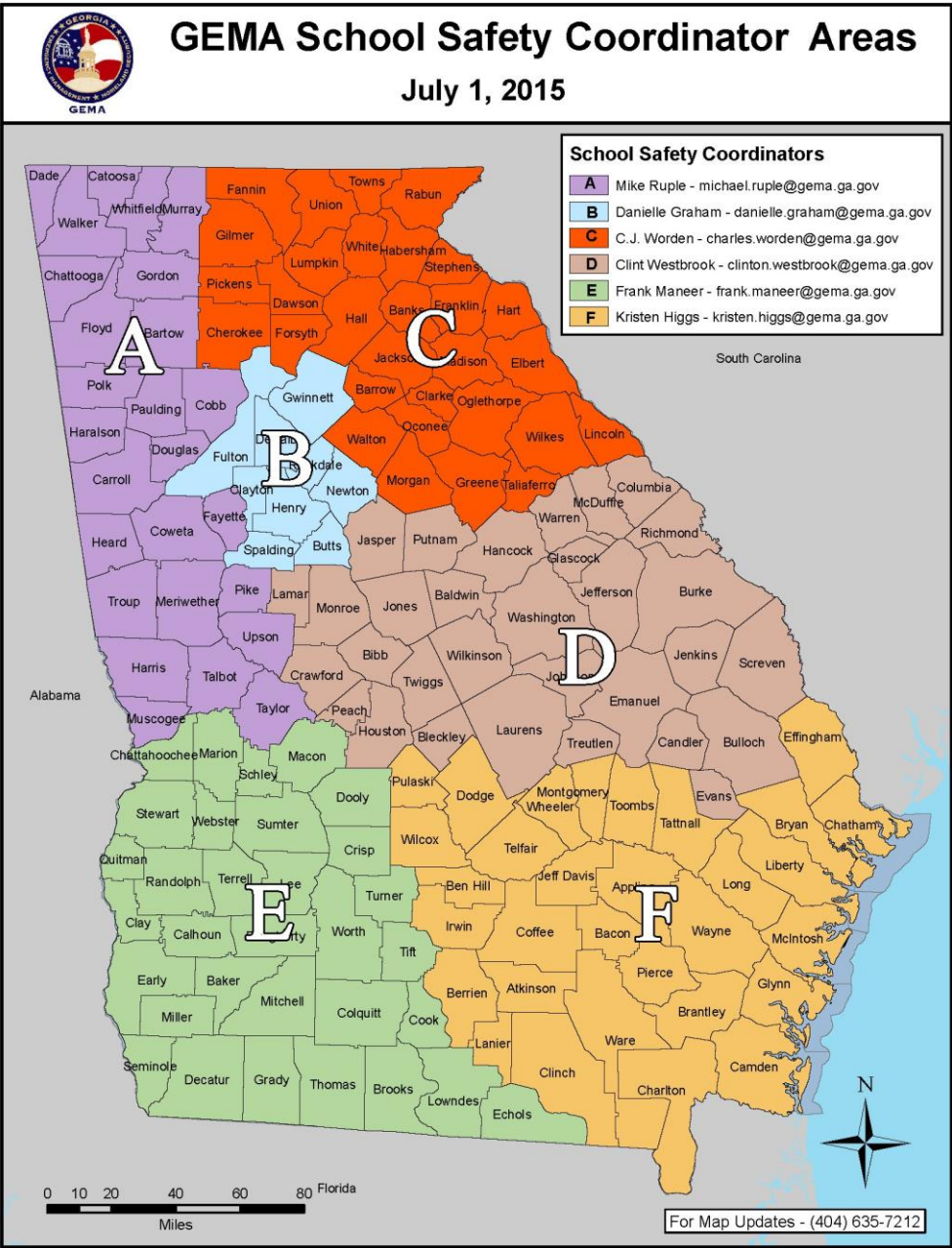- ESF 2: Communications (Support)
  - Restore phone service to critical infrastructure first.
  - Restore service to all customers

Etowah Water Sewer
- ESF 6: Mass Care (Support)

- **Restore water and sewer service to county**

Georgia Forestry Commission
- ESF 3: Public Works / Engineering (Support)
  - Provide support as requested to assist in the responsibilities and duties of this ESF
- ESF 4: Firefighting (Support)
  - Provide representation in the Unified Command Structure
  - Provide support and assistance as required and available
  - Assemble a complete available list of firefighting resources from the agency within the region that may be available for response and coordinate this information with the EOC
  - Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency

Georgia Mutual Aid Group
- ESF 4: Firefighting (Support)
  - Coordinate request for mutual aid firefighting assistance through the Emergency Operations Center (EOC)
  - Assemble a complete list of available firefighting resources within that region that may be available for response and coordinate information through the EOC
  - Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs
  - Maintain all necessary paperwork to document expenditures and resources utilized during an incident in accordance with Resource Support policies and procedures and report these records to the primary agency

Georgia Power Company
- ESF 12: Energy (Support)
  - **Restore power to critical facilities**
  - **Restore power to rest of county**

North Ga. Network: No responsibilities have been provided.

Sawnee E.M.C.
- ESF 12: Energy (Support)
  - **Restore power to critical facilities**
  - **Restore power to rest of county**

TDS Telecom: No responsibilities have been provided.

Windstream
- ESF 2: Communications (Support)
  - Restore phone service to critical infrastructure first
  - Restore phone service to all affected areas

Map of GEMA Areas

GEMA Field Coordinator Areas
July 1, 2015

Field Coordinators
1: C.J. Worden - charles.worden@gema.ga.gov
2: Frank Maneer - frank.maneer@gema.ga.gov
3: Gordon Lowe - gordon.lowe@gema.ga.gov
4: Jason Ritter - jason.ritter@gema.ga.gov
5: Kristen Higgs - kristen.higgs@gema.ga.gov
6: Tim Reeve - tim.reeve@gema.ga.gov
7: Sheri Russo - sheri.russo@gema.ga.gov
8: Diane Adams - diane.adams@gema.ga.gov

For Map Updates - (404) 635-7212

Map of School Safety Coordinator Areas

GEMA School Safety Coordinator Areas
July 1, 2015

School Safety Coordinators
- A — Mike Ruple - michael.ruple@gema.ga.gov
- B — Danielle Graham - danielle.graham@gema.ga.gov
- C — C.J. Worden - charles.worden@gema.ga.gov
- D — Clint Westbrook - clinton.westbrook@gema.ga.gov
- E — Frank Maneer - frank.maneer@gema.ga.gov
- F — Kristen Higgs - kristen.higgs@gema.ga.gov

For Map Updates - (404) 635-7212

130

Hazmat Facility Details

-See web link below for Hazmat Facility Information:

https://erplan.net/eplan/login.htm

EMERGENCY SHELTER DETAILS

Rock Creek Park
Address: 445 Martin Rd.
City: Dawsonville
Zip: 30534
Contact: Matt Payne
Phone: 678-776-7312
Max Capacity: 300
Size: 20000
Shower: Y
Bathroom:
Y Cook: N
Handicap: Y
Animals: N
24 Hour: Y

Dawson County Middle School
Address: Hwy 9 N City:
Dawsonville Zip: 30534
Contact: Damon Gibbs
Phone: 706-265-3246
Max Capacity: 150
Size: 15000
Shower: Y
Bathroom: Y
Cook: Y
Handicap: Y
Animals: N 24
Hour: Y

Veterans Memorial Park
Address: Hwy 9 N
City: Dawsonville
Zip: 30534
Contact: Matt Payne
Phone: 678-776-7312
Max Capacity: 200
Size: 40,000
Shower: Y
Bathroom:
Y Cook: Y
Handicap: Y
Animals: N
24 Hour: Y

Harmony Baptist Church
Address: 1575 Harmony Church Road
City: Dawsonville
Zip: 30534
Contact: Kip Brady
Phone: 706-265-6253
Max Capacity: 150
Size: 10,000
Shower: Y
Bathroom: Y
Cook: Y
Handicap: Y
Animals: N
24 Hour: N

Liberty Baptist Church
Address: 280 Liberty Church Road
City: Dawsonville
Zip: 30534
Contact: Jackie Townley
Phone: 706-216-2387
Max Capacity: 50
Size: 4,000
Shower: Y
Bathroom:
Y Cook: Y
Handicap: Y
Animals: N
24 Hour: N

Riverview Middle School
Address: 5126 Hwy 9S
City: Dawsonville
Zip: 30534
Contact: Damon Gibbs
Phone: 706-265-3246
Max Capacity: 350
Size: 10,000
Shower: N
Bathroom: Y Cook:
Y Handicap: Y
Animals: N
24 Hour: Y

133

Dawson County High School
Address: 1665 Perimeter Rd
City: Dawsonville
Zip: 30534
Contact: Damon Gibbs
Phone: 706-265-3246
Max Capacity: 400
Size: 20,000
Shower: Y
Bathroom:
Y Cook: Y
Handicap: Y
Animals: N
24 Hour: Y

LOCAL AGENCY CONTACTS

American Red Cross
Address: 675 White Sulphur Rd.
City: Gainesville
Zip: 30503
Phone: 770-532-8453
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website: www.negaredcross.org

Primary Contact
Contact Name: Matthew Akins
Position: Program Manager
Phone - Office: 770-532-8453
Phone - Mobile: 404-372-3085
Phone - Home:
Pager:
Fax: 770-287-1236
Radio Call Number:
Email Address: matthew.akins@redcross.org
2-Way Phone Number:

Amicalola E.M.C.
Address: 544 Highway 515 South
City: Jasper
Zip: 30143
Phone: 800-992-6471
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Todd Payne
Position: CEO
Phone - Office: 706-253-5234
Phone - Mobile:706-253-5234
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

AT&T Mobility
Address: PO Box 6463
City: Atlanta
Zip: 30049
Phone: 404-431-3585
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Jim Allgood
Position: Manager
Phone - Office: 404-431-3585
Phone - Mobile:
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

Atlanta Gas Light
Address: 1480 Industrial Lane
City: Cumming
Zip: 30040
Phone: 800-289-8151
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Phil Martin
Position: Supervisor
Phone - Office: 800-289-8151
Phone - Mobile: 678-725-6304
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

Big Canoe Public Safety / Fire
Address: 7506 Maintenance Dr.
City: Big Canoe
Zip: 30143
Phone: 706-268-1792
Fax: 706-268-3765
Radio Input Frequency:
Radio Output Frequency:
Website: Big POA.org

Primary Contact
Contact Name: Ricky Jordan
Position: Director of Public Safety
Phone - Office: 706-268-3894
Phone - Mobile: 404-391-3941
Phone - Home: 770-735-1508
Pager:
Fax: 706-268-1508
Radio Call Number: 450
Email Address: rjordan@bigcanoepoa.org
2-Way Phone Number:

Dawson County Animal Control
Address: 25 Justice Way
City: Dawsonville
Zip: 30534
Phone: 706-344-3232
Fax: 706-531-2730
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Brendan Grindle
Position: Chief Marshal
Phone - Office: 706-344-3232
Phone - Mobile:
Phone - Home:
Pager:
Fax: 706-531-2730
Radio Call Number: 701
Email Address: bgrindle@dawsoncounty.org
2-Way Phone Number:

Support Contact
Contact Name: Grayson Smith
Position: Code Enforcement
Phone - Office: 706-344-3232
Phone - Mobile:

Phone - Home:
Pager:
Fax: 706-531-3730
Radio Call Number: 702
Email Address: gsmith@dawsoncounty.org
2-Way Phone Number:

Dawson County Board of Commissioners

Address: 25 Justice Way
City: Dawsonville
Zip: 30534
Phone: 706-344-3500
Fax: 706-344-3889
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Billy Thurmond
Position: Chairman
Phone - Office: 706-344-3500
Phone - Mobile: 706-525-9255
Phone - Home:
Pager:
Fax: 706-344-3889
Radio Call Number: 700
Email Address: chairman@dawsoncounty.org
2-Way Phone Number:

Support Contact
Contact Name: David Headley
Position: County Manager
Phone - Office: 706-344-3500 ext. 42236
Phone - Mobile:
Phone - Home:
Pager:
Fax: 706-531-2715
Radio Call Number:
Email Address: dheadley@dawsoncounty.org
2-Way Phone Number:

Dawson County Board of Education

Address: 517 Allen Street
City: Dawsonville
Zip: 30534
Phone: 706-265-3246
Fax: 706-265-1226
Radio Input Frequency:

138

Radio Output Frequency:
Website: www.dawsoncountyschools.org

Primary Contact
Contact Name: Damon Gibbs
Position: Superintendent
Phone - Office: 706-265-3246
Phone - Mobile: 678-617-6725
Phone - Home:
Pager:
Fax: 706-265-1226
Radio Call Number:
Email Address: dgibbs@dawson.k12.ga.us
2-Way Phone Number:

Support Contact
Contact Name: Herschel Bennett
Position: Assoc. Superintendent/Director of Personnel
Phone - Office: 706-265-3246
Phone - Mobile: 404-281-1327
Phone - Home: 770-887-7332/706-265-1617
Pager:
Fax: 706-265-1226
Radio Call Number:
Email Address: hbennett@dawson.k12.ga.us

Support Contact
Contact Name: Jim Rich
Position: Transportation Director
Phone - Office: 706-216-5568
Phone - Mobile: 404-328-8774
Phone - Home: 770-781-9830
Pager:
Fax: 706-265-7353
Radio Call Number:
Email Address: jrich@dawson.k12.ga.us
2-Way Phone Number:

Dawson First (C.E.R.T)
Address: 393 Memory Lane
City: Dawsonville
Zip: 30534
Phone: 706-344-3666
Fax: 706-344-3669
Radio Input Frequency:
Radio Output Frequency:
Website: www.emergencyservices.org

Primary Contact
Contact Name: Danny Thompson
Position: Administrator
Phone - Office: 706-344-3666
Phone - Mobile: 678-410-1738
Phone - Home: Pager:
Fax: 706-344-3669
Radio Call Number: Car 1
Email Address: dthompson@dawsoncounty.org

Dawson County Cooperative Extension Service
Address: P.O. Box 885
City: Dawsonville
Zip: 30534
Phone: 706-265-2442
Fax: 706-265-8199

Primary Contact
Contact Name: Clark Macallister
Position: County Extension Agent
Phone - Office: 706-265-2442
Phone - Mobile:770-337-1592
Phone - Home: 770-337-1592
Fax: 706-265-8199
Radio Call Number:
Email Address: cmacallister@uga.edu

Dawson County Coroner's Office
Address: 334 Hwy 53 East
City: Dawsonville
Zip: 30534
Phone: 706-265-3159
Fax: 706-265-2557
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Ted Bearden
Position: Coroner
Phone - Office: 706-265-3159
Phone - Mobile: 706-344-7252
Phone - Home: 706-265-1830
Pager:
Fax: 706-265-2557
Radio Call Number: 910
Email Address: tedbearden@windstream.net
2-Way Phone Number:

Contact Name: Wesley Bearden
Position: Deputy Coroner
Phone - Office: 706-265-3159
Phone - Mobile: 706-429-4120
Phone - Home: 706-265-6292
Pager:
Fax: 706-265-2557
Radio Call Number: 901
Email Address: wesleybearden@windstream.net

Dawson County Dept of Family and Children Services
Address: 424 Hwy 53 East
City: Dawsonville
Zip: 30534
Phone: 706-265-6598/706-265-2004
Fax: 706-265-2085
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Christine "Christy" Ledlow Hodgins
Position: Social Services Supervisor
Phone - Office: 706-265-2081 Phone -
Mobile: 706-531-8774 Phone - Home:
Pager:
Fax: 706-265-2085
Radio Call Number:
Email Address: chritine.ledlow@dhr.state.ga.us 2-Way
Phone Number: 1-855-422-4453

Dawson County Detention Center
Address: 19 Tucker Avenue
City: Dawsonville
Zip: 30534
Phone: 706-344-3545
Fax: 706-344-3547
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncountysheriff.org

Primary Contact
Contact Name: Jeff Johnson
Position: Sheriff
Phone - Office: 706-344-3535
Phone - Mobile: 706-429-3855
Phone - Home: 706-265-2367
Pager:

141

Fax: 706-344-3550
Radio Call Number: 600
Email Address: jjohnson@dawsoncountysheriff.org

Support Contact
Contact Name: Anne Martin
Position: Lieutenant
Phone - Office: 706-344-3535
Phone - Mobile: 706-525-9004
Phone - Home:
Pager:
Fax:
Radio Call Number: 606
Email Address: @dawsoncountysheriff.org
2-Way Phone Number:

Support Contact
Contact Name: David Lingerfelt
Position: Lt
Phone - Office: 706-344-3535
Phone - Mobile: 678-776-0838
Phone - Home: 706-344-9529
Pager:
Fax:
Radio Call Number: 607
Email Address: lingerfelt@dawsoncountysheriff.org
2-Way Phone Number:

Dawson County E-911
Address: 19 Tucker Avenue
City: Dawsonville
Zip: 30534
Phone: 706-344-3636
Fax: 706-265-4482
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncountysheriff.org

Primary Contact
Contact Name: Aleisha Rucker-Wright
Position: Director
Phone - Office: 706-344-3636
Phone - Mobile: 706-525-9191
Phone - Home:
Pager:
Fax: 706-265-4482
Radio Call Number: 550
Email Address: arucker-wright@dawsoncountysheriff.org
2-Way Phone Number:

Contact Name: Greg Rowan
Position: Chief Deputy
Phone - Office: 706-344-3535
Phone - Mobile: 706-974-4514
Phone - Home:
Pager:
Fax: 706-344-3537
Radio Call Number: 601
Email Address: rowan@dawsoncountysheriff.org
2-Way Phone Number:

Dawson County Emergency Services - EMS
Address: 393 Memory Lane
City: Dawsonville
Zip: 30534
Phone: 706-344-3666
Fax: 706-344-3669
Radio Input Frequency: 158.880
Radio Output Frequency: 154.400
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Danny Thompson
Position: Chief of Emergency Services
Phone - Office: 706-344-3500 ext. 44504
Phone - Mobile: 678-410-1738
Phone - Home:
Pager:
Fax: 706-344-3669
Radio Call Number: Car 1
Email Address: dthompson@dawsoncounty.org

Support Contact
Contact Name: Jason Dooley
Position: Div. Chief Operations
Phone - Office: 706-344-3500 x44506
Phone - Mobile: 770-262-9664
Phone - Home: 678-283-3226 Pager:
Fax: 706-344-3669
Radio Call Number: Car 2
Email Address: jdooley@dawsoncounty.org

Support Contact
Contact Name: Robby Lee
Position: Div. Chief EMS
Phone - Office: 706-344-3500 x44512
Phone - Mobile: 770-540-2267
Phone - Home:

143

Pager:
Fax: 706-344-3669
Radio Call Number: Car 3
Email Address: rlee@dawsoncounty.org

Dawson County Emergency Services -Fire
Address: 393 Memory Lane
City: Dawsonville
Zip: 30534
Phone: 706-344-3666
Fax: 706-344-3669
Radio Input Frequency: 158.880
Radio Output Frequency: 154.400
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Danny Thompson
 Position: Chief of Emergency Services
Phone - Office: 706-344-3500 ext. 44504
Phone - Mobile: 678-410-1738
Phone - Home: Pager:
Fax: 706-344-3669
Radio Call Number: Car 1 901
Email Address: dthompson@dawsoncounty.org
2-Way Phone Number:

Dawson County Health Dept
Address: 54 Highway 53 East
City: Dawsonville
Zip: 30534
Phone: 706-265-2611
Fax: 706-265-1636
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Jessica Baker
Position: Nurse Manager
Phone - Office: 706-265-2611/ 706-867-2727
Phone - Mobile:678-778-0612
Phone - Home: Pager:
Fax: 706-265-1636
Radio Call Number:
Email Address: jessica.baker@dhr.state.ga.us

Support Contact
Contact Name: Janelle Wilson

Position: Office Manager
Phone - Office: 706-265-2611
Phone - Mobile:
Phone - Home: 706-265-2322 Pager:
Fax: 706-265-1636
Radio Call Number:
Email Address:
2-Way Phone Number:

Dawson County Humane Society

Address: 633 Martin Rd.
City: Dawsonville
Zip: 30534
Phone: 706-265-9160
Fax: 706-265-1804
Radio Input Frequency:
Radio Output Frequency:
Website: DawsonHumane@windstream.net

Primary Contact
Contact Name: Deborah Maxwell
Position: Director
Phone - Office: 706-265-9160
Phone - Mobile: 706-429-5274
Phone - Home: 706-265-2571
Pager:
Fax: 706-265-1804
Radio Call Number:
Email Address: dawsonhumane@windstream.net
2-Way Phone Number:

Support Contact
Contact Name: Carolyn Bowen
Position: Assistant
Phone - Office: 706-265-9160
Phone - Mobile: 770-778-8806
Phone - Home: 706-216-7108
Pager:
Fax: 706-265-1804
Radio Call Number:
Email Address: dawsonhumane@windstream.net
2-Way Phone Number:

Dawson County Mental Health

Address: 150A Johnson Street
City: Dahlonega
Zip: 30533
Phone: 706-864-6822

Fax: 706-864-5858
Radio Input Frequency:
Radio Output Frequency:
Website: Avitapartners.org

Primary Contact
Contact Name: Tina Wallace
Position: Team Lead
Phone - Office: 706-864-6822
Phone - Mobile: 678-897-7617
Phone - Home:
Pager:
Fax: 706-864-5858
Radio Call Number:
Email Address:
2-Way Phone Number:

Dawson County Public Information

Address: 25 Justice Way
City: Dawsonville
Zip: 30534
Phone: 706-344-3500
Fax: 706-531-2701
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Laura Fulcher
Position: Public Information Coordinator
Phone - Office: 706-344-3500 ext. 42315
Phone - Mobile: 706-344-8041
Phone - Home:
Pager:
Fax: 706-344-3504
Radio Call Number:
Email Address: lfulcher@dawsoncounty.org

Dawson County Public Works

Address: 25 Justice Way
City: Dawsonville
Zip: 30534
Phone: 706-344-3500
Fax: 706-531-2711
Radio Input Frequency: 45.280
Radio Output Frequency:
Website: www.dawsoncounty.org

146

Primary Contact
Contact Name: David McKee
Position: Director
Phone - Office: 706-344-3500 ext. 42227
Phone - Mobile: 770-401-1122
Phone - Home:
Pager:
Fax: 706-531-2711
Radio Call Number: 800
Email Address: dmckee@dawsoncounty.org

Support Contact
Contact Name: Eddie Savage
Position: Operations Manager
Phone - Office: 706-265-2774
Phone - Mobile: 706-974-1170
Phone - Home: 706-265-2165
Pager:
Fax:
Radio Call Number: 815
Email Address: esavage@dawsoncounty.org
2-Way Phone Number:

Support Contact
Contact Name: James Tolbert
Position: Facilities Director
Phone - Office: 706-344-3500
Phone - Mobile: 678-776-9976
Phone - Home: 706-265-1009
Pager:
Fax:
Radio Call Number:
Email Address:
jtolbert@dawsoncounty.org
2-Way Phone Number:

Dawson County Senior Citizens Center
Address: 201 Recreation Road
City: Dawsonville
Zip: 30534
Phone: 706-344-3700
Fax: 706-344-3702
Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Dawn Pruett
Position: Director

147

Phone - Office: 706-344-3700
Phone - Mobile: 706-344-7347
Phone - Home:
Pager:
Fax: 706-344-3702
Radio Call Number:
Email Address: dpruett@dawsoncounty.org
2-Way Phone Number:

Dawson County Sheriff Dept
Address: 19 Tucker Avenue
City: Dawsonville
Zip: 30534
Phone: 706-344-3535
Fax: 706-344-3537
Radio Input Frequency: 158.790
Radio Output Frequency: 155.850
Website: www.dawsoncountysheriff.org

Primary Contact
Contact Name: Jeff Johnson
Position: Sheriff
Phone - Office: 706-344-3535
Phone- Mobile: 706-429-3855
Phone - Home: 706-216-2347
Pager:
Fax:
Radio Call Number: 600
Email Address: jjohnson@dawsoncountysheriff.org

Support Contact
Contact Name: Greg Rowan
Position: Major
Phone - Office: 706-344-3535
Phone - Mobile: 706-974-4514
Phone - Home: 706-216-3967
Pager:
Fax:
Radio Call Number: 602
Email Address: rowan@dawsoncountysheriff.org
2-Way Phone Number:

Dawson County Transit
Address: 201 Recreation Rd.
City: Dawsonville
Zip: 30534
Phone: 706-344-3603
Fax: 706-344-3703

148

Radio Input Frequency:
Radio Output Frequency:
Website: www.dawsoncounty.org

Primary Contact
Contact Name: Keith Stratton
Position: Transit Coordinator
Phone - Office: 706-344-3603
Phone - Mobile: 678-776-3387
Phone - Home:
Pager:
Fax: 706-344-3703
Radio Call Number:
Email Address: kstratton@dawsoncounty.org
2-Way Phone Number:

Dawson County Veterinarians

Address: 393 Memory Lane
City: Dawsonville
Zip: 30534
Phone: 706-344-3666
Fax: 706-344-3669
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Dr. Ed Holton
Position: Veterinarian
Phone - Office: 706-216-8387
Phone - Mobile:
Phone - Home:
Pager:
Fax: 706-216-0186
Radio Call Number:
Email Address: allanimalsvet@winstream.net
2-Way Phone Number:

Support Contact
Contact Name: Dr. Dana Allen
Position: Veterinarian
Phone - Office: 706-216-7387
Phone - Mobile: 770-841-4909
Phone - Home:
Pager:
Fax: 706-216-7837
Radio Call Number:
Email Address: danavet@windstream.net
2-Way Phone Number:

149

Support Contact
Contact Name: Dr. Steve Landreth
Position: Veterinarian
Phone - Office: 706-265-8381
Phone - Mobile: 706-265-0982
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: dawsonvillevethosp@windstream.net
2-Way Phone Number:

Support Contact
Contact Name: Dr. Ray Habermann
Position: Veterinarian
Phone - Office: 706-216-1356
Phone - Mobile: 770-365-2017
Phone - Home:
Pager:
Fax: 706-216-1358
Radio Call Number:
Email Address: foothillsvet@windstream.net
2-Way Phone Number:

Dawsonville City Government
Address: 415 Hwy 53 East, Suite 100
City: Dawsonville
Zip: 30534
Phone: 706-265-3256
Fax: 706-265-4214
Radio Input Frequency: 42.020
Radio Output Frequency: 42.020
Website: www.dawsonville.com

Primary Contact
Contact Name: Mike Eason
Position: Mayor
Phone - Office: 706-265-3256
Phone - Mobile: 770-540-2222
Phone - Home:
Pager:
Fax: 706-265-4214
Radio Call Number:
Email Address: mike.eason@dawsonville-ga.gov

Support Contact
Contact Name: Bob Bolz
Position: City Manager
Phone - Office: 706-265-3256

Phone - Mobile: 770-429-4524
Phone - Home:
Pager:
Fax: 706-265-4214
Radio Call Number:
Email Address: citymanager@dawsonville-ga.gov

Support Contact
Contact Name: Gary Barr
Position: Director of Water/sewer
Phone - Office: 706-265-3256
Phone - Mobile: 706-429-6211
Phone - Home: 706-265-3700
Pager:
Fax: 706-265-4214
Radio Call Number:
Email Address: director@dawsonville-ga.gov
2-Way Phone Number:

Support Contact
Contact Name: Beverly Banister
Position: City Clerk
Phone - Office: 706-265-3256
Phone - Mobile: 770-598-8004
Phone - Home:
Pager:
Fax: 706-265-4214
Radio Call Number:
Email Address: beverly.banister@dawsonville-ga.gov
2-Way Phone Number:

ETC - Ellijay Telephone Co.
Address: 102 South Main Street
City: Jasper
Zip: 30143
Phone: 706-253-2271
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website: www.northganow.com

Primary Contact
Contact Name: Brent Dotson
Position: Coordinator
Phone - Office: 800-717-3710
Phone - Mobile: 706-889-0558
Phone - Home:
Pager:
Fax:

151

Radio Call Number:
Email Address:
2-Way Phone Number:

Etowah Water Sewer
Address: 1162 Highway 53 East
City: Dawsonville
Zip: 30534
Phone: 706-216-8474
Fax: 706-216-6170
Radio Input Frequency:
Radio Output Frequency:
Website: www.etowahwater.org

Primary Contact
Contact Name: Brooke Anderson
Position: General Manager
Phone - Office: 706-216-8474
Phone - Mobile: 706-344-9514
Phone - Home: 706-265-4249
Pager:
Fax: 706-216-5036
Radio Call Number:
Email Address: banderson@etowahwater.org
2-Way Phone Number:

Support Contact
Contact Name: Kenneth Pearson
Position: Water Plant Manager
Phone - Office: 706-265-3395
Phone - Mobile: 706-974-1116
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: kennethp@etowahwater.org
2-Way Phone Number:

Support Contact
Contact Name: Richard Ray
Position: Waste Water Manager
Phone - Office: 706-216-6035
Phone - Mobile: 678-776-3996
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: richardr@etowahwater.org
2-Way Phone Number:

Georgia Forestry Commission
Address: 4500 Highway 53 East
City: Dawsonville
Zip: 30534
Phone: 706-216-2713
Fax: 706-216-8778
Radio Input Frequency:
Radio Output Frequency:
Website: www.gatrees.org

Primary Contact
Contact Name: Kris Butler
Position: Chief Ranger
Phone - Office: 706-216-2713
Phone - Mobile: 706-974-0813
Phone - Home:
Pager:
Fax: 706-216-8778
Radio Call Number: Dawson 1
Email Address: kbutler@gfc.state.ga.us
2-Way Phone Number:

Support Contact
Contact Name: Wesley Sisk
Position: Ranger 1
Phone - Office: 706-216-2713
Phone - Mobile: 706-870-2334
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: jsisk@gfc.state.ga.us
2-Way Phone Number:

Georgia Mutual Aid Group
Address: 935 Confederate Avenue
City: Atlanta
Zip: 30316-0055
Phone: 404-320-1505
Fax: 770-332-5885
Radio Input Frequency:
Radio Output Frequency:
Website: www.gmag.org

Primary Contact
Contact Name: Bill Lewis
Position: Executive Director
Phone - Office: 404-320-1505
Phone - Mobile:

153

Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: exec_director@gmag.org

Georgia Power Company
Address: 20 Memorial Drive
City: Dahlonega
Zip: 30533
Phone: 888-660-5890
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Allen Winn
Position: Manager
Phone - Office: 888-660-5890
Phone - Mobile:
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

North Ga. Network
Address: 6135 Hwy 115, Suite 1A
City: Clarkesville
Zip: 30523
Phone: 706-754-5323
Fax: 706-754-2460
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Paul Belk
Position: Operation GM
Phone - Office: 423-834-5301
Phone - Mobile:
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

154

Support Contact
Contact Name: Charlie Auvermann
Position: Development Authority Director
Phone - Office: 706-265-8761
Phone - Mobile:
Phone - Home:
Pager:
Fax: 706-265-7814
Radio Call Number:
Email Address: development@dawson.org
2-Way Phone Number:

Sawnee E.M.C.
Address: 543 Atlanta Highway
City: Cumming
Zip: 30040
Phone: 770-844-0337
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Marty McPherson
Position: Dispatch
Phone - Office: 770-887-2363
Phone - Mobile:
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

TDS Telecom
Address: 1937 Kennesaw Avenue
City: Nelson
Zip: 30151
Phone: 770-735-1646 / 770-735-2000
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

Primary Contact
Contact Name: Chris Smith
Position: Manager- Network Operations
Phone - Office: 706-253-3004

155

Phone - Mobile:
Phone - Home:
Pager:
Fax:
Radio Call Number:
Email Address: chris.smith@tdstelecom.com
2-Way Phone Number:

<u>Windstream</u>
Address: 66 400 Center Lane South
City: Dawsonville
Zip: 30534
Phone: 800-501-1754
Fax:
Radio Input Frequency:
Radio Output Frequency:
Website:

<u>Primary Contact</u>
Contact Name: Chuck Gilreath
Position: Service Tech
Phone - Office: 611
Phone - Mobile:
Phone - Home: Pager:
Fax:
Radio Call Number:
Email Address:
2-Way Phone Number:

156

LOCAL GOVERNMENT CONTACTS

Government Official Name: Ted Bearden
Title: Coroner
Jurisdiction: Dawson County
Office Phone: 706-265-3159
Cell Phone: 706-344-7252
Home Phone: 706-265-1830
Pager Phone:
Fax Phone: 706-265-2557
Email: tedbearden@windstream.net

Government Official Name: Billy Thurmond
Title: Commission Chairperson Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42316
Cell Phone: 706-525-9255
Home Phone:
Pager Phone:
Fax Phone: 706-344-3889

Government Official Name: Jennifer Burt
Title: Probate Judge
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 44344
Cell Phone: 706-344-7192 – personal
Home Phone: 706-265-1650
Pager Phone:
Fax Phone: 706-531-2749
Email: jburt@dawsoncounty.org

Government Official Name: Jameson Kinley
Title: Director   of   Community   Development
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42335
Cell Phone:706-525-9263
Home Phone:
Pager Phone:
Fax Phone: 706-531-2726

Government Official Name: Jeff Johnson
Title: Sheriff
Jurisdiction: Dawson County
Office Phone: 706-344-3535
Cell Phone: 706-429-3855
Home Phone:
Pager Phone:
Fax Phone: 706-344-3537
Email: jjohnson@dawsoncountysheriff.org

157

Government Official Name: Leslie Clark
Title: Director
Jurisdiction: Dawson County Library
Office Phone: 706-344-3690
Cell Phone: 706-503 -6928 personal
Home Phone:
Pager Phone:
Fax Phone: 706-344-3692
Email: lclark@chestateelibrary.org

Government Official Name: Lee Darragh
Title: District Attorney
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 43339
Cell Phone: 706-531-6965
Home Phone:
Pager Phone:
Fax Phone: 706-531-2773
Email: ldarragh@dawsoncounty.org

Government Official Name: David Headley
Title: County Manager
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42236
Cell Phone: 770-402-2944
Home Phone:
Pager Phone:
Fax Phone: 706-344-3504
Email: dheadley@dawsoncounty.org

Government Official Name: Sharon Fausett
Title: District 1 Commissioner
Jurisdiction: Dawson County
Office Phone: 706-344-3501 ext. 42250
Cell Phone: 706-429-8491
Home Phone: 706-265-6213
Pager Phone:
Fax Phone: 706-344-3889
Email: district1@dawsoncounty.org

Government Official Name: Glenda Ferguson
Title: B.O.E.R. Chairperson
Jurisdiction: Dawson County
Office Phone: 706-344-3640
Cell Phone: 770-715-4456
Home Phone:
Pager Phone:
Fax Phone: 706-344-3642
Email: gferguson@dawsoncounty.org

158

Government Official Name: Reggie Forrester
Title: Court Administrator
Jurisdiction: Superior Court Dawson Co.
Office Phone: 770-532-1895
Cell Phone: 770-718-7087
Home Phone:
Pager Phone:
Fax Phone: 770-532-6235
Email: bforrester@hallcounty.org

Government Official Name: Mike Eason
Title: Mayor
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone: 770-540-2222
Home Phone:
Pager Phone:
Fax Phone: 706-265-4214
Email: mike.eason@dawsonville-ga.gov

Government Official Name: Tim Satterfield
Title: District 3 Commissioner
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42250
Cell Phone: 706-525-0328
Home Phone:
Pager Phone:
Fax Phone: 706-344-3889
Email: district3@dawsoncounty.org

Government Official Name: Bob Bolz
Title: City Manager
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone: 770-429-4524
Home Phone: 770-888-1165
Pager Phone:
Fax Phone: 706-265-4214
Email: citymanager@dawsonville-ga.gov

Government Official Name: Matt Payne
Title: Director
Jurisdiction: Dawson County Recreation
Office Phone: 706-344-3646
Cell Phone: 678-776-7312
Home Phone:
Pager Phone:
Fax Phone: 706-344-3647
Email: mpayne@dawsoncounty.org

159

Government Official Name: Angie Davis
Title: County Attorney
Jurisdiction: Dawson County
Office
Phone:
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone:
Email:

Government Official Name: Julie Hughes-Nix
Title: District 4 Commissioner
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42259
Cell Phone: 706-531-6185
Home Phone: 706-216-6785
Pager Phone:
Fax Phone: 706-344-3889
Email: district4@dawsoncounty.org

Government Official Name: Clark Macallister
Title: Extension Agent
Jurisdiction: Cooperative Extension
Office Phone: 706-265-2442
Cell Phone: 706-344-2487
Home Phone:
Pager Phone:
Fax Phone: 706-265-8199
Email: cmacallister@uga.edu

Government Official Name: David McKee
Title: Director
Jurisdiction: Public Works
Office Phone: 706-344-3500 ext. 42227
Cell Phone: 770-401-1122
Home Phone:
Pager Phone:
Fax Phone: 706-531-2711
Email: dmckee@dawsoncounty.org

Government Official Name:
Title: Public Defender
Jurisdiction: Dawson County
Office Phone: 770-718-5523
Cell Phone:
Home Phone:
Pager Phone:

Fax Phone:
Email: @hallcounty.org

Government Official Name: Vickie Neikirk
Title: CFO
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42214
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-531-2702
Email: vneikirk@dawsoncounty.org

Government Official Name: Caleb Phillips
Title: City Councilperson
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone: 678-481-6387
Home Phone: 706-265-3840
Pager Phone:
Fax Phone: 706-265-4124
Email: cphillips@dawsonville-ga.gov

Government Official Name:
Title: City Councilperson
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-265-4214
Email: @dawsonville-ga.gov

Government Official Name: Justin Power
Title: Clerk of Court
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 41311
Cell Phone: 706-344-3510
Home Phone:
Pager Phone:
Fax Phone: 706-531-2760
Email: jpower@dawsoncounty.org

Government Official Name: Robin Roland
Title: IT Help Desk
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42261
Cell Phone: 706-531-6799

Home Phone:
Pager Phone:
Fax Phone: 706-531-2787
Email: rroland@dawsoncounty.org

Government Official Name: Melissa Hawk
Title: Director
Jurisdiction: Purchasing Department
Office Phone: 706-344-3500 ext. 42223
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-531-2728
Email: mhawk@dawsoncounty.org

Government Official Name:
Title: City Councilperson
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone:
Home Phone: Pager Phone:
Fax Phone: 706-265-4214
Email: @dawsonville-ga.gov

Government Official Name: Nancy Stites
Title: Director Family Connection Jurisdiction: Dawson County
Office Phone: 706-265-1981
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-265-4555
Email: nstites@dawsonfamilyconnection.org

Government Official Name: Keith Stratton
Title: Transit Coordinator
Jurisdiction: Dawson County
Office Phone: 706-344-3603
Cell Phone: 678-776-3387
Home Phone:
Pager Phone:
Fax Phone: 706-344-3703
Email: dstratton@dawsoncounty.org

Government Official Name: Chris Gaines
Title: District 2 Commissioner
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42264
Cell Phone: 678-481-6387

Home Phone: 706-265-1666
Pager Phone:
Fax Phone: 706-344-3889
Email: district2@dawsoncounty.org

Government Official Name: Danny Thompson
Title: Fire Chief / EMA Director
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 44504
Cell Phone: 678-410-1738
Home Phone:
Pager Phone:
Fax Phone: 706-344-3669
Email: dthompson@dawsoncounty.org

Government Official Name:
Title: Chief Appraiser
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 41207
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-531-2731
Email: @dawsoncounty.org

Government Official Name: Laura Fulcher
Title: Public Information Coordinator
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42235
Cell Phone: 706-344-8041
Home Phone:
Pager Phone:
Fax Phone: 706-531-2701
Email: lfulcher@dawsoncounty.org

Government Official Name: Lisa Thurmond

Title: Chief Magistrate Judge
Jurisdiction: Dawson County
Office Phone: 706-344-3730
Cell Phone: 706-974-2095
Home Phone: 706-265-1019
Pager Phone:
Fax Phone:
Email: lthurmond@dawsoncounty.org

Government Official Name: Nicole Stewart
Title: Tax Commissioner
Jurisdiction: Dawson County

Office Phone: 706-344-3500 ext. 41228
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-344-3522
Email: @dawsoncounty.org

Government Official Name: Bonnie Warne
Title: City Clerk
Jurisdiction: City of Dawsonville
Office Phone: 706-265-3256
Cell Phone: 770-598-8004
Home Phone:
Pager Phone:
Fax Phone: 706-265-4214
Email: clerk@dawsonville-ga.gov

Government Official Name: Brad Gould
Title: HR/County Clerk
Jurisdiction: Dawson County
Office Phone: 706-344-3500 ext. 42245
Cell Phone:
Home Phone:
Pager Phone:
Fax Phone: 706-531-2707
Email: bgould@dawsoncounty.org

STATE-WIDE CONTACTS

Agency Name: American Red Cross
Contact Name: Mike Riemann
Office Phone: 770-532-8453
Cell Phone: 678-725-6526
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Center for Disease Control
Contact Name: Communications
Office Phone: 404-639-2888
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: CHEMTREC
Contact Name: Communications
Office Phone: 800-879-4362
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Environmental Protection Agency
Contact Name: Communications
Office Phone: 404-562-9167
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Federal Aviation Administration
Contact Name: 24 Hour Emergency
Office Phone: 404-305-5180
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Federal Bureau of Investigation
Contact Name: Communications
Office Phone: 770-534-5111
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: FEMA
Contact Name: Communications
Office Phone: 404-853-4200
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Bureau of Investigation
Contact Name: Communications
Office Phone: 770-535-5423
Cell Phone:
Home Phone: 404-244-2600
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Department of Natural Resources
Contact Name: Gainesville Office
Office Phone: 770-534-5499
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Department of Transportation
Contact Name: Communications
Office Phone: 800-722-6617
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Emergency Management Agency
Contact Name: Communications
Office Phone: 800-879-4362
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Emergency Management Agency
Contact Name: Tim Reeve
Office Phone:
Cell Phone: 404-275-6277
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia Forestry
Contact Name: Kris Butler
Office Phone: 706-867-2898
Cell Phone: 706-974-0813 Home Phone:
Pager Phone:
Radio Model:
Radio Number: Dawson 1

Agency Name: Georgia Mutual Aid Group (GMAG)
Contact Name: Communications / Activation
Office Phone: 888-320-1505 ext. 3
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: Georgia State Patrol
Contact Name: Robin Stone
Office Phone: 770-205-5400
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

Agency Name: National Weather Service
Contact Name: EMA Line
Office Phone: 888-529-5300
Cell Phone:
Home Phone:
Pager Phone:
Radio Model:
Radio Number:

MEDIA CONTACTS

Media Name: Atlanta Journal and Constitution
Media Type: Newspapers
Contact Name:
Office Phone: 404-526-5342
Cell Phone:
Fax:
Email:

Media Name: Channel 11 Alive News
Media Type: Television
Contact Name:
Office Phone: 404-873-9107
Cell Phone:
Fax:
Email:

Media Name: Channel 2 Action News
Media Type: Television
Contact Name:
Office Phone: 404-897-7409
Cell Phone:
Fax:
Email:

Media Name: Channel 46 Clear News
Media Type: Television
Contact Name:
Office Phone: 404-325-3015
Cell Phone:
Fax:
Email:

Media Name: Channel 5 Eyewitness News
Media Type: Television
Contact Name:
Office Phone: 404-898-0100
Cell Phone:
Fax:
Email:

Media Name: Dawson Community News
Media Type: Newspapers
Contact Name:
Office Phone: 706-265-3384
Cell Phone:
Fax:
Email:

Media Name: Dawson News and Advertiser
Media Type: Newspapers
Contact Name:
Office Phone: 706-265-2345
Cell Phone:
Fax:
Email:

Media Name: The Gainesville Times
Media Type: Newspapers
Contact Name:
Office Phone: 800-395-5005
Cell Phone:
Fax:
Email:

Media Name: WDUN 55 AM
Media Type: Radio
Contact Name:
Office Phone: 770-531-0604
Cell Phone:
Fax:
Email:

Media Name: WGST 640 AM
Media Type: Radio
Contact Name:
Office Phone: 404-640-9478
Cell Phone:
Fax:
Email:

Media Name: WHCK 104.3 FM
Media Type: Radio
Contact Name:
Office Phone: 706-867-9542
Cell Phone:
Fax:
Email:

Media Name: WLJA 101.1 FM
Media Type: Radio
Contact Name:
Office Phone: 678-454-9350
Cell Phone:
Fax:
Email:

Media Name: WNGC 106.1 FM
Media Type: Radio
Contact Name:
Office Phone: 77-534-8106
Cell Phone:
Fax:
Email:

Media Name: WSB 750 AM
Media Type: Radio
Contact Name:
Office Phone: 404-972-6397
Cell Phone:
Fax:
Email:

OTHER CONTACTS

Mobile Communications of Hall
Jurisdiction:
Category: Radios
Address: 526 Oak Street
City: Gainesville
Zip: 30501
Contact Name: Douglas Wofford
Title: Technician
Office Phone: 770-536-2066
Cell Phone:
Home Phone:
Fax:
Pager:
Radio Model:
Radio Number:

Verizon Wireless
Jurisdiction:
Category: Communications
Address: 1725 Market Place BLVD
City: Cumming
Zip: 30041
Contact Name: Service Center
Title: Technician
Office Phone: 888-371-3930
Cell Phone:
Home Phone:
Fax:
Pager:
Radio Model:
Radio Number:

LOCAL
AREA MAPS

Dawson County Local Area Map: County Snapshot

Legend

Å   Fire_Station

—   County_Line

—   911 Roads

—   Rivers
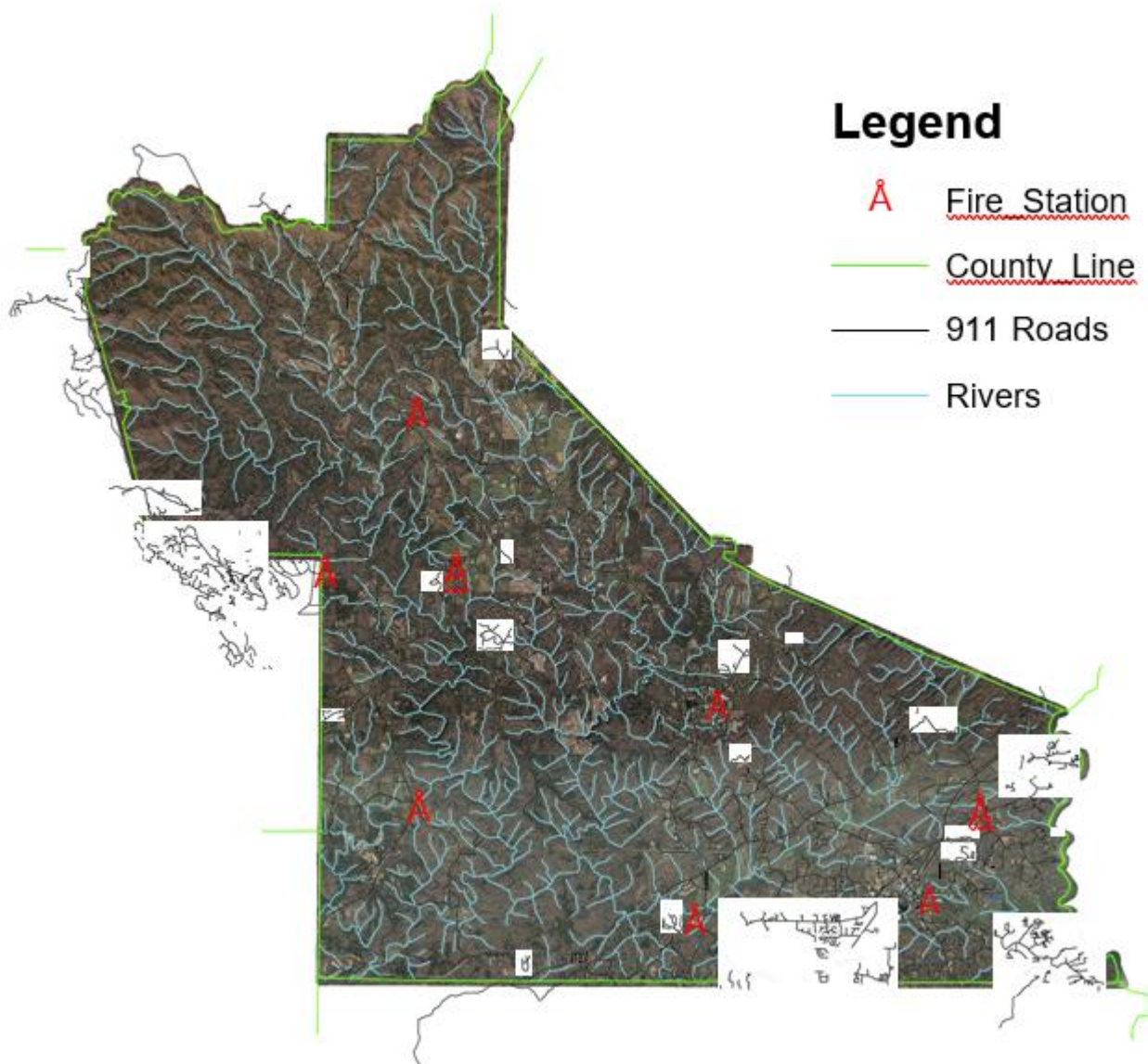
Dawson County Local Area Map: City Snapshot
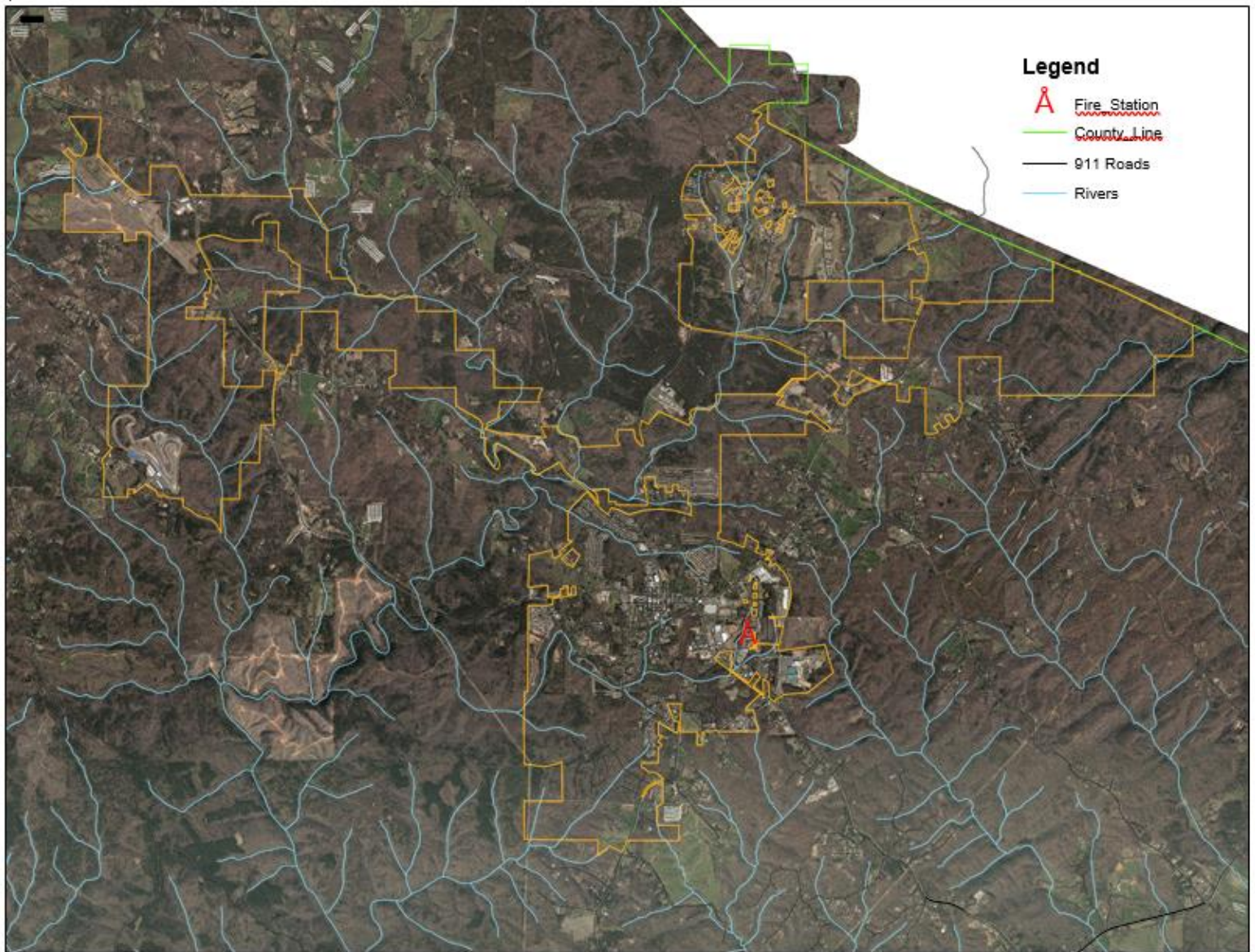
Legend
- Å Fire_Station
- County_Line
- 911 Roads
- Rivers

174

Incident Annexes

175

Dawson County Emergency Alert System (EAS)

Standard Operating Procedure

(SOP)

July 2020

Dawson County Emergency Alert System (EAS)

Standard Operating Procedure

I. PURPOSE:

To provide procedures for activating of the Emergency Alert System for timely dissemination of public information to those in the Dawson County during emergency situations.

II. GENERAL:

The Emergency Alert System is for the purpose of enhancing existing notification practices and expediting the emergency notification process during emergencies or disasters.

The system includes the following:

1. NOAA weather radio utilized for monitoring alerts.
2. Law Enforcement teletype (LETS)
3. Amateur Radio
4. Storm Spotters
5. EAS radio reception AM/FM radios
6. Local Pager Notification System (Active911, RAVE Alert)
7. Coordinated Area-Wide Radio Network
8. Cable TV Override
9. Emergency Vehicle Sirens and PA System
10. Weather Siren Policies
11. Integrated Public Alert & Warning System (IPAWS)

III. RESPONSIBILITIES:

Only the Dawson County Director of Emergency Management, EMA Deputy Directors, E-911 Director, the County Manager, and the Chairman of the Board of Commissioners has official authorization to activate the Emergency Alert System.

The Director of the Dawson County Emergency Management Agency shall carry the main responsibility of initiating the activation process of the Emergency Alert System. The Director of Emergency Management Agency shall coordinate all actions regarding activation of the Emergency Alert System with other county and city officials.

It shall be the primary responsibility of the Dawson County E-911 Director to train 9-1-1 Communications Officers on the proper procedures for activating the Emergency Alert System. The EMA office will provide assistance upon request.
It shall be the responsibility of the 9-1-1 Communications Center's on-duty Supervisor to coordinate with the Director of Emergency Management Agency for activation of the Emergency Alert System in a timely manner.

It shall be the responsibility of the 9-1-1 Communications Center's Duty to test the Emergency Alert System and report the results of the test to the Dawson County Emergency Management Director.

IV.

V.   TESTING PROCEDURES:

Test activations of the Emergency Alert System coordinated through Dawson County EMA and conducted every Wednesday at Noon; weather permitting. The E911 supervisor on duty shall contact the EMA Director or Deputy Director for instructions on testing the system if the weather is questionable.

V.   ACTIVATION PROCEDURES:

1. The Dawson County Director of Emergency Management Agency will determine the Emergency Alert System activation necessary and contact the Dawson County 9-1-1 Communications Center by telephone or radio and advise the 9-1-1 Communications Center's On-Duty Supervisor that current activation of the Emergency Alert System/sirens is necessary. Dispatch Supervisors may also activate sirens for a tornado warning issued for Dawson County by the NWS. Sirens should be activated for 3-5 minutes and paused and activated for another 3-5 minutes, following this sequence until the warning has expired.

2. The Dawson County Director of Emergency Management Agency will only issue a severe weather warning when the National Weather Service has issued an official warning for Dawson County.

3. Upon receipt of the notification message, 9-1-1 personnel will enter the DTMF code into the CAD System and activate the Emergency Alert System.

4. If the 9-1-1 Communications Center's Duty Supervisor feels a security breech, they may contact the Dawson County Director of Emergency Management Agency with processes known to them for verification purposes.

5. 9-1-1 personnel will send the Emergency Alert System activation.

VI.   SYSTEM COMPONENTS

A.   NOAA Weather Radio
1. All critical facilities in Dawson County have been issued NOAA weather radios.
2. Weekly tests are conducted to ensure these radios are in proper working order.
3. See appendix A for the attached list of facilities receiving NOAA weather alerts radios.

B.   Law Enforcement teletypes (LETS)
1. E-911 sends and receives message via teletype regarding severe weather.
2. These messages are transmitted to other agencies or incoming messages are disseminated to local public safety organizations.

C.   Storm Spotters
See Appendix C "The Dawson County Storm Spotters Standard Operating Procedure"

D. **EAS Radio Reception AM/FM Radios**

A radio is located in the E-911 center and in the EOC

E. **Reverse 911 and Internal Messaging**
1. The Dawson County Emergency Management Director will activate the Emergency notification via the Reverse 911 system (RAVE Alert) in the event of severe weather, other natural disaster or man-made hazardous incident.
2. Dawson County Emergency Management Director and Deputy Director receive messages via text from GEMA or NWS and relay messages via RAVE Alert to citizens and Active911 to internal employees.
3. In a severe weather event once EMA is notified of the watch or warning or inclement weather the EMA Director or the Deputy Director will activate the local pager notification system.
4. E-911 will be notified to send out an all page to all emergency response personnel. Once the page has been sent each of the personnel are placed on standby status unless the event has occurred or the EOC has been activated.

F. **Coordinated Area-Wide Radio Network**

Is tested during drills and tests conducted with multi- agencies participants.

G. **Cable TV Override**

In the event a message must be sent through the local cable company the Dawson County Emergency Management

Director will contact Windstream Communications and request the message be posted on the local cable channel.

H. **Emergency Vehicle Sirens**

Dawson County Emergency Management, Dawson County Emergency Services and Dawson County Sheriff's Department will not participant in mobile siren notification.

I. **Weather Sirens locations (see Appendix D)**

Dawson County currently operates 8 sirens throughout the county and the City of Dawsonville owns one located in the city limits.

4

APPENDIX   A

NOAA Weather Radio List

<u>Schools</u>

Lanier Technical College
Dawson County High School
Hightower Academy
Dawson County Jr. High School
Dawson County Middle School
Riverview middle School
Robinson Elementary School
Black's Mill Elementary School
Kilough Elementary School

<u>Dawson Co Government</u>

E-911
Emergency Operations Center
Dawson County Government Center
Fire Stations 1,2,3,6,7
Dawson County Senior Center
Dawson County Public Works
Chestatee Regional Library
Rock Creek Park
Veteran's Park
City Hall

Updated July 2020

APPENDIX   B

See attached Storm Spotter SOP

APPENDIX   C

Severe Weather Siren Locations
1. Academy and West Maple Street-City of Dawsonville on top of water tank
2. 200 Recreation Road-Hwy 9 North at DC Park & Recreation
3. 5000 block Hwy 9 South at Riverview Middle School
4. 1860 Dawson Forest Road at Black's Mill Elementary school
5. 400 Block Harmony Church Road just of GA 400
6. Kilough Elementary School
7. Dawson Forest Road at Lumpkin Campground Road
8. Amicalola Falls State Park

Dawson County
Emergency Management Agency

Hazardous Weather Operations Plan

July 2020

Purpose
The purpose of the hazardous weather operations plan is to prepare, plan, communicate and respond to severe weather conditions in Dawson County. To provide a tool for handling severe weather events as well as providing a structured design for all levels of responders through the storm.

Scope
The scope of the plan is to provide overall operations in the event of severe or inclement weather in Dawson County. The intent is being as comprehensive as possible for preparedness and response to weather events.

Contents

1	**Weather Preparedness**
2	**Notification**
3	**Reporting severe weather**
4	**EAS SOP**
5	**Storm Spotter SOP**
6	**Storm Spotter list**

Weather Preparedness

It is the responsibility of the Dawson County Emergency Management Agency to prepare for all types of hazardous weather conditions, such as:

Tornadoes Winter
storms Droughts
High winds
Thunderstorms Flooding

It is the intent of the Dawson County Emergency Management Agency to conduct as least one annual drill with all of the ESF's in the LEOP participating. Dawson Co EMA has also allocated NOAA weather radios to critical facilities such as the Courthouse, Detention Center, Fire Stations, schools, daycares, etc... to better prepare our community.

Notification

Dawson Co EMA in conjunction with Dawson County E-911 will provide accurate and timely dissemination of severe weather information to:

EOC operators   Elected
officials Department
Heads
Fire and EMS Department personnel
Public Works
Sheriff Department personnel City
officials
School officials Volunteer
Organizations Chamber of
Commerce

207

2

This information is sent in a variety of methods:

Email   Telephone
Text Messaging   Active 911
Radio Tones   RAVE Alert

Official information only will be disseminated and only by the EMA Director or designee and/or the E911 center.

Reporting Severe Weather

It is the intent of Dawson Co EMA to report accurate and timely information to the Public, Public Safety and the National Weather Service.

Contact to report storm damage:
National Weather Service Forecast Office
4 Falcon Drive
Peachtree City, GA 30269

Business Phone: 770-486-1133
EMA Hotline: 888-529-5300
NWS Chat
Email: sr-ffc.webmaster@noaa.gov

It is the goal of Dawson County EMA to report storm damage and information in a timely manner. We must remember to collect the following data:

What Where
When
Direction and definition (size dime, nickel, etc.)
Person Reporting

Digital photos are very vital to providing fast and accurate information electronically to the NWS, media, EOC personnel and others. Live reports and digital photos can aid the NWS and our adjacent county neighbors of types of severe weather that we are encountering allowing for a better warning capability for all involved.

DEBRIS MANAGEMENT PLAN

Dawson County

Purpose
To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Introduction
Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, Dawson County may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by Dawson County will be based on the waste management approach of reduction, reuse, reclamation. Resources recovery, incineration, and land filling, respectively.

Concept of Operations
The Dawson County Public Works Department is responsible for the debris removal function. Public Works (PW) will work in conjunction with designated support agencies utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. PW will be responsible for removing debris from the public right-of-way. Only when pre-approved and it is deemed in the public interest will PW personnel remove debris from private property. PW will further stage equipment in strategic locations locally to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the disaster.

Because of the limited quantity of resources and service commitments following the disaster, Dawson County may be forced to rely heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal. When it is deemed necessary and in the best interest of the county, the entire process (i.e., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

The Dawson County Public Works Department will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

Responsibilities
The Dawson County Emergency Management Agency is responsible for the developing and maintenance of a debris management plan and shall select a "Debris Manager" to supervise a "Debris Management Staff". The staff shall be comprised of personnel to perform:

1. Administration
   Function: Housekeeping, supplies, equipment, funding, accounting.

2. Contracting and Procurement

209

> Function; Bidding requirements, forms, advertisements for bids, instructions to bidders, contract development.

3. Legal

> Function: Contract review, right of entry permits, community liability condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.

4. Operations

> Function: Supervision of government and contract resources and overall project management.

5. Engineering

> Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.

6. Public Information

> Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

The staff shall coordinate with all State and Federal agencies responsible for disaster response and recovery operations. The staff will be assigned the task of:

1. Assembling to develop a Debris Management Plan.

2. Developing an analysis of debris management capabilities.

3. Discourage development in hazardous zones.

4. Develop public information and education programs.

5. Train personnel in debris management techniques.

6. Maintain pre-disaster maps, blueprints, photos and other documents.

7. Make a list of critical facilities (streets, roads, and bridges).

8. Identify non-government groups that could assist.

Sample contracts with a menu of services and generic scopes of work will be developed by the Dawson County Purchasing Dept. Public Works, and DCEMA prior to the disaster to allow the Dawson County Public Works Department to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner.

The Dawson County Public Works Department will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. Dawson County is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All State agencies and local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.

The three types of contracts required are the:

1. Time and Materials Contract. Will be limited to the first 70 hours of operation and only after all State and local equipment has been committed. The price for equipment applies only when the equipment is operating, Dawson County can terminate the contract at its convenience, and they do not guarantee a minimum number of hours.

2. Lump Sum Contract. The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the "area" method or the "pass" method. The lump sum contract shall only be used when the scope of work is clearly defined and the areas of work can be specifically quantified.

3. The Unit Price Contract. This method is the most accurate account of actual quantities removed. It also requires field inspectors to eliminate contractor fraud. All contractor trucks must be measured and certified. Load tickets identifying truck number, contract number, contractor's name, date, time departed

210

5

site, and estimated volume are required as well.

Dawson County has identified certain volunteer and State agencies ready to assist. These agencies include Dawson Co. CERT, Church organizations, State Department of Transportation, and Georgia Forestry.

Site Selection

Debris storage and reduction sites will be identified and evaluated by interagency site selection teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate Local, State, and Federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas, determined before the onset of the disaster, until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works, and will be coordinated with other recovery efforts through the emergency operations center.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site. A site selection priority list is included as a part of this plan.

The following is a list of temporary holding sites:

1. Dawson County Transfer Station

2. County Property on Ga. 400

Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. Key roads in Dawson County are identified as follows:

1. Hwy 53 east and west

2. Hwy 9 south and north

3. Hwy 136 east and west

4. Ga. Hwy 400 north and south

5. Kelly Bridge Road

6. Dawson Forest Road

7. Shoal Creek road

8. Steve Tate Hwy

9. Afton Road

10. Perimeter Road

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments. Critical facilities in Dawson County have been identified as:

1. Dawson County Sheriff's Office/ 911 Center (19 Tucker Ave.)
2. Dawson County Emergency Services Headquarters (393 Memory Ln.)
3. Dawson County Board of Commissioners (25 Justice Way)
4. Dawsonville City Hall (415 Hwy 53 E Suite 100)
5. Etowah Water and Sewer (1162 Hwy 53 E)

The third priority for the debris removal teams ☐211☐ ess will be the elimination of debris related threats to

public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, bridges, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

Debris Classification
To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. Dawson County will adopt the categories established for recovery operations by the U.S. Army Corps of Engineers. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris. Most common hurricane- tornado generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill.

Definition of classifications of debris are as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations:

Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes.
Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.

Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

   X   Debris classifications developed and used by the Corps of Engineers in Hurricane Andrew recovery.

Estimating Debris Quantities
The formula for estimating debris quantity is: **Q=H(C)(V)(B)(S)**

H (Households)=Population/3 (3 persons per household)
C (Category of Storm) =Factor (See table below)
V (Vegetation Multiplier) = Factor (See table below)
B (Commercial Density Multiplier) = Factor (See table below)
S (Precipitation Multiplier) = Factor (See table below)

212

Hurricane Category	Value of 'C' Factor
1	2 CY
2	8 CY
3	26 CY
4	50 CY
5	80 CY
Vegetative Cover	Value of 'V' Multiplier
Light	1.1
Medium	1.2
Heavy	1.3
Commercial Density	Value of 'B' Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of 'S' Multiplier
None to Light	1.0
Medium to Heavy	1.3

Once the amount of debris has been estimated, the county will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than 10 feet.
2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
3. 10-foot stack height = 3.33 yards
4. 1 acre = 4,840 square yards (sy)
5. Total volume per acre = 4,840 sy/ac x 3.33y = 16,133 cy/ac.

Using the above assumptions, the estimate of total debris from any hurricane/tornado will be within 30% plus or minus of the actual amount of debris accumulated.

Dawson County has estimated the that under the worst scenario, (Category 5 hurricane/tornado, heavy vegetation cover, heavy commercial density, and heavy precipitation), the amount of acres needed for a temporary landfill is 272 acres. The calculation (assuming a population of 25,000) is as follows:

$Q = H(C)(V)(B)(S)$
$Q = 8,334 \times 80 \times 1.5 \times 1.3 \times 1.3$
$Q = 1,690,135$ cy of debris.

213

1,690,135 (cy of debris) / 16,133 (cy/ac) = 170 acres of debris.
170 acres x 1.60 (60% more area needed for roads, etc.) =272 acres.

Note: To help visualize what 1,690,135 cy of debris looks like, picture a building occupying 1 acre. 1,000,000 cy of debris would create a stack 62' high on one acre. That building would be 105 feet high or approximately 10.5 stories high.

Disposal and Reduction

Once the debris is removed from the damage sites, it will be taken to the temporary land-fills. The three methods of disposal are burning, recycling, and grinding/chipping.

Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Any and all burning will be conducted with regards to all applicable local, state, and federal environmental regulations. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a "curtain effect" to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.

Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

Site Close Out

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.

Before activities begin ground and aerial photos will be taken, important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.

After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.

At close-out final testing of soil, water, and air quality and compared to original conditions. All ash will be removed and any remediation actions will be taken.

Debris Management Actions

The Debris Management Plan is separated into four stages:

1.   Normal Operations

Develop local and regional resource list of contractors who can assist local governments in all phases of debris management.

Develop sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.

Develop mutual aid agreements with other State agencies and local governments, as appropriate, following guidelines established in agency procurement manual.

Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.

Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.

Develop site selection criteria checklists to assist in identifying potential debris storage sites.

Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.

214

Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.

Establish debris assessment process to define scope of problem.

Develop and coordinate pre-scripted announcements with the Public Information Office (PIO) regarding debris removal process, collection times, temporary storage sites use of private contractors, environmental and health issues, etc.

2.   Increased Readiness

(A natural or man-made disaster is threatening the Dawson County area)

Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.

Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.

Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.

Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impeding threat.

Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

3.   Response

Activate debris management plan, coordinate with needs assessment team. Begin documenting costs.

Coordinate and track resources (public and private).

Establish priorities regarding allocation and use of available resources.

Identify and establish debris temporary storage and disposal sites (local, regional).

Address any legal, environmental, and health issues relating to the debris removal process.

Continue to keep public informed through the PIO.

4.   Recovery

Continue to collect, store, reduce, and dispose of debris generated from the event in a Cost- effective and environmentally responsible manner.

Continue to document costs.

Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.

Perform necessary audits of operation and submit claim for Federal assistance.

Dawson County Coroner Mass Fatality Plan

Mass Fatality Response Plan
Revised July 2020

"The information contained in this document is CONFIDENTIAL. No information from this document shall be released when such release would jeopardize the efforts to prepare for a public health emergency, and thereby endanger the life of the people of Dawson County."

1

Dawson County Coroner's Office

MASS FATALITY PLAN

Table of Contents

1.0   Introduction

This plan outlines the Dawson County Coroner's strategy for responding to incidents involving mass fatalities, including those caused by natural and/or technological hazards, which exceeds local resources and capabilities. The purpose is to outline guidelines that the Dawson County Coroner will follow to take charge of human remains at a disaster site. The Coroner(s), in collaboration with the Dawson County Law Enforcement and affiliated agencies will coordinate the evaluation and identification of remains, as well as assisting with the notification of families of deceased victims. The Coroner's Office will prepare death certificates and facilitate ways for preparing, processing and releasing human remains to the next-of-kin under emergency conditions.

2.0   Prevention/Mitigation

2.1   Planning and Plan Maintenance

2.1.1   This plan will be routinely updated and supplemented as Federal, State and County disaster preparedness guidance continues to evolve. Plan changes will be made based on experience and lessons learned.

2.2   Training & Exercises

2.2.1   Dawson County agencies and personnel with the responsibility of activating the Mass Fatality Response Plan will receive initial and ongoing training as needed.

2.2.2   The plan will be reviewed annually by the Dawson County Coroner. Exercises will be planned and executed as needed in association with Dawson County Emergency Services (DCES).

2.3   Command and Control

2.3.1   The Dawson County Coroner, in collaboration with local law enforcement, and emergency response agencies, will coordinate all efforts involving the evaluation, collection, identification, storage, and final disposition of all human remains. All operations will be conducted utilizing the Incident Command System in accordance with the Dawson County Local Emergency Operations Plan (LEOP). The Coroner, through the applicable Section Chief or Incident Commander, will make all requests for resources (local, state, or federal) necessary to respond to the incident.

2.3.2   Incidents involving terrorist or "man-made" disasters would be considered crime scenes and would most likely result in the declaration of a State of Emergency by local government officials. All state and federal mortuary response resources available during a declared state of emergency would be utilized and coordinated by the Dawson County Coroner and DCES.

In the event of the activation and response of state and/or federal mortuary response teams, the basic concepts of this plan would apply and be utilized by the County Coroner in response to a mass fatality disaster.

2.3.3   The Coroner will assess, in collaboration with other response personnel, the likelihood of biological, chemical, or nuclear release and/or exposure as it pertains to evaluation of the deceased/remains, and accordingly activate the County HAZMAT plan through the EOC.

3

3.0   Response

3.1   Concept of Operations

3.1.1   The County Coroner will be requested by the on-scene commander(s) through Dawson County Dispatch. The Incident Commander will notify D CES of the approximate number of fatalities or confirmed dead. This information will be provided to the Coroner(s) at the time of dispatch.

3.1.2   The Coroner and/or designee will respond to the scene to assess the situation, and may establish an incident morgue site and determine the need for additional assistance. The Coroner will communicate the location of the temporary morgue site to the Incident Commander. Remains will be recovered and evacuated to the temporary morgue site (in collaboration with law enforcement) for identification purposes and safeguarding of personal effects found on the victims. When authorized by the Coroner and with consent (when feasible) of the family, the Coroner shall prepare, process, and release the remains for final disposition.

3.1.2.1   The Coroner will utilize local funeral directors to assist with the transportation and processing of remains. Surge assistance will be provided through requests to Georgia Emergency Management Agency, Georgia Coroner's Association, and any other agencies with which Dawson County Coroner's Office may have standing Mutual Aid Agreements.

3.1.2.2   Throughout the evaluation, processing, and transportation of all remains, personal protective equipment (PPE) will be utilized by all involved personnel as necessary. Surge PPE, over and above what will routinely be provided for by individual agencies to their responders will be requested through the IC.

3.1.2.3   The Coroner will assess the scene and will determine the number of individuals and vehicles needed to accomplish the task of recovering and evacuating remains to the morgue or temporary morgue site. The Coroner will notify the Incident Commander of the needed resources.

3.1.2.4   The Coroner will identify refrigeration-trucking companies or other services that could provide refrigeration capabilities for the storage of human remains if needed (see attachment 2, Refrigerated Trucking Companies, et al). Alternate refrigeration sites should be considered depending on the number of casualties and circumstances of the event.

3.1.3   Incidents resulting in greater than eight (8) fatalities will require the assistance of State/Federal resources. The following steps will be taken by the Coroner to request these resources:

3.1.3.1   The Coroner will request through the Incident Command System the dispatch of the Georgia Coroner's Association Response Team. The Coroner will provide the Incident Commander the estimated number of fatalities involved. The Incident Commander will forward this request to the Dawson County

4

Emergency Services. The DCES will contact the Georgia Emergency Management Agency (GEMA), advise of the incident, and will request the dispatch of any appropriate State Response Teams. DCES will provide GEMA with the nature of the incident and number of fatalities.

       3.1.3.2 The Disaster Mortuary Operational Response Team (DMORT) will coordinate all mortuary response efforts with the County Coroner's Office.

3.2   Initial Response and Recovery

    3.2.1   The Coroner, in collaboration with local law enforcement will utilize suitable markings, photography, GPS positioning, etc. that will be placed at the location and/or used to identify each body at the disaster scene.

    3.2.2   Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found.

    3.2.3   Unattached personal effects found on or near the body will be placed in a container, tagged with the above-identified corresponding number, which should reflect the location, and/or surroundings where the item was found. The Coroner is responsible to ensure these effects are secured.

    3.2.4   When practical, remains and/or remain parts will be containerized, most probably in a body pouch, and tagged with a corresponding number on each pouch.

    3.2.5   Valuables, such as wallets or jewelry that are attached to the body <u>shall not be removed</u>. Such valuables found on or near the body have a potential identification value and should be placed in a container and charted as to the exact location they were recovered.

    3.2.6   Remains will then be removed, as authorized, from the initial discovery site to the assigned morgue location as determined by the Coroner. This initial movement will require outside resources (vehicles, litters, stretchers and personnel), which will be requested by the Coroner through the Incident Command System and the EOC.

3.3   Evacuation to the Temporary Morgue

    3.3.1   Prior to the evacuation of any remains, the County Coroner will brief the Funeral Directors and Operations Chief on the situation, number of fatalities to be transported, pick up area, and route of travel to the morgue, or temporary morgue site.

    3.3.2   Temporary morgue requirements/considerations:
- Convenient to scene
- Adequate capacity
- Completely secure – law enforcement to maintain security
- Easy access for vehicular transport
- Ventilation
- Hot/cold running water
- Drainage
- Sufficient electrical capabilities, lighting, utilities, etc.
- Communications

5

- Office space
- Rest/debriefing area
- Refreshment area
- Restrooms
- Climate control

3.3.3 Evacuation operations from the disaster site will be coordinated by the Coroner and Operations Chief, with assistance from law enforcement personnel.

- Initial evaluation for 5 or less bodies (when appropriate) may be coordinated and housed through the Dawson County Morgue, or through a temporary morgue site, pending availability. Surge storage will be coordinated through refrigerated trucking arrangements or other refrigeration considerations (see attachment 2). On-scene storage of body bags in refrigerated trucks is recommended up until and during time of transport.
- Prior to transport, open each body bag, ensuring that both body and bag numbers coincide.
- Log:
  - Signature of Funeral Director authorizing transport ("Transport of remains authorized by:")
  - Bag number(s)
  - Vehicle number/ID
  - Transporting personnel
  - Time and date of transport
  - Driver signature
  - Signature of Funeral Director accepting delivery of remains

3.3.4 Funeral Directors in collaboration with the Operations Chief (using ancillary fire and EMS personnel) will be utilized to transport all remains. For vehicle decontamination procedures, see Section 4.0.

3.3.5 The Coroner (or designee) will direct further processing of remains at the temporary morgue location, according to the guidelines outlined within the Georgia Emergency Management Agency (GEMA) Mass Fatalities Plan. Temporary morgue stations include:

- **Morgue Reception Station**
- **Remains Examination Station**
- **Postmortem Data Collection Station**
- **Identification Station**
- **Release Station**

3.4 Notifying Next-of-Kin/Identification of Remains

3.4.1 The Coroner, in collaboration and with assistance from law enforcement personnel, will notify all next-of-kin by a direct face to face meeting if time and situation permits. In cases of mass fatalities where resources do not exist to allow for a face-to-face meeting, the Coroner will identify the methods that will be followed to notify next-of-kin.

3.4.2 The Coroner will request the Operations Chief to interact with the American Red Cross (ARC) for purposes of establishing a Family

6

Assistance Center (FAC), whose job it will be to:

- Provide information and access to services
- Provide news and the sharing of information to the PIO, while at the same time protecting relatives from the media.
- Allow investigators access to the family
- Register and gather ante-mortem data
- Provide counseling/clergy services through County mental-health services and ancillary Stress Management Teams
- Provide transportation and food services
- Assign each family, if at all possible, a personal ARC representative

3.4.3 The Dawson County Sheriff's Department (or designee) will ensure security at entrances to the FAC, determining the process for identifying legal next-of-kin. Legal next-of-kin (for purposes of official notification and release of bodies) shall be defined within Attachment 4, and will advance level-wise until "next-of-kin" have been identified. All FAC staff should attempt to use an alternate secured-entrance to the FAC while entering and exiting the FAC, where credentialing will be verified. A note will be added to the Coroner's Investigative Report identifying the Next- of-Kin to be notified.

3.4.4 Families will be requested to provide physical identification of the remains. The Coroner will make arrangements for identification to be made, to include an appropriate location and time. If identification cannot be made, families will be requested to provide forensic items (hairbrush, toothbrush) or to provide the name and phone number of the victims' dentist. The Coroner will coordinate with appropriate agencies any assistance necessary to identify remains above and beyond physical identification by family members (e.g., DNA, dental exams). Remains will not be released until positive identification is made.

3.4.5 Disposition of unidentified remains and/or "common tissue" is the responsibility of the Coroner. The guidelines to handle such situations are as follows:
- Under no circumstances should unidentified or unassociated remains or tissue be co-mingled with identified remains.
- At the discretion of the Coroner, interment in a local cemetery will be considered and a grave marker will be placed at the site to identify it. Cremation should be avoided for religious reasons and availability for identification at a later date.

3.4.6 The Coroner, in collaboration with the State Medical Examiner, Funeral Director, and Coroner's Clerk, will complete the required Death Certificates according to law.

3.5 Return body to Next-of-Kin

3.5.1 Once the remains have been positively identified, the next-of-kin will be contacted. The Coroner will coordinate the release of the remains and personal effects to the next-of-kin or their representative.

3.5.2 Release of remains will be authorized by the Coroner with technical guidance after assessment regarding nuclear, biological, and chemical factors, and will be handled in a culturally sensitive manner.

7

4.0 Recovery

4.1 Decontamination

The decontamination of refrigerated trucks that have been used to preserve human remains needs to be carried out by a contractor qualified to provide such services. Supervision of the decontamination process will be overseen by the Dawson County Environmental Health Unit (EHU). All vehicles used for this purpose will be decontaminated whether being placed back in service to transport food, used for other purposes, or decommissioned and placed in salvage. Attention should be given to decontamination of refrigeration units (e.g., ductwork and coils). Assure that filters are decontaminated and/or replaced (if equipped).

- Attention should be given to decontamination of refrigeration units (e.g., ductwork and coils). Assure that filters are decontaminated and/or replaced (if equipped).
- Decontamination procedures for handling medical and/or infectious waste and antimicrobial pesticides (disinfectants and sanitizers) must adhere to all applicable requirements established by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Department of Transportation (DOT). This includes adherence to procedures designed to both sanitize and provide for worker protection.
- Applicable state and local standards must be met.
- The decontamination must be accomplished in a manner which destroys or inactivates any human pathogen that may be present, and removes chemical and/or any other incidental environmental contaminant. The decontamination must remove all offensive odors.
- Upon completion of decontamination written documentation should be provided to the owner of the vehicle identifying the procedure used and giving assurance that effective decontamination has been carried out. Several types of disinfectant agents may be used (e.g., chlorine, iodine, phenolic and quaternary ammonium compounds, aldehydes). At concentrations known to be effective for proper disinfection some disinfectants may also react with the inner surfaces of the vehicles.

4.2 Transition Phase

Mental Health and spiritual counseling services will again be made available as outlined in 3.4.2. Within a reasonable amount of time, a critique will be held involving all responding agencies addressing all aspects and areas of the incident, and a subsequent after-action report will be generated.

8

Attachment 1 - Local Funeral Homes

DAWSON COUNTY	Contact Name	Telephone	No. of Directors
Bearden Funeral Home 334 Highway 53 East Dawsonville, GA 30534	Ted Bearden	(706)265-3159	2
FORSYTH COUNTY			
Ingram Funeral Home 210 Ingram Avenue Cumming, GA 30040	Jack Allen	(770)887-2388	8
McDonald & Son Funeral Home 150 Sawnee Dr. Cumming, GA 30040	Lauren McDonald	(770)886-9899	3
HALL COUNTY			
Little Davenport Funeral Home 355 Dawsonville Highway Gainesville, GA	Ben Mason	(770)534-5201	5
Memorial Park Funeral Home 2030 Memorial Park Road Gainesville, GA	Marion Merck	(770)287-8227	6
John Wayne Abernathy Funeral Home 758 Main Street SW Gainesville, GA	Jimmy Brewer	(770)531-5351	4

Refrigeration Capabilities at: Local Funeral Homes: 7 Bodies
Transport Vehicles available within Dawson County at any given time: 4
Available Funeral Directors at any given time: 5
Embalming Machines available: 2
Heavy Body Bags: 20
Light Body Bags: 0
Supplies available to embalm the following number of bodies: 30

224

Attachment 2

Refrigerated Trucking Companies

Overdrive Transport	770-532-1563
Crossroads Express	706-265-3891
Tyson Foods	770-888-4611
	706-867-0732

Other Refrigeration Considerations

G. B. I. Lab
Northeast Georgia Medical Center
Area Funeral Homes

Attachment 3

Emergency Contact Numbers

G. B. I. Lab	404-270-8210
GEMA	1-800-TRY- GEMA
Northeast Georgia Medical Center	770-535-3553
GSP Cumming Post	770-205-5400
Pickens County Coroner – Mark Godfrey	770-893-7470
Cherokee County Coroner – Earl Darby	770-479-2193
Lumpkin County Coroner – Jim Sheppard	678-725-5609
Hall County Coroner – Marion Merck	770-287-8227
Gilmer County Coroner – Jerry Hensley	706-889-4100
District 2 Public Health Emergency Coordinator Mark Palen	770-535-5743

Attachment 4

Legal Next-of-Kin Table

Level One*: Spouse of deceased OR Child of deceased OR Grandchild, Great Grandchild, etc. of deceased

Level Two: Parent of Deceased OR Sibling of deceased OR Niece, Nephew, or Great Niece or Great Nephew of deceased

Level Three: Grandmother or Grandfather of deceased (either maternal or paternal)

Level Four: Aunt or Uncle of deceased (either maternal or paternal)

Level Five: First Cousin of deceased (either maternal or paternal)

Level Six: If no kin within the above levels can be located, contact the Dawson County Superior Court office

* Level One includes any lineal descendants from child or grandchild of the deceased.
  A lineal descendant is any person in the direct line of descendant such as a child or
  grandchild as contrasted with a collateral descendant such as a niece or nephew.

Points of Distribution
(PODs)

Table of Contents

2

INTRODUCTION

Points of Distribution/Commodities

- Points of Distribution (PODs) are centralized locations where the public can pick up life sustaining commodities following a disaster or emergency.

- Commodities usually include shelf stable food and water.

PODs can accommodate vehicle traffic (drive-thru). Each vehicle receives a set amount of supplies. The recommended amount is for each person/vehicle to receive enough for a household of three.

Commodities provided can include, but are not limited to, shelf stable food, bottled water, and limited amounts of ice, tarps, and blankets. The Dawson County Emergency Management Agency (DCEMA) will determine the actual commodities and set quantity of each.

5

STAFFING

Organizational Structure

The Dawson County Emergency Management Agency (DCEMA) is responsible for the activation, operation, and demobilization of the PODs.

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                    ┌─────────────────┐
                    │       BOC       │
                    └─────────────────┘
                             │
                    ┌─────────────────┐
                    │  County Manager │
                    └─────────────────┘
                             │
              ┌──────────────┴──────────────┐
    ┌──────────────────┐         ┌──────────────────────┐
    │      POD 1       │         │        POD 2         │
    │  Rock Creek Park │         │ Veteran's Memorial   │
    │                  │         │        Park          │
    └──────────────────┘         └──────────────────────┘
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6
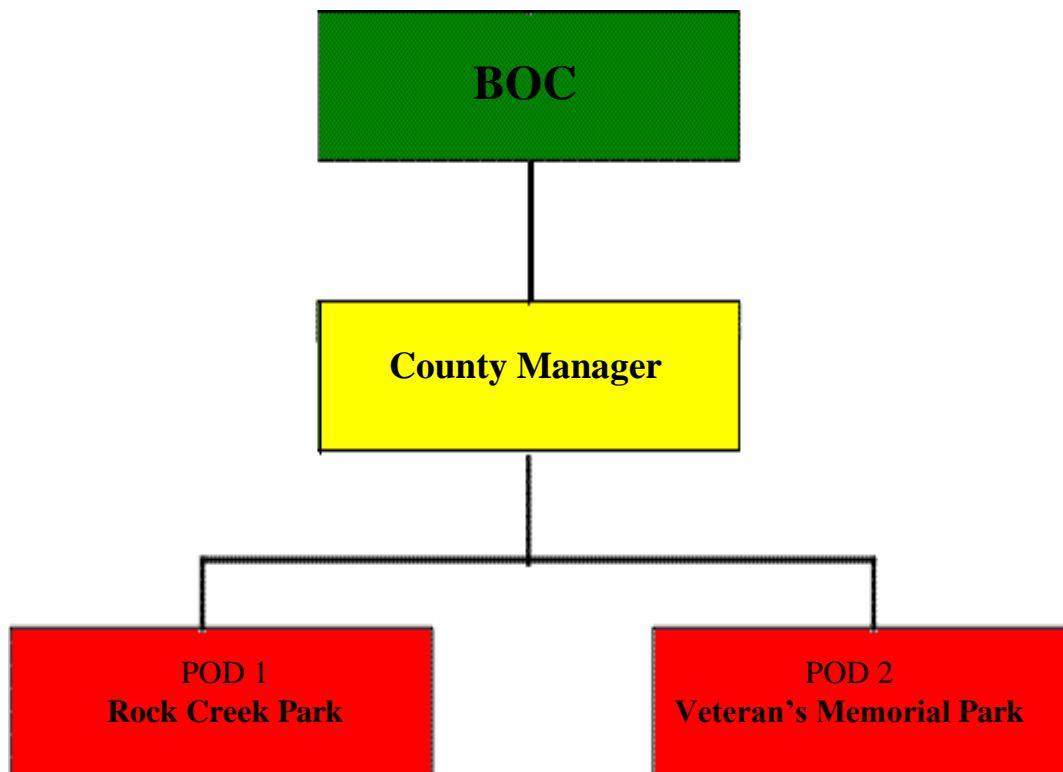
Roles and Responsibilities of the Dawson County Emergency Management Agency

The determination to activate, operate, and demobilize a POD is at the discretion of the Local Emergency Management Agency (LEMA), with the approval of the County Manager and the Board of Commissioners.

DCEMA *determines* the location and type of POD based on:

- needs analysis
- population density, and
- current methods of commodity distribution

DCEMA *coordinates* the activation of PODs based on:

- public need
- types of resources needed
- infrastructure capability, and
- availability of resources

DCEMA *designates* resources for each POD

- type of distributed commodity
- amount of distributed commodity
- POD material handling equipment

DCEMA is responsible for:

Providing POD Manager Training

Selecting POD staff and locations

- Ensuring that POD locations support the population density, needs, and takes into account other forms of public commodity distribution

Registering POD workers

- At a minimum, POD Managers should be registered as an Emergency Worker in accordance

with local laws.

- It is suggested that all POD primary staff are registered

Activating PODs

- Determining the need and availability of PODs for activation

Supplying PODs

- Providing appropriate allocations of commodities for distribution based on population densities and expected public need

- Providing material handling equipment and staff support resources

Demobilizing PODs

- Determining when to demobilize PODs based on need and infrastructure restoration

- Coordinating the receipt of excess resources

- Coordinating the removal of material handling equipment and staff support resources

- Restoring sites to original specifications

- Collecting and processing all paperwork associated with the POD

Conducting POD Reset

- Coordinating the replenishment of POD Kits

- Conducting After Action Reviews

- Recognizing participating organizations for service to their community

8

POD Staff

This is the management structure of a POD. Under the direction of the POD manager, the POD operates using two teams:

- Loading Team
- Support Team

POD Staff

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                          POD Manager

         Support Team Leader            Loading Team Leader

   Traffic          Pallet Jack                      Loaders
   Controller       Operator

   Community        Fork Lift                         Site Security
   Relations        Operator                          Officer
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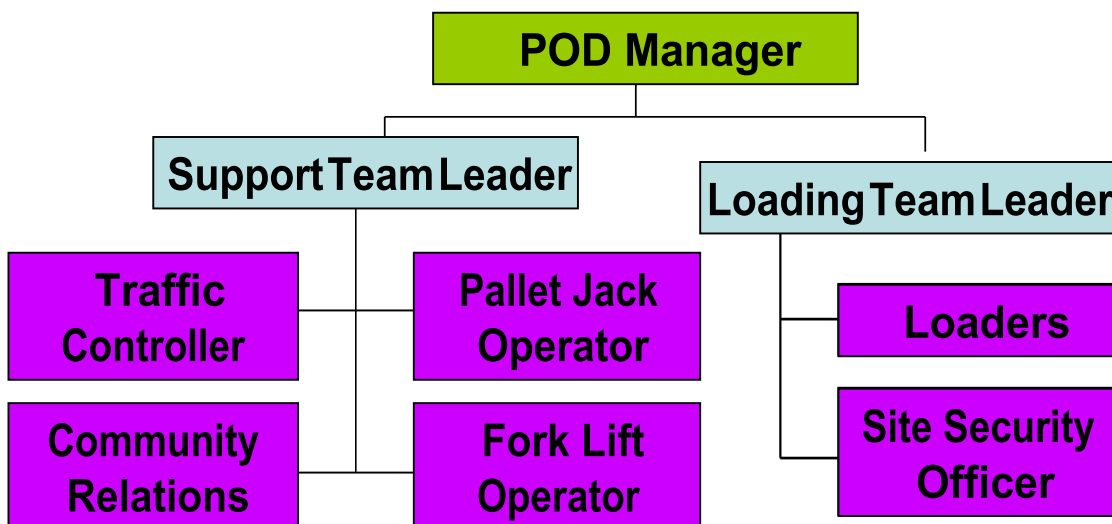
The POD Manager has overall responsibility for the safe operation of the POD. This includes all staff and resources on site throughout the activation. The POD Manager reports to DCEMA for guidance and information. The POD Manager is also the primary safety officer and ensures all operations are conducted in a safe manner for the staff and the POD customers.

The Support Team *supports* the loading line by:

- Resupplying loading points
- Unloading bulk commodities
- Maintaining traffic control
- Providing community relations

The Support Team *consists* of:

- Support Team Leader
- Traffic Control
- Community Relations
- Fork Lift Operator
- Pallet Jack Operator

10

The Support Team Leader *supervises* all support operations including:

- Ensuring equipment used on site has been inspected, maintained, and used in a safe manner

- Coordinating supply truck movement on site

- Conducting resupply operations including downloading commodities and resupplying the loading line

- Maintaining accountability of all commodities received, on hand, and distributed from the site

- Maintaining all paperwork relating to resource accountability and providing daily resource reports to DCEMA

11

The Traffic Controller *manages* the movement of vehicles through the POD; not just customer vehicles but also tractor trailers. The Traffic Controller directly controls the movement of vehicles in the vehicle lane and oversees the safety of loaders on the vehicle line.

All issues with customer vehicles, such as breakdowns, are coordinated with and directed by the Traffic Controller or Support Team Leader.

The Community Relations staff *serves* as the central point of contact for media and public relations on the site.

12

The Fork Lift Operator *manages* the movement of pallets to and from the resupply vehicle(s). This includes resupplying the loading line.

Fork Lift Operators MUST BE QUALIFIED TO OPERATE THE EQUIPMENT!

The Pallet Jack Operator is responsible for the movement of pallets to and from the loading line and removing empty pallets.

Pallet Jack Operators MUST BE FAMILIAR WITH THE EQUIPMENT!

13

The Loading Team *conducts* loading operations and sustainment of staff. The support team supports the loading line by:

- Conducting customer commodity loading
- Sustaining staff operations including:
  - Restrooms
  - Break Areas
  - Trash Removal
  - Staff Feeding
  - Establishing Shift Schedules

The Loading Team *consists* of:

- Loading Team Leader
- Loaders
- Site Security Officer

14

The Loading Team Leader *supervises* all loading and sustainment operations including:

- Loading of supplies into customer vehicles
- Ensuring the Loading Line has adequate supplies
- Coordinating the staff sustainment and care including:
    - Restrooms
    - Rest Areas
    - Feeding
    - Shift Schedules
- Oversees site security and coordinates with local law enforcement for assistance

Loaders *are responsible* for loading set quantities of supplies into customer vehicles. Loaders also coordinate with the Support Team for resupply of the loading line.

The Site Security Officer *is responsible* for securing the POD site and ensuring/maintaining good order.

The Site Security Officer will be the primary staff member that will work with angered or agitated customers. The Site Security Officer should be a law enforcement officer or an individual trained in security operations.

16

POINTS OF DISTRIBUTION SETUP

Developing your site Layout

POD 1: Rock Creek Sports Complex

POD 2: Veterans Memorial Park

Site Layout
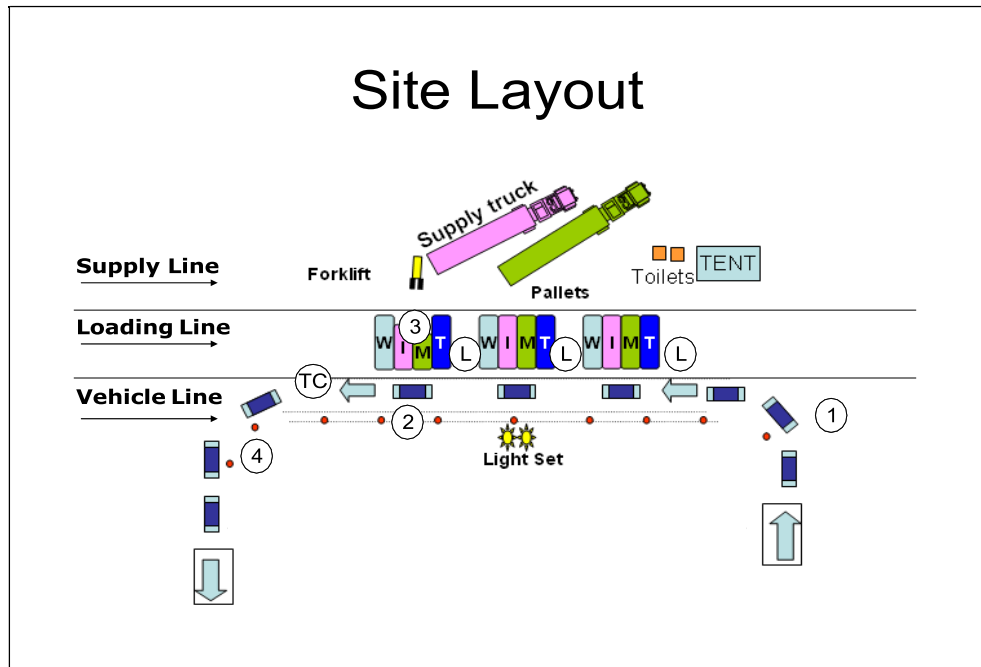
A POD is divided into three areas.

> The **SUPPLY LINE** is where supply trucks, usually tractor-trailers, have room to unload. This area also includes staff care facilities including restroom facilities and rest tent. Having an informational bulletin board in the rest tent is a good way to keep your staff updated.

> The **LOADING LINE** is where supplies are kept waiting on stacked pallets to be distributed to the public. This is also where loaders wait while vehicles are moving through the Vehicle Line.

> The **VEHICLE LINE** is where the public drives through to get supplies. Entry into the vehicle line occurs only when all vehicles have come to a complete stop and the Traffic Controller has instructed the staff to "LOAD".

PODs provide the same quantity of supplies to each vehicle. In the site layout diagram, the POD is providing water (**W**), ice (**I**), shelf stable meals (**M**), and tarps (**T**).

POD
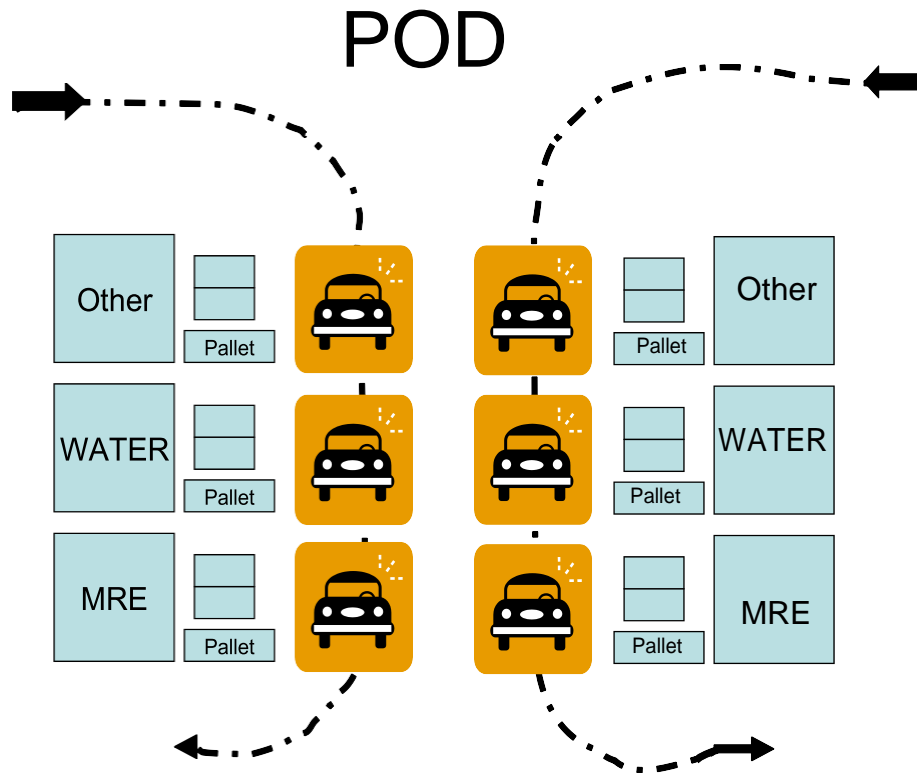
When setting up your POD, there is a minimum space for each area:

- Vehicle Line – 20 feet wide
- Loading Point – 80 feet by 40 feet each
- Supply Line – 50 feet wide

Traffic cones are used to guide customers through the POD site.

For vehicles, cones should create a lane that is 12 feet wide. It is recommended that cones not be placed more than 20 feet apart.

20

Signage for a POD

- **POD Ahead** – this sign provides directions to inbound customers in locating the entrance to the POD. There can be multiple signs placed away from the POD to give the estimated distance to the POD.

- **Enter** – this sign directs customers to enter at the correct point of the vehicle lane.

- **Loading Point** – each loading point should be marked so that customers know to stop for materials to be loaded.

- **Exit/Do Not Enter** – this marks the vehicle lane exit. It is also important to clearly mark the opposite side of the sign with "DO NOT ENTER".

- There are **other signs** you can use at a POD.

  - "This site staffed by…"
  - One Way
  - Turn Here

Loading Points
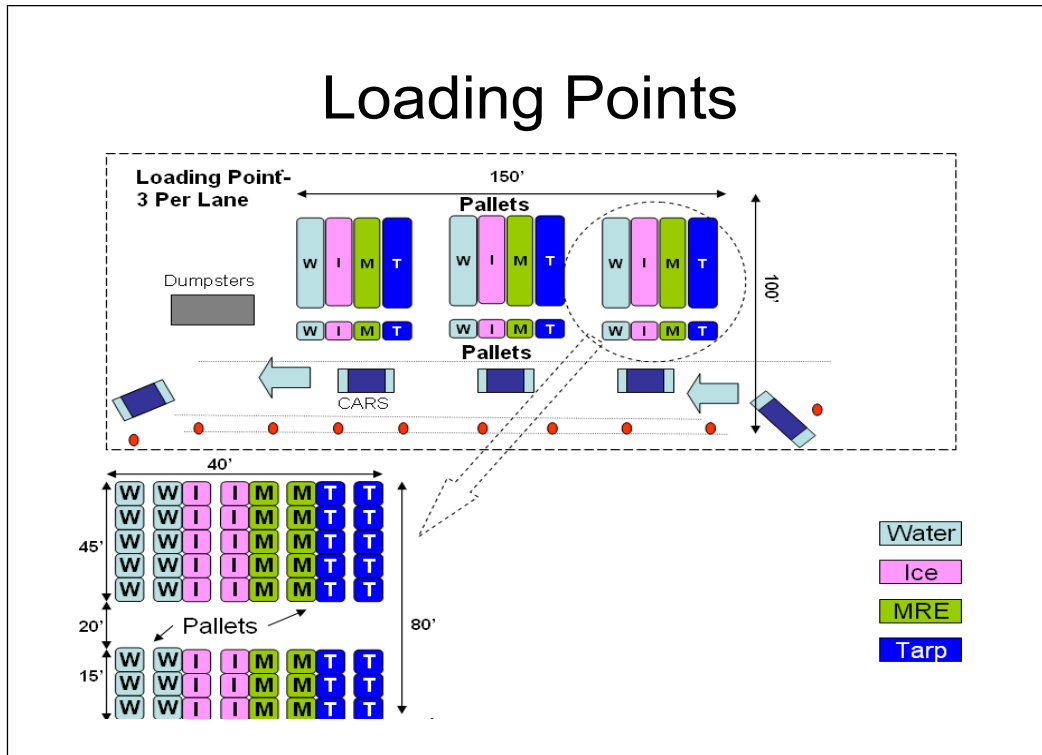
A proper layout of the loading points can ensure a smooth and efficient flow of goods through the POD. Each loading point should be 80 feet by 40 feet. These dimensions are a guide to be adjusted according to the size and quantity of commodities being distributed. In the Loading Points visual, Water (W), Ice (I), MREs (M) and Tarps (T) are being distributed. If the POD is only providing water and food, the loading point could be smaller.

Pallets of commodities must be separated at each loading point. This allows for a more efficient loading and resupply of materials. By mixing pallets of commodities, loaders have to spend additional time sorting.

The United States Army Corps of Engineers has developed a typing standard for PODS.

The smallest of the PODs is a Type III, and is the type DCEMA would implement in the case of a disaster or emergency. A Type III POD serves 5,000 people a day based on one vehicle representing a household of 3 people. A Type III POD is 150 feet by 300 feet and requires a staff of 19 per day and 4 per night.

POD Type III Layout
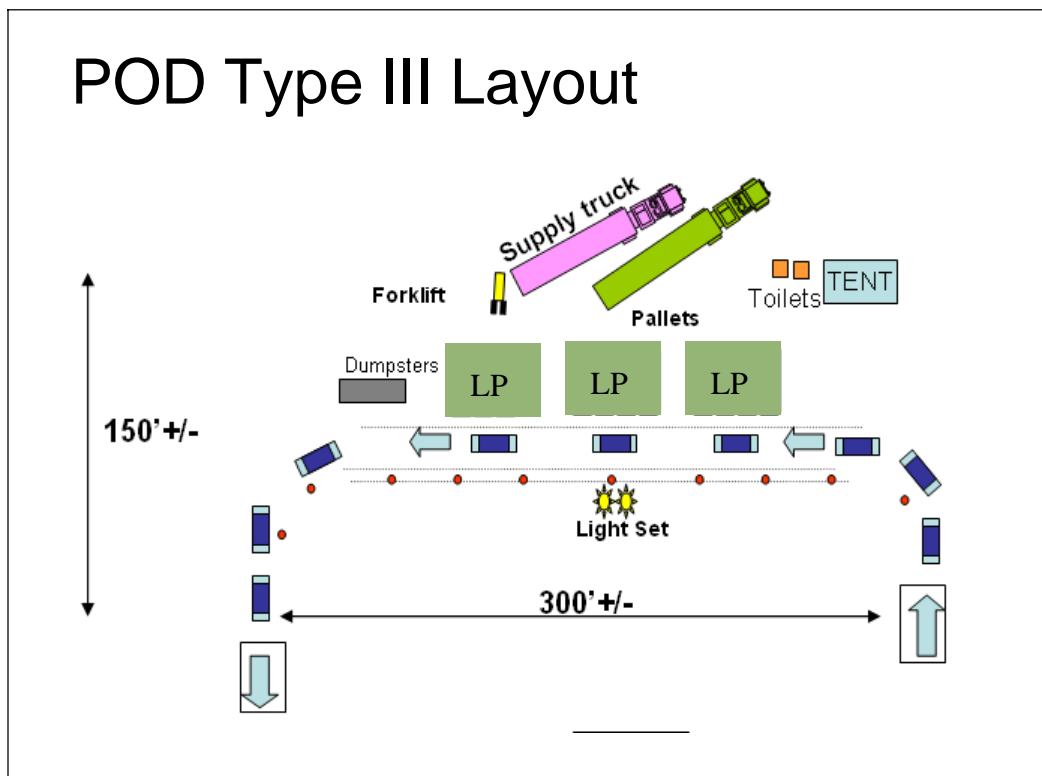
A Type III POD has three loading points and only one vehicle lane.

A Type II POD is twice the size of a Type III and serves 10,000 people a day based on one vehicle representing a household of 3 people. A Type II POD is 250 feet by 300 feet and requires a staff of 34 per day and 6 per night.

POD Type II Layout
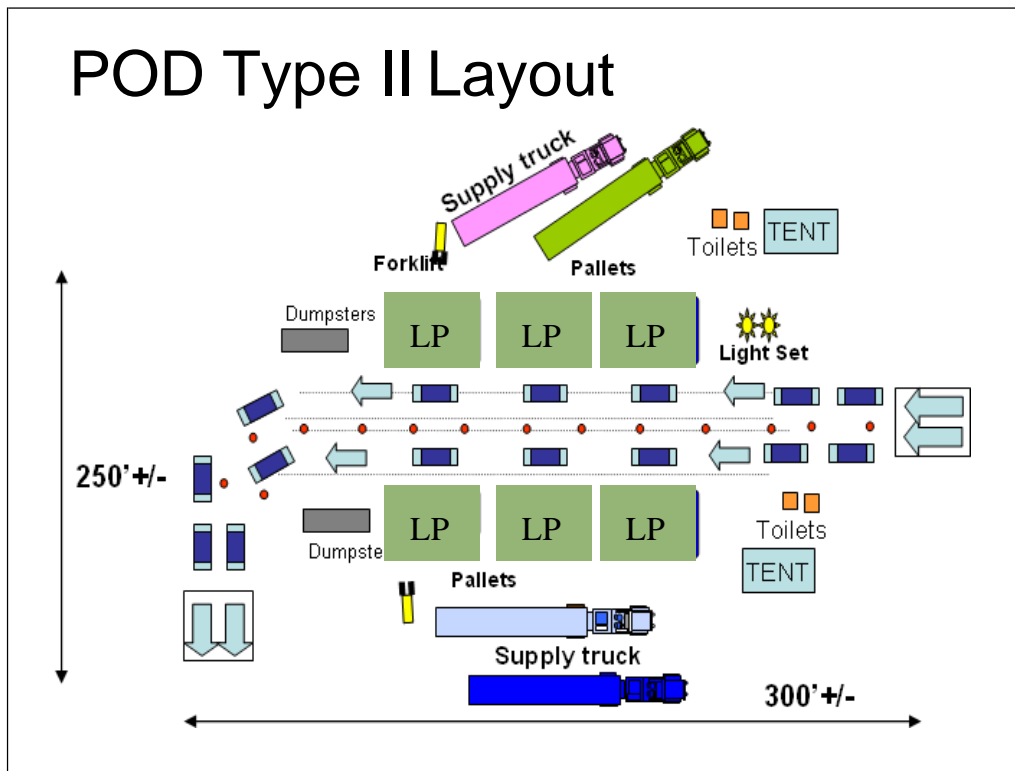
Type II POD has six loading points and two vehicle lanes.

The largest of the PODs is a Type I. A Type I POD serves 20,000 people a day based on one vehicle representing a household of 3 people. A Type I POD is 250 feet by 500 feet and requires a staff of 78 per day and 10 per night. Type I PODs are only used in large metropolitan areas.

POD Type I Layout
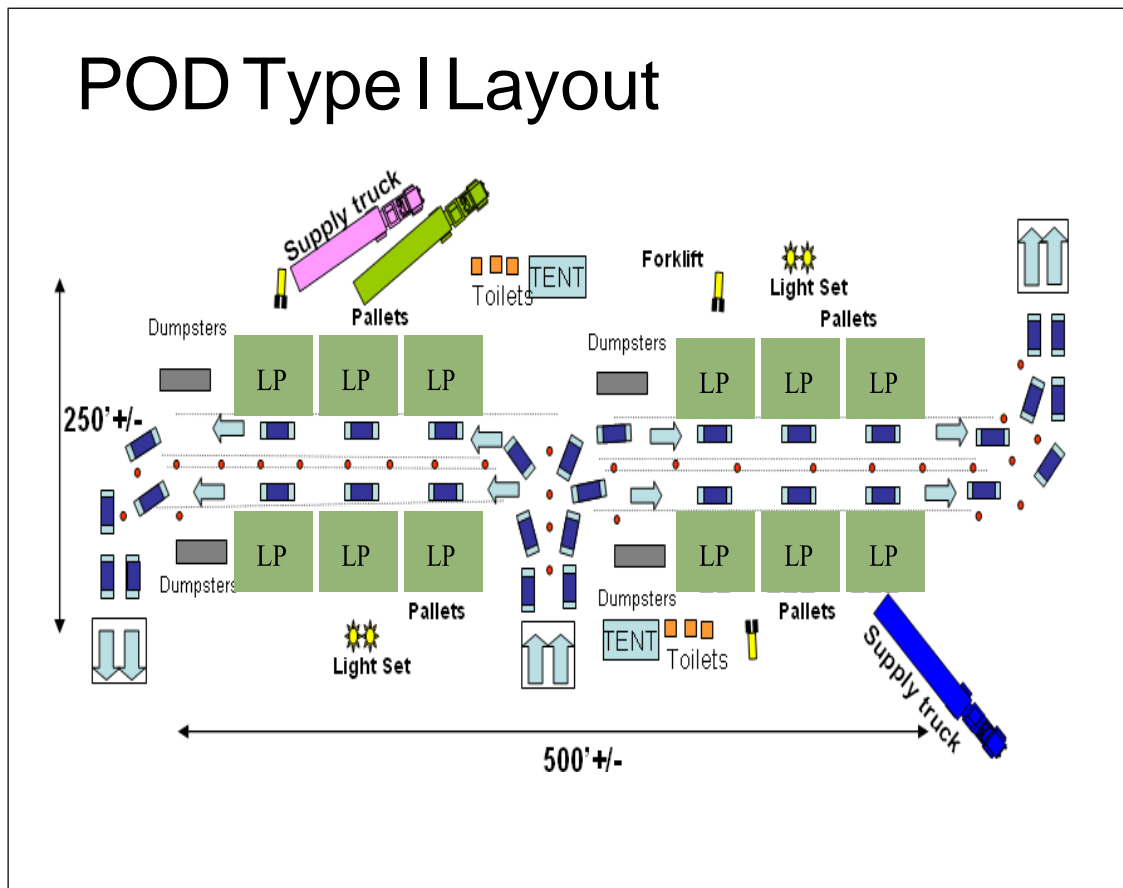
A Type I POD has twelve loading points and four vehicle lanes.

How to Activate a POD

The activation of a POD begins with the notification process.

Once an incident occurs, DCEMA determines if there is a need for a POD. If needed, DCEMA determines the location, timeframe for operation, and what commodities will be provided to the public at the POD.

During this time, POD staff should be taking care of their families and homes in preparation for activation.

The following form can be used to assist in notifying people.

POD ACTIVATION NOTIFICATION FORM		
Line 1	Date and Time of Message	
Line 2	POD Manager Name/Org	
Line 3	Location of POD	
Line 4	Size (by type)	
Line 5	Date to Open	
Line 6	Time to Open	
Line 7	Quantity of Water per Vehicle	
Line 8	Quantity of Food per Vehicle	
Line 9	Type and Quantity of Other Commodity	
Line 10	Date and Time of First Supply	
Line 11	DCEMA Point of Contact	
Line 12	DCEMA POC Number	

POD Site Setup Checklist

POD Manager: _____
Location:

		Yes	No	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with DCEMA			
4	Inspect POD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-potty location			
7	Establish the dumpster location			
8	Establish the break area location			
9	Set up traffic cones around the vehicle line			
10	Ensure supply trucks can enter and exit			
11	Assign staffing positions			
12	Distribute PPE			
13	Conduct a safety briefing			
14	Determine signage locations			
15	Receive port-a-potties			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify DCEMA that the POD is ready for opening			
20	Put up signage			
21	Open POD			
22	Notify DCEMA that the POD is open			

Other Remarks:

POD Manager Initials: _____
Date and Time Complete:

How to support a POD site and staff

At each POD location, it is best to have POD kit(s) on site to support the initial setup of the POD. Each POD kit is designed for a Type III POD. If a Type II POD is established at that site, the site should have two kits. A Type I POD would need four kits. The POD kit has supplies for the site and individual staff positions.

In addition to the resources available in the POD Kit, the site will need, at a minimum, a dumpster, portable restroom, break area, and light set. These will provide support for the staff and allow safer working conditions.

POD Kit

One (1) 96-gallon trash can, wheeled (for storage of the kit)

Sixteen (16) pairs of leather work gloves

Four (4) rolls of duct tape

Nineteen (19) battery-powered (D-cell) flashlights

Nineteen (19) reflective safety vests

One (1) First Aid Kit

Twelve (12) 36", reflective traffic cones

Sixteen (16) safety hard hats

Thirty (30) orange or red glow sticks

Thirty-six (36) D-cell, batteries

Eight (8) medium back support belts or vests

Eight (8) large back support belts or vests

One (1) 5 lb. fire extinguisher

29

Equipment

Pallet Jack

The main parts of a pallet jack are the forks, handle, and actuating lever.
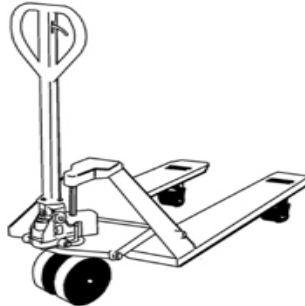
Before inserting the pallet jack into the pallet, ensure that the forks are in their lowest position.

Pallet Jack Handle and Actuating Level

Raise the forks by pushing the actuating lever down (R position on diagram) and pumping the handle up and down. One-inch clearance between the floor and pallet is usually sufficient.

Put the actuating lever in a neutral or middle position (N position on diagram) to move the load. This position disengages the lifting mechanism and frees the handle from hydraulic resistance, but keeps the forks raised. When the lever is released, it will automatically return to the neutral position.

Lower the forks by pulling the actuating lever up (L position on diagram) and holding it there until the forks come to a resting position.

Some of the hazards associated with pallet jacks include:

- Load balancing

- Pushing the pallet jack versus pulling

- Controlling the speed of the pallet jack without the assistance of breaks

- Tripping hazard associated with the forks and handle

To mitigate these hazards, follow the following safety rules:

- ➢ Always wear provided protective equipment
- ➢ Stay out of the vehicle lane when vehicles are moving
- ➢ Be alert to your surroundings
- ➢ Avoid moving loads up or down ramps
- ➢ Do not carry riders
- ➢ Center the forks evenly under the load to maintain good balance
- ➢ Avoid overloading
- ➢ Ensure the stability of the load
- ➢ Use both forks for lifting a load
- ➢ Pull rather than push loads for increased maneuverability
- ➢ Maneuvering loads using the neutral position reduces operator fatigue
- ➢ Operate at a controllable speed, since hand pallet trucks do not have brakes
- ➢ Park the pallet truck out of traffic areas in a safe, level place with the forks lowered
- ➢ The handle should be left in the up position to eliminate tripping hazards

32

FORK LIFT

The main parts of a forklift are:

- Mast
- Carriage
- Forks
- Drive Tires
- Steer Tires
- Overhead Guard

When parking a forklift, it is important to follow these steps for safety:

1. Park forklift on flat level surface.
2. Tilt mast to vertical position.
3. Lower forks to floor.
4. Shut engine off.
5. Lock drive wheels.

Forklift Parking

33
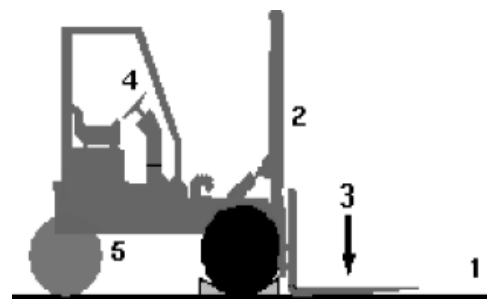
Some of the hazards associated with forklifts include:

- Decreased visibility especially when carrying a load
- Lift height
- Stability on uneven (not level) surfaces
- Steering and turning radius when loaded
- Working around pedestrians

To mitigate these hazards, follow the following safety rules:

➢ Only authorized and trained personnel (with current certification) will operate the forklift

➢ Seatbelt must be worn by the operator at all times

➢ Always wear provided protective equipment

➢ Stay out of the vehicle lane when vehicles are moving

➢ Be alert to your surroundings

➢ Loads will be tilted back and carried no more than 6 inches from the ground.

➢ Loads that restrict the operator's vision will be transported backwards.

➢ Forklifts will travel no faster than 5 mph or no faster than a normal walk

➢ Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering

➢ Operator will assure load does not exceed rated weight limits

➢ Grades will be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. On all grades the load and load engaging means will be tilted back if applicable, and raised only as far as necessary to clear the road surface

➢ Do not carry riders

➢ Center the forks evenly under the load to maintain good balance

➢ Avoid overloading

➢ Ensure the stability of the load

➢ Use both forks for lifting a load

➢ Pull rather than push loads for increased maneuverability

➢ Maneuvering loads using the neutral position reduces operator fatigue

➢ Operate at a controllable speed, since hand pallet trucks do not have brakes

➢ When un-attended, forklifts will be turned off, forks lowered to the ground and parking brake applied.

34

OPERATIONS

How to operate a POD

PODs are generally open to the public for 12 hours a day. This reduces the amount of time the POD is open in low-light conditions.

DCEMA will coordinate resupply during the 12 hours the POD is closed. The POD will work with DCEMA to determine the hours of operation, but it is recommended that the open hours be from 7am to 7pm and resupply from 7pm to 7am.

The POD Manager will determine breaks for staff including meal breaks. Due to the physical nature of the work, it is recommended that staff get a ten-minute break every hour and a twenty-minute meal break. Ideally, food will be provided by DCEMA at least twice a day (noon and midnight). However, if the situation does not allow delivery of hot food, POD staff are permitted to utilize the shelf-stable meals and water on site for meal breaks.

As already discussed, a POD is divided into three areas:

> The **SUPPLY LINE**
> The **LOADING LINE**
> The **VEHICLE LINE**

POD Operation:

- A vehicle enters the POD

- The Traffic Controller (TC) stands at the front of the vehicle line where all vehicles in the lane can see him/her.

- When the front vehicle is adjacent to the front-loading station, the Traffic Controller signals the vehicle to stop. Each vehicle behind the 1st vehicle stops as well.

- Once all vehicles come to a stop, the Traffic Controller blows one long whistle blast and says, with a projected voice, "LOAD". "LOAD" is echoed by the loaders.

- The Loaders (**L**) then load a set amount of supplies from the pallets into the trunk of the vehicle.

- Once the Loaders complete loading supplies into the vehicle, they step back to the loading line and speak with a projected voice "CLEAR"

- When the Traffic Controller hears "CLEAR", s/he visually verifies that all staff and loaders have cleared the vehicle line and, using hand signals, instructs the vehicles to depart the POD and blows a long whistle blast.

- The next set of vehicles enters the vehicle lane and the process repeats.

37

Ordering and Resupply

Consumption Rates

Consumption Rates are determined by the number of customers through a POD per day. This information must be passed on to GEMA each day. This helps to determine POD needs and quantity of supplies to provide.

Ordering

When providing your consumption rates to GEMA, you should also order any supplies you need on the site. Supplies could include fuel for equipment or expendable POD equipment (gloves, vests, etc.). Orders will be placed at 9:00 A.M. via conference call with GEMA for night deliveries.

Off Loading Supply Trucks

Resupply should be conducted during the night. The night crew must assist with unloading any supply trucks and organizing the supply and loading lines with the new resources. Commodities should be organized on a first-in/first-out basis.

Resupplying Loading Points

Loading points should be restocked during the night from the supply delivery. During the day, empty pallets should be cleared from the loading line and stored in the supply line for pick-up the following night. It is also advisable to replace empty pallets with full pallets close to the vehicle line to reduce loaders walking excessively to and from the vehicle line.

38

GEMA DAILY LOGISTICS CONFERENCE CALL
0900 Hrs.
Dial 1-866-339-6642, Enter Meeting Number *9074965*

COUNTY:_____   **DATE:** _____

COUNTY REP: _____   **PHONE:** _____

AGENDA:

FIRST. Counties place commodity orders for the next day's delivery. Please allow each county to order prior to discussing topics on page 2. Each county will be provided an Excel Spreadsheet of its POD locations to facilitate this process. Locations will be listed in alphabetical order by county, facility name, and address. The POD type number is listed in (_). Counties simply go down the POD location and indicate the number of truckloads desired for tomorrow (Delivery between 1900 hours today and 0700 hours tomorrow)

ORDER FOR TOMORROW'S DELIVERY IN TRUCKLOADS

POD NAME/ADDRESS	Truckloads for Tomorrow			
	Water	Ice	Meals	Tarps
Rock Creek Sports Complex, 445 Martin Rd, Dawsonville, GA. 30534 (3)				
Veterans Memorial Park, 186 Recreation Rd, Dawsonville, GA. 30534 (3)				

Conversion Factors (Estimates only. Actual figures will depend on vendor packaging):

Water   1 Truckload = 20 pallets, 900 liters (237 gal)/pallet = 18,000 liter/4,7g50 al
Meals   1 Truckload = 40 pallets, 45 cases (540 meals)/pallet = 21,600 meals
Ice   1 Truckload = 20 pallets, 250 – 8 lb. bags/pallet = 5,000 bags

PODS CLOSING TOMORROW

NAME/ADDRESS	SIZE (TYPE)

AFTER the daily order/report process (Excel Spreadsheet), counties may provide additional resource requests and/or discuss other concerns or unmet needs. Suggested topics are provided.

SUGGESTED TOPICS FOR ADDITIONAL DISCUSSION

(Conducted AFTER all counties have ordered commodities)

➢ **POD Operations:**
- Estimated number of people requiring commodities tomorrow: _____
- Commodity Levels: Available, Shortages, and other issues regarding stock. Include available excess GEMA may utilize elsewhere. Shipping and Receiving Concerns: Road Conditions and available routes, Timing, Local Handling and Distribution Issues.
- Burn Rates: Report last 24 hours and provide estimate for next 72 hours.

➢ **Logistical Resource Request (RR):**
- Status Update. E-Team request number format: Res. 130747-759-020310 130747-759 is system generated. 020310 represents the date the request was generated, Feb. 3, 2010.
- Resources reported as enroute but not yet received.
- Critical resources arriving in the last 24 hours.
- Resources released in the last 24 hours or expected to be released.
- Resources cancelled.

➢ **Status of Utilities and Critical Facilities/Issues:**
- Power. Number of homes in county without power today: _____
- Status of Water/Water Treatment Facilities and number of customers affected.
- Status of Other Critical Facilities to include those operating on external emergency power (off- line).
- Local businesses that have re-opened or will be reopening to relieve logistical support (i.e., Home Depot, Lowes, Wal-Mart's, Major grocery stores, etc.).

➢ **Planning Issues:**
- Status of mutual aid request (EMAC, coming from outside the state).
- Anticipated Logistical Request/Issues for future operations but not yet requested.
- Anticipated Purchase(s) of Goods and Services exceeding county contract or leasing capability for which state assistance might be requested.

40

Maintaining Equipment

Daily Maintenance

On-site equipment must be checked daily to ensure proper working order. The forklift (if on site) should be inspected following the checklist. A similar inspection must be conducted on the pallet jack(s), light tower(s) and other equipment on site.

Break Downs

If, during your inspection or during use, the equipment breaks down, contact LEMA to get a maintenance technician or replacement equipment.

Refueling

Generators and Light Towers should be refueled twice a day prior to shift change. Ensure you follow the owner's manual for proper refueling procedures.

41

Volunteers, Media, and the Public

Volunteers

At your POD site, you may get volunteers willing to assist you. These volunteers may be from your organization, friends of your staff, or spontaneous public volunteers. You must coordinate the decision to accept volunteers with DCEMA. If the decision is to allow additional volunteers on the POD site, they must follow the same rules and procedures as the trained staff. This includes signing in just as the regular staff does each day.

Media

The media may wish to visit your POD site. This must be coordinated with DCEMA's Public Information Officer (PIO). *All questions from the media must be directed to that PIO.* This ensures a common message across the jurisdiction and other PODs. Your Community Relations staff and POD Manager will be the primary points of contact for media inquiries. Additionally, the media must be directed to not interfere with ongoing POD operations, such as stopping or disrupting traffic flowing in and out of the POD site.

Public Relations

Your Community Relations staff will also provide information to POD customers. This information is provided by DCEMA's PIO. The information may be verbal or through handout flyers. The POD Manager should work closely with the Community Relations staff to ensure correct messages are being provided.

RESOURCE ACCOUNTABILITY & SAFETY

44

Vehicle Counts help establish actual consumption rates

Vehicle counts are important for a number of reasons. By gathering basic statistics on the number of customers served, you can gain an understanding of what will be needed to continue to provide goods at each POD. In addition, it helps the POD manager track the actual amount of goods issued so s/he can report on this.

To that end, there should be a **Check-in Specialist** position. This person should keep a running tally on a clipboard as vehicles arrive at the check in point and provide the information to the POD manager upon request.

Receiving supplies

As supplies arrive at the POD, the manager should use the trucker's Bill of Lading or Mission Assignment Form to account for the supplies being delivered. If there is a discrepancy, the manager should contact the point of origination (the staging area or vendor) and discuss the difference. If a resolution of the discrepancy cannot be reached, the manager should make a note of the discrepancy (and steps taken) on the form before signing. Do not sign the form without including this information. In any case, the manager should never accept supplies without signing for them.

DAILY REPORTING FORM

POD DAILY REPORT		
Line 1	Date of Message	
Line 2	Time of Message	
Line 3	Manager Last Name	
Line 4	Managing Organization	
Line 5	Location	
Line 6	Date Opened	
Line 7	Quantity of Water Received (gal)	
Line 8	Quantity of Water Distributed (gal)	
Line 9	Quantity of Food Received (each)	
Line 10	Quantity of Food Distributed (each)	
Line 11	Quantity and Type of Other Commodity Received	
Line 12	Quantity and Type of Other Commodity Distributed	
Line 13	Number of Day Staff	
Line 14	Number of Night Staff	
Line 15	Number of Unassigned Staff	
Line 16	Number of Spontaneous Volunteers	
Line 17	Initials of Reporting Manager	

STAFF REPORTING FORM

EMERGENCY WORKER DAILY ACTIVITY REPORT

County in which mission/incident took place:					Mission/Incident Number:			
Mission/Incident Name:					Date From:		Date To:	
Unit Name:								
Unit Address:								

EMERGENCY WORKER NAME	CARD No.	ASSIGNMENT OR TEAM	DATE		DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)
			IN	*OUT	IN	*OUT	IN	*OUT		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
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24.										
25.										
26.										
27.										
28.										
29.										
30.										

* The time a person could reasonably have expected to reach home without stopping enroute.

TOTAL PERSONNEL:		TOTAL HOURS:		TOTAL MILEAGE:	

THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY.

By my signature below, I certify that these persons did participate in this mission/incident:

Print Name and Title	Signature

EMD - 078 (02/00)

47

DAILY SITE HAZARD ASSESSMENT FORM			
Inspected by: _____ **Date:** _____			
Location: _____ **Time:** _____			
Training:	Yes	No	Comments
Is each person assigned to a job within their capability?	☐	☐	
Did each person receive a safety brief at shift change?	☐	☐	
Is training on PPE and equipment provided?	☐	☐	
Environment:	Yes	No	Comments
Are resources available to deal with very hot or very cold conditions? (drinking water, heated tent, shade)	☐	☐	
Does staff know the symptoms of heat cramps, heat stroke, hypothermia?	☐	☐	
Is the level of light adequate for safe and comfortable performance of work?	☐	☐	
Housekeeping:	Yes	No	Comments
Is the work area clear of debris and tripping hazards?	☐	☐	
Are materials properly stacked and spaced?	☐	☐	
Are work areas clear of fluid spills or leakage?	☐	☐	
Are aisles and passageways clear of obstructions?	☐	☐	
Are walkways clear of holes, loose debris, protruding nails, and loose boards?	☐	☐	
Is the break area kept clean and sanitary?	☐	☐	
Are the dumpsters being serviced properly?	☐	☐	
Are the restrooms (portable or fixed) clean, sanitary and restocked?	☐	☐	
Personal Protective Equipment:	Yes	No	Comments
Is required equipment provided, maintained and used?	☐	☐	
Does equipment meet requirements?	☐	☐	
Are warning signs prominently displayed in all hazard areas?	☐	☐	
Material Handling and Storage:	Yes	No	Comments
Is there safe clearance for all equipment through aisles and doors?	☐	☐	
Is stored material stable and secure?	☐	☐	
Are storage areas free from tipping hazards?	☐	☐	
Are only trained operators allowed to operate forklifts?	☐	☐	
Do personnel use proper lifting techniques?	☐	☐	
Vehicle Traffic:	Yes	No	Comments
Are cones placed to direct traffic?	☐	☐	
Is the vehicle line free of pedestrians when vehicles are moving?	☐	☐	
Are pedestrian and vehicular traffic separated?	☐	☐	
ADDITIONAL COMMENTS OR CONCERNS			

Personal Protective Equipment [PPE]

Some of the types of PPE used on a POD site include:

- Head Protection
  - Hard Hats
- Hand Protection
  - Leather Work Gloves
- High Visibility Vests
  - Reflective traffic vests for all personnel
  - Must be worn when on site!
- Illumination
  - Flashlights
  - Glow sticks

Hazard Communication

Everyone has the right and responsibility to be aware of all hazards and proper work procedures for hazardous material used in their work area.

Some hazardous material that could be on the POD site includes fuel for generators and vehicles, batteries, glow sticks, and MRE heaters.

Information on the hazards present on a POD site is found on hazardous material labels and material safety data sheets.

NFPA 704 Labeling System

Red
FLAMMABILITY

Blue
HEALTH

Yellow
INSTABILITY

White
SPECIAL
(W or OX)

The NFPA 704 is a standard that provides a readily recognized, easily understood system for identifying specific hazards and their severity using spatial, visual, and numerical methods to describe in simple terms the relative hazards of a material. It addresses the health, flammability, instability, and related hazards that may be presented as short-term, acute exposures that are most likely to occur as a result of fire, spill, or similar emergency.

50

DEMOBILIZATION

51

Closing your Site

The need for a POD is based on a lack of infrastructure (roadways, power, water) to support normal distribution of food, water, or other supplies. Once the local infrastructure starts coming back, close your POD. For example, if your POD is in the parking lot of a grocery store, once the electricity and roadways are back to working order and the store begins receiving stock, you don't want to interfere with their operation. The community can begin to support itself again.

LEMA will let the POD manager know when it is time to close the POD. LEMA has the overall picture of the community and can best judge when recovery has reached a point that the community can sustain itself. LEMA can close all PODs or only those at specific sites.

It is important to remember that even if PODs are closing in nearby locations, yours may need to remain open a bit longer. Infrastructure restoration may be more difficult in some areas than in others.

Turn in Excess Supplies

Once you have received a POD closure notice from LEMA, you will need to block the vehicle or pedestrian lane to further traffic and clear the loading line of any remaining supplies. Ask LEMA for instructions on where to send any remaining customers. Remember to be polite and helpful to people – some of them may still need help.

Consolidate supplies by type (water with water, food with food, etc.) onto pallets in the supply line for loading back onto the truck. Inventory anything remaining prior to loading on the truck. It may be helpful to request a strapping unit or plastic wrap from LEMA to help you secure loose supplies to their pallets before loading them.

Use a blank POD Supply Tracking Form to record remaining inventory balances and provide it to the truck driver as a Bill of Lading. Be sure to keep a copy of the form for your records. Load the supplies on the truck and begin cleaning the supply line.

52

Return Equipment

Once all supplies are loaded and off site, consolidate your equipment behind the supply line and use your equipment inventory form to confirm everything is present.

If equipment is missing, check with your workers to see who had it last and where it was located. You will need to generate a written statement on any missing equipment.

Damage can occur to equipment during normal use. Don't worry about these situations – it is expected and will be handled by GEMA.

When you contact GEMA for pick up, be sure to report any damaged or missing equipment so they can take any necessary further action.

Once you have accounted for everything, contact GEMA to schedule a pick-up of the equipment for return to the owners. If you negotiated for use of a piece of equipment, you may return it to the proper owners yourself.

53

Clean and Replenish the POD kit

Once your equipment and supplies are cleared, finish cleaning the site and collect the elements of your POD kit for repacking. Use the kit inventory sheet to ensure all elements are returned, inspect them for damage and clean them prior to repacking. Report any damaged or missing items to LEMA for replacement.

It is important to restore the kit as close to original condition as possible to ensure it is ready for the next time it is needed. Repack the kit to its original configuration.

In some cases, the kit was issued by GEMA, in others it may have been stored on site in preparation for use. Regardless, return it to the location from which it was issued.

At this point your site should be completely cleaned up. Remember, some sites will be located on commercial properties. We need to maintain good will with the owners so that we can use their sites again should the need arise.

Submit Paperwork

Final reports are important in two regards.

- Provides you and your staff with a comprehensive look at what you accomplished. Your efforts helped many people weather the disaster and, in some cases, actually saved lives!

- Provides GEMA with documentation they can use to recoup some of their costs related to the disaster.

Take a moment to make some notes on what you saw during POD operation.
- What went right?
- What needs improvement?
- Refer to your Supply Tracking Forms and daily reports to generate a final count of the amount of each supply you distributed (how much water, food, and other supplies were issued) and how many people or vehicles you served.

Once you have your totals calculated, gather your staff for an After-Action Review.

- Report your activity totals to them and congratulate them on their work.
- Highlight what went right and recognize those who went

280

the extra mile, then discuss anything that you noted for improvement.

- Ask for their input on both good and bad aspects of the operation.
- Add their input to your notes.
- Be sure to send them home knowing that they provided a significant service at a time when they were really needed.

Provide your activity totals and after-action notes along with your personnel, equipment, and resources files to GEMA.

You should keep a copy of the files for your organization as well so your activities are documented internally and so you have something to refer to should GEMA contact you later for information.

Your POD is now officially closed.

DONATIONS MANAGEMENT

Operating Guide

Dawson County Recovery Function

Dawson County, Georgia

Table of Contents

I. PURPOSE

The purpose of this Operating Guide is to outline the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage the donations of goods and services along with monetary donations that may occur in the aftermath of an emergency. This guide will establish procedures within Dawson County on how to receive, store, and distribute donated goods to those in need.

II. POLICY

When a disaster is predicted, imminent, or immediately following the occurrence of a disaster event within Dawson County, the Dawson County Emergency Management Agency Director will, in consultation with Georgia Volunteer Organizations Active in Disaster (VOAD), request the activation of the State Donations Management Annex to the Georgia Emergency Operations Plan.

III. SITUATIONS AND ASSUMPTIONS

A. **Situations**

1. As noted in the Dawson County Local Emergency Operation Plan, this jurisdiction is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency, where there is high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and we could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.

2. The county does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community organizations active during disasters (COADs) and other voluntary agencies (VOADs) who have successfully handled donations in the past. Local government does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies.

B. **Assumptions**

1. Should a major emergency or disaster occur donations may be given or delivered to our County whether or not they are requested? In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.

2. In a catastrophic disaster affecting the jurisdiction, local government and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.

3. Donated goods may be offered to local volunteer groups or simply delivered to local government.

4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.

5. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.

6. The problem of unneeded donations can be reduced, but not eliminated, by developing and

284

3

maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.

7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have "strings attached," or not really be donations at all. They may:

   a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.
   b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals), unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August).
   c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
   d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
   e. Be offered at a "discount" to disaster victims, with any real savings being minimal or nonexistent.
   f. Be offered in limited quantity as a deception to simply show an "association" with government or disaster relief as a basis for future advertising or publicity.

8. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.

9. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

10. Donors may want to:

   a. Know what is needed in the local area -- cash, goods, and/or services.
   b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
   c. Start a "drive for donations" to help disaster victims, but have no knowledge of what to do and how to do it.
   d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to whom, specifically, received their donation.
   e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
   f. Want to be fed and provided with lodging if they are providing volunteer services.

11. Disaster victims may:

   a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
   b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
   c. May have unmet needs which can be satisfied by additional donations.

IV. CONCEPT OF OPERATIONS

A. **Objectives**

The objectives of our donation management program are to:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means

285

2. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.

3. Accept offers of volunteers and donated services that will contribute to the recovery process.

4. Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

B. **Operational Concepts**

1. The County does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations and other volunteer organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods); additionally, large numbers of donations may be sent to the local government itself. Hence, local government desires to coordinate donation management efforts with volunteer organizations and agencies.

2. Recognized local and national charities (e.g., Community Organizations Active in Disasters (COADs) and the Voluntary Organizations Active in Disasters agencies (VOADs)) have been accepting, handling, and distributing donations for many years. These COADs and VOADS are skilled in the donation management process, and they should be the first recourse for collecting and managing donations after a major emergency or catastrophic disaster. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the State or nation and then earmarking assistance for a particular disaster.

3. Donations of cash to COADs and VOADS for disaster relief allow those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

C. **Donations Management Program**

The donations management program for the county is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the Donations Management Unit, Donations Steering Group, and the Unmet Needs Committee. The operating units may include a Donations Warehouse, a Resource Staging Area, a Phone Bank and Distribution Points.

1. Organizational Elements

   a. Donations Management Unit Leader

   The Donations Management Unit Leader shall coordinate the donation management efforts of volunteer groups and local governments. This specific unit leader will ensure that plans are in place to identify and coordinate a Donations Management Program.

   b. Donations Steering Group (DSG)

   The DSG provides policy guidance and general direction for the donations program. Composed of representatives of local volunteer groups, such as the United Way and the

American Red Cross, and of a limited number of government officials, it meets periodically to plan for donation management operations. Group members should be selected prior to a disaster, but it may be desirable to update and expand membership once a disaster occurs. The Donations Management Unit Leader is responsible for organizing the DSG and normally chairs the Group. See Attachment 9 for the DSG membership roster.

c. Un-Met Needs Committee (UNC)

The function of the UNC is to assist disaster victims who need assistance that government has been unable to provide. The UNC should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. Members would typically include:

1. Representatives of local volunteer organizations,
2. Representatives of the local faith-based organizations,
3. Representatives of corporations that have donated money, staff, or goods for disaster relief,
4. Other interested parties that have donated to disaster relief.

See Attachment 10 for the UNC membership roster.

2. Operating Units

All of the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning. Some of the operating units listed below may be collocated if suitable facilities are available. In coordinating use of facilities, it is important that those providing facilities understand that some of these facilities may need to continue operations for an extended period – possibly several months. All of these facilities will be largely staffed by volunteers.

a. Donations Management Unit (within the EOC)

The Donations Management Unit (DMU) coordinates operations in the aftermath of a disaster from their position in the EOC. This allows coordinated efforts between the logistics section within the EOC with what they have available and need, along the same lines what the American Red Cross needs are. Additionally, they can all work together providing information to the PIO/JIC so that they may provide Media Releases to the public about what is needed where and also how to donate and where to pick-up items in need.

b. Donations Warehouse

The Donations warehouse(s) are pre-disaster designated gathering location(s) for the receipt of donated materials. The donations may also be monetary however, they will be better served through other means of collection listed below, i.e., Phone Bank. Warehouse space be used jointly between donated materials and purchased materials from the Logistics Section. For all practical purposes donated materials warehouses may already be in the possession of Non-profit groups and organizations such as the COAD, Salvation Army and the American Red Cross. Use these facilities first because after a sustained disaster it would be easier to turn the excess property and materials back to them under their control for future holding.

SEE ATTACHMENT D

c. Donations Point of Distribution (DPOD)

The Donations POD is where donated goods will be distributed to those in need. A DPOD maybe located next to or near a Donations Warehouse. No cash will be received or donated to those in need from this site.

SEE ATTACHMENT D

287

d. Phone Bank Unit

The phone bank shall be comprised of several assigned phone numbers (preferably in rotary sequence) and phone sets (the number to be determined by the magnitude of the disaster/available equipment) as well as operators for the staffing of the phone bank.

The phone banks are normally located within a pre-determined location to accept donation items. The pre-determined location is within already established donor locations for 2-1-1, American Red Cross, etc. Using these locations/facilities it will allow over the phone cash donations which are much more manageable to track and handle.

SEE ATTACHMENT C

e. DATA Entry Unit

A DATA Entry Unit can assist the Phone Bank Unit in the collection of entry DATA received from donors.

The unit should be located near the phone bank to receive input data to keep an accurate record of all donations received. At the conclusion of the disaster, they can turn over all of their collected information to the DMU.

SEE ATTACHMENT D

V. ATTACHMENTS

A. Donations Management Organizational Chart
B. Donations Management Activation Procedures
C. Warehouse/Points of Distribution Activation Procedures
D. Phone Bank/DATA Entry Activation Procedures
E. Job Action Guides
F. Functional Aids

Attachment A
Donations Management Organizational Chart

```
                    EM Council
                    Chairperson
                         |
                        EOC
                      Manager
                         |
                   EOC Logistics
                   Section Chief
                         |
                   EOC Logistics
                     Services
                  Branch Director
                         |
                    Donations
                   Management
                   Unit Leader
                         |
    ┌────────────┬────────────┼────────────┬────────────┐
 Donations    Donations POD   Phone Bank   DATA Entry
 Warehouse     Manager         Manager      Manager
  Manager         |               |            |
    |         Equipment       Telephone       DATA
 Recorder     Operator        Operator        Entry
    |             |
 Equipment     Laborer
 Operator
    |
 Laborer
```
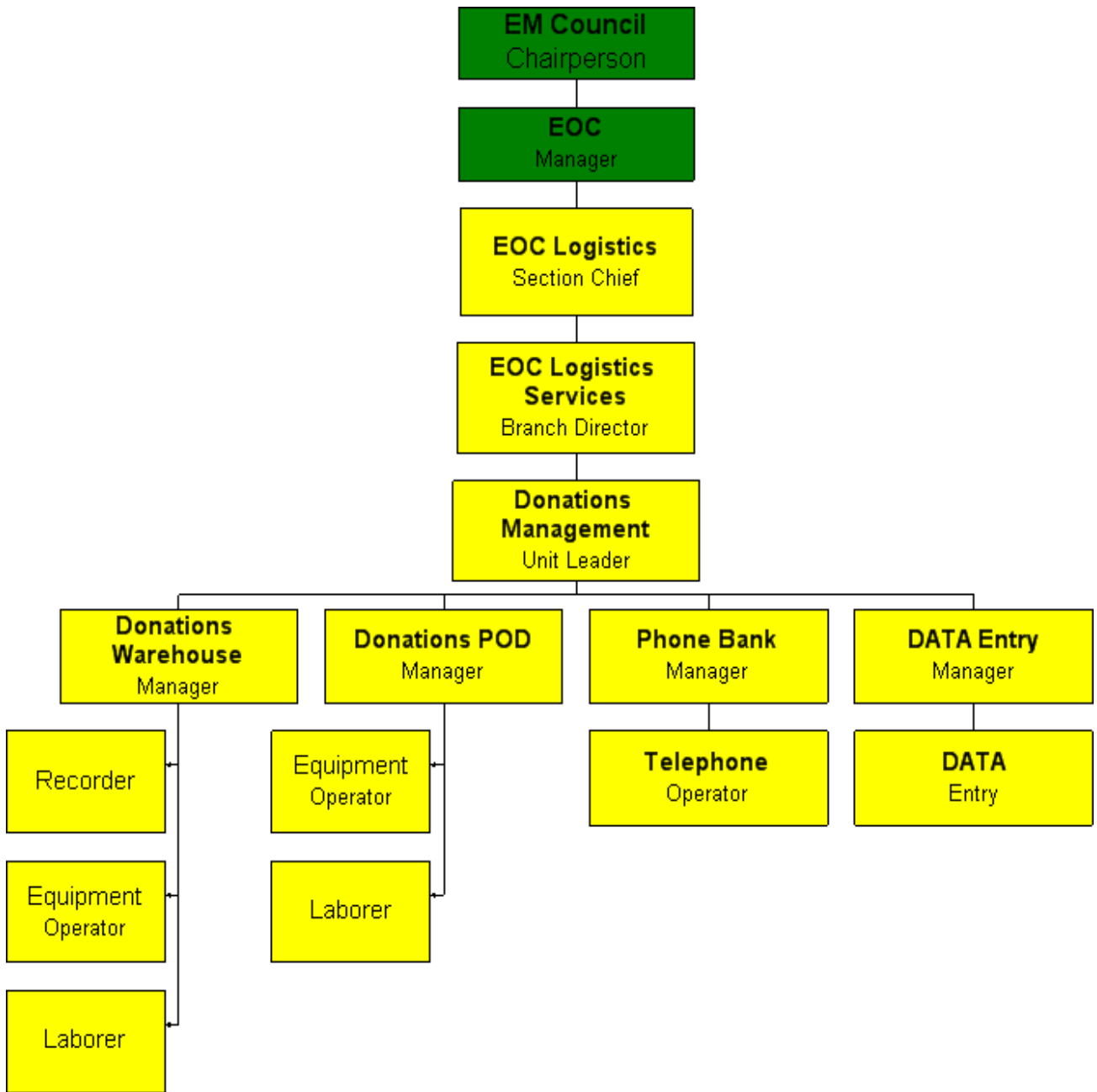
Attachment B
Donations Management Activation Procedures

The objectives of our donation management program are to:

Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.

Following the occurrence of a disaster resulting in the activation of the Donations Management Unit, the State Donations Liaison shall be responsible for the following:

☐ Establish and maintain an official list of needed goods and services for assistance to survivors within the affected area(s).

☐ In concert with the EOC, make a determination to activate a toll-free phone bank.

☐ In concert with the State PIO and JIC, prepare public information release(s) of the above information and notify the phone bank manager.

☐ Coordinate needs with donation offers.

☐ Coordinate donation offers with State agencies, as appropriate.

☐ Coordinate donation offers with COAD.

☐ When deemed appropriate and in concert with COAD, secure one or more warehouses for receipt and temporary storage of donated goods.

☐ Assist coordination of needed goods, services and/or volunteers with local points of contact.

☐ Update needs with the phone bank manager and FEMA donations hot-line when activated.

☐ Release donation offers that cannot be used in the disaster relief effort for potential use at a subsequent event.

☐ Generate reports and summaries from data obtained for transmittal to the EOC on a daily basis or more often as needed, based upon the level of donations activity.

☐ Review staffing patterns for donations management and determine correct levels of support to ensure replacement personnel for succeeding shifts. Advise EOC Logistics of the need for additional personnel resources if unavailable from COAD membership.

☐ Delegate tasks appropriately to COAD member agency groups.

☐ Maintain briefing materials on the status of donations in order to supply information to the EOC, upon request.

☐ Report on the status of the donations situation as requested by the EOC.

☐ Confer and coordinate with local community leaders and donations coordinators as well as other parties involved in donations at the local level, regarding the issuance of consistent messages to the media through the PIO/JIC regarding needs. Note that all organizations are expected to maintain their independence, however the message must be coordinated prior to release through the PIO/JIC.

☐ Identify the points of contact for donations. Discuss and outline roles, responsibilities, and an action plan.

☐ Establish and keep current a listing of COAD member agencies participating in the donation management response efforts, their points of contact with phone numbers, services specialties and location of their respective distribution centers and warehouses.

☐ Coordinates with the EOC, Department of Revenue/Ports of Entry and the Georgia Department of Transportation, system requirements to ensure that donated entering the state for this jurisdiction are not unreasonably delayed in being delivered.

☐ Establish and keep current a listing of all referral numbers and other information known about donated transportation services and ensure donors are given accurate information about the availability of such services for the transportation of offered goods.

☐ Provide to the FEMA Donations Representative, a list of COAD member agencies that are operating in the disaster area and which of those agencies are receiving goods from the reception center.

☐ Ensure that the manager of each operating facility related to the management of donations is aware of the location and contact numbers for all other facilities.

☐ Maintain a current list of COAD member agencies which are receiving specific types of donated goods such as pet supplies and other such goods.

☐ Keep reception center operators aware of the need to send specific shipments to DPODs in the area(s). Provide written routing instructions and/or maps if possible, for drivers.

☐ Coordinate between the unsolicited donations operations and agencies that may be soliciting specific goods.

☐ Provide the FEMA Donations Representative with current information, as requested.

☐ In cooperation with the DMU, review any needs assessment, transportation system changes and other needed information.

☐ Visit warehouses and DPODs to ensure communications and operating needs are being met.

☐ All needs assessment information from field visits should be relayed back to the EOC.

☐ All operating facilities shortfalls should be relayed back to the DMU for action.

Attachment C
Phone Bank Activation Procedures

The following are activation options for the phone bank:

☐ Accept and process interim phone inquiries and donation offers until a phone bank is established.

☐ Return calls to prospective donors and accept or decline donation offers.

☐ Visit warehouses and DPODs to ensure communications and operating needs are being met.

☐ Route all donation offer calls through a non-priority EOC phone number during the early stages following the onset of the disaster event and only until the phone bank is made operational.

☐ Set up and activate a limited scale phone bank in an area in close proximity to the EOC and staff with trained personnel capable of receiving, recording and tracking donation offers and needed donations.

☐ Set up and activate a full-scale phone bank in a separate facility apart from the EOC with the assistance of the local phone company, i.e., Windstream.

☐ Until a toll-free number for donations is made operational, additional trained personnel will be needed to handle calls of donation offers from outside the disaster area.

☐ Contact is recommended with the local phone company i.e., Windstream in advance of the activation of the phone bank to ascertain available assistance from that organization.

The following determinations should be made as soon as practicably possible following the occurrence of a disaster event and the decision to establish a phone bank:

☐ Determine the number of phone lines needed and the level of support staff necessary to operate the phone bank;

☐ Determine when the phone bank is to be made operational;

☐ Determine what phone number(s) will be utilized;

Contact shall also be made with the FEMA Hot Line operations to determine if that toll-free number shall be activated.

☐ Determine, in cooperation with the phone bank manager, the content of the message to be given to prospective donors by phone operators. Such message should address the following:

➢ **CASH** is the preferred donation sought;

☐ Complete a Data Entry form for each donation offer.

☐ Inform donors of the need to pre-sort contents of containers; label each container clearly with information of its contents; when appropriate, request that all donated goods be pelletized and shrink-wrapped for ease of shipment.

☐ Suggest to the donor that he/she makes established contact with one or more of the voluntary agencies that may be in need of the donated goods.

☐ Inform the donor that transportation is not available from the government therefore; the donor must make arrangement for the transportation of the donated goods.

Guidance for In-kind Donations

☐ Inquire of the caller if he/she wishes to make a cash donation to the relief efforts for the disaster. Always remember that a cash donation is the most effective means of providing relief assistance to the survivors

292

Note: an in-kind donation is an offer of goods or services in lieu of a cash offer.

- [ ] If the caller wishes to make an in-kind donation of unspecified goods, advise the caller of the items listed on the "needs list", and whether it is considered to be critical or priority. If the donation offer is not on the needs list but also not on the "not needed" list, completer an intake form for the offered donation;

- [ ] If the offer is on the "needed list", complete an intake form and log the offer into the donations data bank;

- [ ] If the offer is of an item that is no longer needed, that is to say the needed has already been satisfied or is on the "not needed" list, politely advise the caller and inquire of the caller if he/she wishes to substitute another type of good that may be needed. If not, advise the caller that his/her offer will be logged and, in the event, that such good is later determined to be needed, the caller will be contacted.

DATA Entry

- [ ] Track all donations in an electronic format, i.e., spreadsheet or database while using WebEOC.

- [ ] Work closely with phone bank operators.

- [ ] Assist phone bank operations if time allows.

*** All CASH donation DATA entered must be done so with the utmost concern for security purposes of that donor's critical information***

293

Attachment D
Warehouse/POD Activation Procedures

The following are activation options for the Warehouse and Points of Distribution procedures:

☐ Route all donation offers calls through a non-priority EOC phone number during the early stages following Coordinate with the EOC, DFO, local emergency managers and COADS to determine donation needs for the disaster event.

☐ SAFETY – SAFETY – SAFETY, for all operations!

☐ Coordinate users for unsolicited goods, services and volunteers.

☐ Coordinate in-kind donations.

☐ Coordinate media responses and public announcements with the Joint Information Center.

☐ Coordinate transportation requirements for donation offers.

☐ Coordinate shipping and delivery standards with donors.

☐ Establish and maintain a donations data base.

☐ Establish and maintain a log of principle donations activities.

☐ Prepare situation reports as required or at a minimum, once daily.

☐ Develop and maintain a listing of needed goods, services and volunteers.

☐ Resolve conflicts that may arise in incoming donations and/or distribution of donations.

☐ Coordinate the establishment of an All-Agencies Reception Center for unsolicited donations.

☐ Monitor the status of all warehouses active in the disaster response efforts.

☐ Coordinate warehouse activities including:

- Sorting, logging and storage of incoming goods;

- Tracking of agency representatives for pick-up of stored goods;

- Tracking volunteer agencies is in need of goods to be delivered;

- Tracking of delivered goods.

- Assign mission tracking numbers to accepted donations.

☐ Only trained/experienced operators of equipment will use assigned/dedicated equipment.

Attachment E
Job Action Guides

Attachment E.1.a. Donations Management Unit Leader

Reports to: Logistics Services Branch Director.

Supervises: Donations Warehouse Manager, Point of Distribution Manager, Phone Bank Manager, and DATA Entry Manager

Responsibilities: The DMU Leader is responsible for all donation operations to include receiving and distribution of all supplies and equipment. Other responsibilities include:

1. Determine the need(s) for a Donations Warehouse/Operation; POD Operation; Phone Bank and DATA Entry operation.
2. Establish procedures for donation operations in the locations listed above.
3. Maintain accountability and current inventory of all incoming and outgoing donations to include special attention to leased and rented property
4. Establish procedures for receiving and distributing donated materials.
5. Package and distribute supplies and equipment to the POD Sites.
6. Submit required and/or necessary reports to the Logistics Services Branch Director.
7. Affiliate yourself with the American Red Cross Liaison within the EOC for immediate needs/assistance.

ACTIVATION PHASE

- ☐ Report to the EOC.
- ☐ Identify yourself and position within the EOC.
- ☐ Sign into WebEOC.
- ☐ Review the EOC Position Operating Guide along with this document.
- ☐ Determine staffing requirements to meet the 24-hour operations periods (two 12-hour shifts); request additional personnel as required.
- ☐ Brief incoming personnel on the following:
  - – Current situation assessment.
  - – Identification of specific job responsibilities.
  - – Identification of co-workers within the job function.
  - – Availability of communications.
  - – Location of work area(s).
  - – Tour of facility.
  - – Procedural instructions for obtaining additional supplies, services and personnel.
  - – Identification of operational period work shifts.
- ☐ Open and maintain a Position Log in WebEOC; maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster to include:
  - – Messages received.
  - – Actions Taken.
  - – Decisions, justification, and documentation.
  - – Requests filled.
  - – Donations Management personnel, time on duty, and assignments.
- ☐ Begin staging loads of resources received through activated existing contract purchases and/or emergency purchases.

295

14

OPERATIONAL PHASE

- ☐ Mobilize staffing for 24-hour operations.
- ☐ Monitor the emergency/disaster.
- ☐ Scheduling for the receipt and delivery of donated materials begins.
  - − When a donation request is sent that information will be forwarded both up/down the line as needed.
  - − Provide periodic status reports to the Logistic Services Branch Director.
- ☐ Ensure all resources are tracked and accounted for.
- ☐ If approached, refer all media to the County JIC at the EOC.
- ☐ Ensure all Donations personnel and equipment time records are provided to the Logistics Services Branch Director at the end of each operational period.
- ☐ Ensure a record of expendable materials used is provided to the Logistic Services Branch Director at the end of each operational period.
- ☐ Brief your relief at each shift change; ensure that in-progress activities are identified and follow up requirements are known.
- ☐ Brief the Logistic Services Branch Director at the end of each shift on resources and support concerns of the Donations Unit, include this information:
  - − Priority requirements completed/filled.
  - − Shortfalls and unresolved problems.
  - − Major new problems since previous brief.
  - − Assistance needed from other agencies.
  - − Information developed by the Donations Unit that should be passed to other EOC sections or to the public.

DEACTIVATION PHASE

- ☐ Ensure all required forms or reports are completed and turned in to the Logistic Services Branch Director prior to the release and departure.
- ☐ Return any loaned equipment to the appropriate owner.
- ☐ Inventory stock of supplies and resources.
- ☐ Conduct debriefs on how the Donations operation could be improved.
- ☐ Deactivate the Donations Management Unit and close out logs when authorized by the Logistic Services Branch Director.
- ☐ Leave forwarding contact information where personnel can be reached.

FUNCTIONAL AIDS

- ☐ Sign-In/Out Form (if needed)
- ☐ Shift Schedule
- ☐ Resource Request Form
- ☐ Personnel Management Tracking Form

Attachment E.1.b. Donations Warehouse Manager(s)

Reports to: Donations Management Unit Leader in the EOC.

Supervises: Assigned Recorder, Equipment Operators, and Laborers

Responsibilities: The Warehouse, when activated, is under the supervision of the Warehouse Manager. The Warehouse Manager is responsible for all operations in the Warehouse to include receiving and distribution of all supplies and equipment. Other responsibilities include:

1. Organize physical layout of the Warehouse.
2. Establish procedures for operations in the Warehouse.
3. Maintain accountability and current inventory of all incoming and outgoing resources to include the use of leased and rented property
4. Maintain inventory of supplies and equipment.
5. Establish procedures for receiving and distributing supplies.
6. Work cohesively with the Points of Distribution Manager and that operation.
7. Package and distribute supplies to the Points of Distribution Sites or Mass Care   Sites at the discretion of the Donations Management Unit Leader.
8. Submit required and/or necessary reports to the Donations Management Unit Leader.
9. Set up filing system for the receipt and distribution of supplies.
10. Establish a Labor Team Leader for each shift.

ACTIVATION PHASE

☐ Report to the designated Warehouse(s).

☐ Identify yourself and position within the Warehouse.

☐ Sign into WebEOC.

☐ Review this document.

☐ Determine staffing requirements to meet the 24-hour operations periods (two 12-hour shifts); request additional personnel as required.

☐ Brief incoming personnel on the following:
   – Current situation assessment.
   – Identification of specific job responsibilities.
   – Identification of co-workers within the job function.
   – Availability of communications.
   – Location of work area.
   – Tour of facility.
   – Procedural instructions for obtaining additional supplies, services and personnel.
   – Identification of operational period work shifts.

☐ Open and maintain a Position Log; maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster to include:
   – Messages received.
   – Actions Taken.
   – Decisions, justification, and documentation.
   – Requests filled.
   – Warehouse personnel, time on duty, and assignments.

☐ Begin staging loads of resources received through activated existing contract purchases and/or emergency purchases.

297

OPERATIONAL PHASE

☐ Mobilize staffing for 24-hour operations.

☐ Monitor the emergency/disaster.

☐ Scheduling for the receipt and delivery of donated materials.
   - Track ALL request.
   - Package request for delivery to PODs should be palletized and wrapped with shrink-wrap; the order will be placed in the holding area for that shipment movement.

☐ Provide periodic status reports to the Donations Management Unit.

☐ Ensure all resources are tracked and accounted for, as well as resources ordered through mutual aid.

☐ Begin deliveries to POD on an as needed basis.

☐ Prepare loads for emergency deliveries as needed.

☐ Pull next day loads during the daylight hours.

☐ If approached, refer all media to the County JIC at the EOC.

☐ Ensure all Warehouse personnel and equipment time records are provided to the Donations Management Unit at the end of each operational period.

☐ Ensure a record of expendable materials used is provided to the Donations Management Unit at the end of each operational period.

☐ Brief your relief at each shift change; ensure that in-progress activities are identified and follow up requirements are known.

☐ Brief the Donations Management Unit at the end of each shift on resources and support concerns of the Warehouse, include this information:
   - Priority requirements completed/filled.
   - Donation shortfalls and unresolved problems.
   - Major new problems since previous brief.
   - Assistance needed from other agencies.
   - Information developed by the Warehouse that should be passed to other EOC sections or to the public.

DEACTIVATION PHASE

☐ Ensure all required forms or reports are completed and turned in to the Donations Management Unit prior to the release and departure.

☐ Return any loaned equipment to the appropriate owner.

☐ Inventory stock of supplies and resources.

☐ Conduct debriefs on how the Warehouse operation could be improved.

☐ Deactivate the Warehouse and close out logs when authorized by the Warehouse Manager.

☐ Leave forwarding contact information where personnel can be reached.

FUNCTIONAL AIDS

☐ Sign-In/Out Form (if needed)
☐ Shift Schedule
☐ Resource Request Form
☐ Personnel Management Tracking Form
☐ Warehouse Flow Chart

298

Attachment E.1.c. Recorder

Reports to: Donations Warehouse Manager.

Responsibilities: The Recorder shall ensure that all resources coming in and going out of the Warehouse are accounted for. Other duties include:

1. Post signs so incoming resources easily find the Warehouse.
2. Transmit check-in information to the Warehouse Manager on a regular basis.
3. Maintain and update Sign-In/Out Form.
4. Maintain a log when resources are received or shipped out to the Points of Distribution sites and Mass Care Sites.
5. Ensure all forms required for accountability of receiving and distribution of donated supplies to Mass Care Sites and PODS are signed for and filed.

ACTIVATION PHASE

- ❑ Report to the Warehouse.
- ❑ Receive briefing from the Warehouse Manager.
- ❑ Verify all forms/documentation are at the Warehouse to conduct operations.

OPERATIONAL PHASE

- ❑ Request additional personnel to support work assignments.
- ❑ Maintain documentation files for all operations of receipt, recover and displacement of assets.
- ❑ Correct any reported problems/issues.
- ❑ Document all complaints and suspicious occurrences.
- ❑ Prepare for deactivation.

DEACTIVATION PHASE

- ❑ Ensure that all forms and reports are completed and turned into the Warehouse Manager.
- ❑ Ensure that supplies and equipment are turned in.
- ❑ Assist in breakdown and clean-up and restore area to pre-incident condition.
- ❑ Leave forwarding contact information where you can be reached.

FUNCTIONAL AIDS

- ☐ Sign-In/Out Form (if needed)
- ☐ Shift Schedule
- ☐ Resource Request Form
- ☐ Personnel Management Tracking Form

299

Attachment E.1.d. Equipment Operator (s)

Reports to: Donations Warehouse Manager.

Responsibilities: The Equipment Operator will assist all Warehouse areas with equipment operations or manual assistance as needed. Other duties include:

1. Safely operate equipment for moving cargo.

ACTIVATION PHASE

- ❑ Repot to the Warehouse.
- ❑ Receive briefing from the Warehouse Manager.

OPERATIONAL PHASE

- ❑ Address extreme congestion with traffic.
- ❑ Address personal safety, be aware of surroundings.
- ❑ Document/report any equipment mechanical problems.
- ❑ Document all complaints and suspicious occurrences.
- ❑ Request additional personnel to support work assignments.
- ❑ Prepare for deactivation.

DEACTIVATION PHASE

- ❑ Ensure that all forms and reports are completed and turned into the Warehouse Recorder.
- ❑ Ensure that supplies and equipment are turned in.
- ❑ Assist in breakdown/clean-up and restore area to pre-incident condition.
- ❑ Leave forwarding contact information where you can be reached.

Attachment E.1.e. Laborer(s)

Reports to: Donations Warehouse

Manager. Supervises: As assigned

Responsibilities: The Laborers are responsible to assist equipment operators and others within the work area. They will receive and disseminate instructions from the Warehouse Manager. Other duties include:

1. Maintain a clean and safe work area.
2. Assembles boxes, pallets and other packages for packing resources.
3. Ensures all packed items are labeled and identifiable
4. Assists other functional areas as assigned.

ACTIVATION PHASE

❑ Repot to the Warehouse.
❑ Receive briefing from the Warehouse Manager.

OPERATIONAL PHASE

❑ Address personal safety, be aware of surroundings.
❑ Correct any reported problems/issues.
❑ Document all complaints and suspicious occurrences.
❑ Request additional personnel to support work assignments.
❑ Prepare for deactivation.

DEACTIVATION PHASE

❑ Ensure that all forms and reports are completed and turned into the Warehouse Recorder.
❑ Ensure that supplies and equipment are turned in.
❑ Assist in breakdown/clean-up and restore area to pre-incident condition.
❑ Leave forwarding contact information where you can be reached.

Attachment E.2.a. Donations Points of Distribution Manager(s)

Reports to: Donations Management Unit Leader at the EOC.

Supervises: Assigned Equipment Operators and Laborers

Responsibilities: The DPOD Manager/Assistant Manager is responsible for all operations at the DPOD to include receiving and distribution of all supplies and commodities. Other responsibilities include:

1. Organize physical layout of the DPOD.
2. Establish procedures for operations in the DPOD.
3. Maintain accountability and current inventory of all incoming and outgoing supplies.
4. Maintain records on equipment usage, supply tracking charts and deliveries.
5. Establish procedures for receiving and distributing supplies.
6. Submit required and/or necessary reports to the Donations Management Unit Leader.
7. Set up filing system for the receipt and distribution of supplies and equipment.
8. Gather/Record information on deliveries and arrange for future deliveries based on disbursement.
9. Acts as the primary point of contact for the DPOD.

ACTIVATION PHASE

☐ Report to the dedicated DPOD location assigned.

☐ Sign in.

☐ Identify your position within the DPOD.

☐ Report to the Donations Management Unit Leader for a briefing on the situation and your orders.

☐ Once given your orders, arrive at the appropriate CPOD location at the designated shift.

☐ Review this document.

☐ Brief incoming personnel on the following:
  – Identification of specific job responsibilities.
  – Identification of co-workers within the job function.
  – Availability of communications.
  – Tour of work area and facilities.
  – Identification of operational period work shifts.

☐ Open and maintain a position log; maintain all required records and documentation to support the After- Action Report and the history of the emergency/disaster to include:
  – Messages received.
  – Actions taken.
  – Decisions, justifications, and documentation.
  – Requests Filled.
  – DPOD personnel, time on duty, and assignments.

☐ Begin setting up the DPOD.

OPERATIONAL PHASE

☐ Mobilize staffing for 24-hour operations. All 12- hour shifts will run from 7 AM to 7 PM and 7 PM to 7 AM.

☐ Day shift should set up each loading point with a team of people to load items into each vehicle as it stops in front of their position:

302

- One person for water.
- One person for ice.

☐ One person for MRE's and tarps.

☐ Victims will drive through a distribution point and be served without leaving their vehicles.

☐ Each vehicle will receive the following:
- 2 or 3 bags of ice.
- 1 case of water (9-12 liters)
- 6 MREs
- 1 tarp

☐ Provide periodic status reports to the Donations Management Unit Leader.

☐ Ensure all resources are tracked and accounted for using the provided tracking sheets.

☐ If approached, refer all media to the County JIC at the EOC.

☐ Close down distribution operations at 7 PM.

☐ Brief your relief at each shift change; ensure that in progress activities are identified and follow up requirements are known.

☐ The night shift will receive deliveries and restock stockpiles for the next day.

☐ Ensure all DPOD personnel and equipment time records are provided by the Donations Management Unit Leader at the end of each operational period.

☐ Ensure the site is clean and prepped for daytime distribution operations.

☐ Prepare for deactivation.

DEACTIVATION PHASE

☐ Ensure all required forms or reports are completed and turned into the Supply Unit prior to the release and departure.

☐ Inventory stock of supplies.

☐ Contact the Donations Management Unit Leader who will contact the LOG Resource Management Group to arrange transportation for the remaining stock to be returned to the dedicated warehouse.

☐ Conduct debriefs on how the CPOD operation could be improved.

☐ Deactivate the DPOD and close out logs when authorized by the Donations Management Unit Leader.

☐ Leave forwarding contact information where personnel can be reached.

☐ The County JIC will send out information for citizens to receive more help.

FUNCTIONAL AIDS

☐ Sign-In/Out Form

☐ Shift Schedule

☐ Resource Request Form

☐ Personnel Management Tracking Form

303

Attachment E.2.b. Equipment Operator(s)

Reports to: DPOD Manager

Responsibilities: The Equipment Operator will assist all DPOD areas with equipment operations or manual assistance as needed. Other duties include:

1. Safely operate equipment for moving cargo.

ACTIVATION PHASE

- ❑ Report to the Point of Distribution.
- ❑ Receive briefing from the DPOD Manager.

OPERATIONAL PHASE

- ❑ Address extreme congestion with traffic.
- ❑ Address personal safety, be aware of surroundings.
- ❑ Document/report any equipment mechanical problems.
- ❑ Document all complaints and suspicious occurrences.
- ❑ Request additional personnel to support work assignments.
- ❑ Prepare for deactivation.

DEACTIVATION PHASE

- ❑ Ensure that all forms and reports are completed and turned into the DPOD Manager.
- ❑ Ensure that supplies and equipment are turned in.
- ❑ Assist in breakdown/clean-up and restore area to pre-incident condition.
- ❑ Leave forwarding contact information where you can be reached.

304

Attachment E.2.c. Laborer(s)

Reports to: DPOD Manager.

Supervises: As assigned

Responsibilities: The Laborers are responsible to assist equipment operators and others within the work area. They will receive and disseminate instructions from the DPOD Manager. Other duties include:

1. Maintain a clean and safe work area.
2. Prepare donated goods for disbursement to those in need.
3. Ensure the appropriate goods are given to those in needs.
4. Assists other functional areas as assigned.

ACTIVATION PHASE

- ❑ Report to the Point of Distribution.
- ❑ Receive briefing from the DPOD Manager.

OPERATIONAL PHASE

- ❑ Address personal safety, be aware of surroundings.
- ❑ Correct any reported problems/issues.
- ❑ Document all complaints and suspicious occurrences.
- ❑ Request additional personnel to support work assignments.
- ❑ Prepare for deactivation.

DEACTIVATION PHASE

- ❑ Ensure that all forms and reports are completed and turned into the DPOD Manager.
- ❑ Ensure that supplies and equipment are turned in.
- ❑ Assist in breakdown/clean-up and restore area to pre-incident condition.
- ❑ Leave forwarding contact information where you can be reached.

Attachment E.3.a. Phone Bank Manager(s)

Reports to: Donations Management Unit Leader in the

EOC. Supervises: Assigned Telephone Operators

Responsibilities: The Phone Bank Manager, when activated, is under the supervision of the Donations Management Unit Leader. The Phone Bank Manager is responsible for all phone calls received from those offering goods and services to those in need, operations in the Warehouse to include receiving and distribution of all supplies and equipment. Other responsibilities include:

1. Set up and maintenance of a tracking board of donation offers and unmet needs.
2. The phone bank manager shall pass the completed donation offer to the data entry group.
3. Maintain accountability and current inventory of all incoming and outgoing resources to include the use of leased and rented property
4. Maintain inventory of supplies and equipment.
5. Establish procedures for receiving and distributing supplies.
6. Set up filing system for the receipt and distribution of supplies.

ACTIVATION PHASE

☐ Report to the Phone Bank Location.

☐ Identify yourself and position within the Phone Bank.

☐ Sign in.

☐ Review this document.

☐ Determine staffing requirements to meet the 24-hour operations periods (two 12-hour shifts); request additional personnel as required.

☐ Brief incoming personnel on the following:
   – Current situation assessment.
   – Identification of specific job responsibilities.
   – Identification of co-workers within the job function.
   – Availability of communications.
   – Location of work area.
   – Tour of facility.
   – Procedural instructions for obtaining additional supplies, services and personnel.
   – Identification of operational period work shifts.

☐ Open and maintain a Position Log; maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster to include:
   – Messages received.
   – Actions Taken.
   – Decisions, justification, and documentation.
   – Requests filled.
   – Phone bank personnel, time on duty, and assignments.

OPERATIONAL PHASE

☐ Mobilize staffing for 24-hour operations.

☐ Monitor the emergency/disaster.

306

- ☐ Provide periodic status reports to the Donations Management Unit.
- ☐ If approached, refer all media to the County JIC at the EOC.
- ☐ Ensure all Phone Bank personnel and equipment time records are provided to the Donations Management Unit at the end of each operational period.
- ☐ Ensure a record of expendable materials used is provided to the Donations Management Unit at the end of each operational period.
- ☐ Brief your relief at each shift change; ensure that in-progress activities are identified and follow up requirements are known.
- ☐ Brief the Donations Management Unit at the end of each shift on resources and support concerns of the Phone Bank, include this information:
  - Priority requirements completed/filled.
  - Donation shortfalls and unresolved problems.
  - Major new problems since previous brief.
  - Assistance needed from other agencies.
  - Information developed by the Phone Bank that should be passed to other EOC sections or to the public.

DEACTIVATION PHASE

- ☐ Ensure all required forms or reports are completed and turned in to the Donations Management Unit prior to the release and departure.
- ☐ Return any loaned equipment to the appropriate owner.
- ☐ Inventory stock of supplies and resources.
- ☐ Conduct debriefs on how the Phone Bank operation could be improved.
- ☐ Deactivate the Phone Bank and close out logs in when authorized by the Donations Management Unit Leader.
- ☐ Leave forwarding contact information where personnel can be reached.

FUNCTIONAL AIDS

- ☐ Sign-In/Out Form (if needed)
- ☐ Shift Schedule
- ☐ Personnel Management Tracking Form

307

Attachment E.3.b. Telephone Operator

Reports to: Phone Bank Manager.

Responsibilities: The Telephone Operator shall ensure that all calls received are answered appropriately and efficiently. The Telephone Operator reports to the Phone Bank Manager. Other duties include:

1. Answer all incoming calls for donation offers and shall record such offers of goods, services and volunteers on forms provided for such purposes.
2. Alert the supervisor of any call requiring special attention.
3. Upon receipt of Credit Card donations will keep all information close hold.

ACTIVATION PHASE

- ☐ Report to the Phone Bank
- ☐ Receive briefing from the Phone Bank Manager.
- ☐ Route all donation offers calls through a non-priority EOC phone number during the early stages following coordination efforts with the EOC, DFO, local emergency managers and VOADS to determine donation needs for the disaster event.

OPERATIONAL PHASE

- ❏ Request additional personnel to support work assignments.
- ❏ Maintain documentation files for all requests of donations.
- ❏ Correct any reported problems/issues.
- ❏ Document all complaints and suspicious occurrences.
- ❏ Prepare for deactivation.

DEACTIVATION PHASE

- ❏ Ensure that all forms and reports are completed and turned into the Phone Bank Manager.
- ❏ Ensure that supplies and equipment are turned in.
- ❏ Assist in breakdown and clean-up and restore area to pre-incident condition.
- ❏ Leave forwarding contact information where you can be reached.

FUNCTIONAL AIDS

- ☐ Sign-In/Out Form (if needed)
- ☐ Shift Schedule
- ☐ Personnel Management Tracking Form

Attachment E.4.a. DATA Entry Manager(s)

Reports to: Donations Management Unit Leader in the

EOC. Supervises: Assigned Data Operators.

Responsibilities: The DATA Entry Manager, when activated, is under the supervision of the Donations Management Unit Leader. The DATA Entry Manager is responsible for all data inputs received from the Phone Bank from those offering goods and services to those in need. Other responsibilities include:

1. Set up and maintenance of a tracking board of donation offers and unmet needs.
2. The DATA Entry Manager shall pass the completed donation offer to the data entry group.
3. Maintain accountability and current inventory of all incoming and outgoing resources to include the use of leased and rented property
4. Maintain inventory of supplies and equipment.
5. Establish procedures for receiving and distributing supplies.
6. Set up filing system for the receipt and distribution of supplies.

ACTIVATION PHASE

☐ Report to the DATA Entry location.

☐ Receive briefing from the DMUL.

☐ Identify yourself and position within the DATA Entry area.

☐ Sign in.

☐ Review this document.

☐ Determine staffing requirements to meet the 24-hour operations periods (two 12-hour shifts); request additional personnel as required.

☐ Brief incoming personnel on the following:
   – Current situation assessment.
   – Identification of specific job responsibilities.
   – Identification of co-workers within the job function.
   – Availability of communications.
   – Location of work area.
   – Tour of facility.
   – Procedural instructions for obtaining additional supplies, services and personnel.
   – Identification of operational period work shifts.

☐ Open and maintain a Position Log; maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster to include:
   – Messages received.
   – Actions Taken.
   – Decisions, justification, and documentation.
   – Requests filled.
   – DATA entry personnel, time on duty, and assignments.

OPERATIONAL PHASE

☐ Mobilize staffing for 24-hour operations.

☐ Monitor the emergency/disaster.

309

- ☐ Provide periodic status reports to the Donations Management Unit.
- ☐ If approached, refer all media to the County JIC at the EOC.
- ☐ Ensure all DATA Entry personnel and equipment time records are provided to the Donations Management Unit at the end of each operational period.
- ☐ Ensure a record of expendable materials used is provided to the Donations Management Unit at the end of each operational period.
- ☐ Brief your relief at each shift change; ensure that in-progress activities are identified and follow up requirements are known.
- ☐ Brief the Donations Management Unit at the end of each shift on resources and support concerns of the DATA Entry, include this information:
  - ‒ Priority requirements completed/filled.
  - ‒ Donation shortfalls and unresolved problems.
  - ‒ Major new problems since previous brief.
  - ‒ Assistance needed from other agencies.
  - ‒ Information developed by the DATA Entry that should be passed to other EOC sections or to the public.

DEACTIVATION PHASE

- ☐ Ensure all required forms or reports are completed and turned in to the Donations Management Unit prior to the release and departure.
- ☐ Return any loaned equipment to the appropriate owner.
- ☐ Inventory stock of supplies and resources.
- ☐ Conduct debriefs on how the DATA Entry operation could be improved.
- ☐ Deactivate the DATA entry operation and close out logs when authorized by the Donations Management Unit Leader.
- ☐ Leave forwarding contact information where personnel can be reached.

FUNCTIONAL AIDS

- ☐ Sign-In/Out Form (if needed)
- ☐ Shift Schedule
- ☐ Personnel Management Tracking Form

Attachment E.4.b. DATA Entry

Reports to: DATA Entry Manager

Responsibilities: The DATA Entry staff shall ensure that all calls received are answered appropriately and efficiently. The DATA entry staff reports to the DATA Entry Manager. Other duties include:

1. Record such offers of goods, services and volunteers on forms provided for such purposes.
2. Alert the supervisor of any call requiring special attention.
3. Upon receipt of Credit Card donations will keep all information close hold...

ACTIVATION PHASE

☐ Receive briefing from the DATA Entry Manager

OPERATIONAL PHASE

❑ Request additional personnel to support work assignments.
❑ Maintain documentation files for all requests of donations.
❑ Correct any reported problems/issues.
❑ Document all complaints and suspicious occurrences.
❑ Prepare for deactivation.

DEACTIVATION PHASE

❑ Ensure that all forms and reports are completed and turned into the DATA Entry Manager.
❑ Ensure that supplies and equipment are turned in.
❑ Assist in breakdown and clean-up and restore area to pre-incident condition.
❑ Leave forwarding contact information where you can be reached.

FUNCTIONAL AIDS

☐ Sign-In/Out Form (if needed)
☐ Shift Schedule
☐ Personnel Management Tracking Form

Attachment F
Functional Aid

Attachment F.1. Warehouse/Personnel Equipment

WAREHOUSE EQUIPMENT REQUIREMENTS

- ☐ Conveyor system
- ☐ Forklifts
- ☐ Pallet jacks and/or motorized dollies
- ☐ Portable ramps
- ☐ Work tables and benches

WAREHOUSE PERSONNEL EQUIPMENT

- ☐ Shrink wrapping equipment
- ☐ Extra pallets
- ☐ Work gloves in sufficient quantity to supply worker needs
- ☐ Portable signs and markers for vehicle movement control
- ☐ Personnel vests identifying responsible personnel i.e.: Warehouse Manager, Telephone Operator, etc.

WAREHOUSE OFFICE ERQUIPMENT

- ☐ Phone sets
- ☐ Photo copier
- ☐ Desk(s) and office chair(s)
- ☐ Fax machine
- ☐ Computer work station

312

Attachment F.2. Telephone/Personnel Equipment

PHONE BANK FACILITY and EQUIPMENT

The following facility and equipment list are considered to be ideal, is suggested for planning purposes, and is not considered to be all inclusive of the needs in the event of a disaster and the activation of the Donations Management Annex and the establishment of a phone bank Donations coordination phone bank facility and equipment requirements:

☐ Approximately three thousand (3000) square feet of usable office space with sufficient artificial lighting, heat and/or cooling, electrical outlet capacity and adjacent sanitation facilities;

☐ In addition to the usable office space, a separate room of approximately four hundred (400) to eight hundred (800) square feet in size for use as a break room for use by phone bank operator personnel to take periodic rest periods equipped with appropriate casual furniture;

☐ Approximately fifteen (15) phone lines with numbers assigned in rotary;

☐ Approximately fifteen (15) phone sets and operator headsets (or as many as is determined necessary to meet the needs of the phone bank operation determined by the magnitude and/or duration of the disaster event;

☐ Defined seating positions (i.e.: desks and/or work table places with chairs) for fifteen (15) operators;

☐ One or more folding table(s);

☐ One or more display board(s) of approximately 4' x 8' in size;

☐ One copy machine with sufficient copy paper;

☐ One fax machine with a dedicated phone line and sufficient copy paper;

☐ One or more personal computers with modem capacity for sending and receiving e-mail messages and internet connection capability.

PHONE BANK PERSONNEL

The personnel needed for the operation of the phone bank shall parallel the above-listed facility and equipment needs. In addition to the Phone Bank Manager who shall oversee all operations, the following positions are recommended to be filled:

☐ Approximately fifteen (15) phone bank operators divided into groups of five with one operator from each group designated as Group Supervisor;

☐ One donations data entry operator;

☐ Clerical support staff as needed and available;

☐ Sufficient number of replacement phone operators to cover scheduled break periods for phone bank personnel and extended phone bank operational hours.

313

Attachment F.3. Sign-In/Out Form

Date / Time In	NAME (please print)	CITY--DEPT	Date / Time Out

314

Attachment F.4. Shift Schedule Form

Facility:		Function:	
Date:		Task #:	

Duties / Position Title	Shift 1 - time frame		Shift 2 – time frame		Shift 3 – time frame	
	from:		from:		from:	
	to:		to:		to:	
	Person assigned		Person assigned		Person assigned	

315

34

Attachment F.5. Logistics Request Form

❑ **From (Agency)**	**LOGISTICS REQUEST FORM**	**Request #**
❑ **To Area Logistics** *Or* ❑ **To Other Agency**		**Priority** *(Circle One)* **1. Life Threatening** **2. Urgent** **3. Non-Urgent**

1. Requesting Agency/Section/Unit:		
a) Date / Time of Request:	*b) By:*	*c) Authorized By:*
d) Incident #:	*e) Request #:*	*f) Contact: Call/Number*
g) Reason for Request:		

2. Resources Required (Filled out by Requestor)		
a) Description	*b) Quantity*	*c) Remarks*

3. Reporting / Delivery Instructions		
a) Date / Time:	*b) To:*	*c) Position:*
d) Location:	*e) Name:*	*f) Grid:*
g) Estimated Duration:		
h) Access Route:		

4. Follow-Up Information (Filled Out by Receiving Personnel)			
a) Request Received:	*b) By:*	*d) Action:*	*f) County Control #:*
Date/Time	*c) Position:*	*e) Filled / Rejected (Remarks) Forwarded:*	

5. Forwarding Information			
Agency:	*Address:*		*Telephone:*
Agency Responding:			*Contact:*
Method of Deliver:			*Est. Cost:*
Est. Arrival:			*Mission/Control#:*
Arrived:	*Conditions:*		*Verified By:*
Remarks:			

Copies To: Requesting Unit ⌴   Logistics ❑   Finance ❑   Documentation ❑

316

Attachment F.6. Personnel Management Tracking Form

Facility:		Date / Shift:		Task #

Title	Name of Person Responsible
Donations Warehouse Manager	
Recorder	
Equipment Operator(s)	
Laborer(s)	
Donations Point of Distribution Manager	
Equipment Operator(s)	
Laborer(s)	
Phone Bank Manager	
Telephone Operator	
DATA Entry Manager	
DATA Entry	

317

Attachment F.7. Public Information Release

PUBLIC INFORMATION RELEASE					
City:		County:		State:	
Date:			Time:		
FOR IMMEDIATE RELEASE					
FOR MORE INFORMATION, CONTACT:					
Phone: ( )		*(County/City Public Information Officer)*			

We are receiving citizen and community inquiries regarding the_____(Name of Disaster). The calls primarily involve citizens who want to offer assistance or make donations to the _____(Name of Disaster) victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore, people who wish to offer assistance should do so in as effective manner as possible.

Individuals or organizations that want to provide assistance to victims of the _____ _____ (Name of Disaster) should first work through their own local disaster relief organization. This may include their local church, employer, the American Red Cross, or The Salvation Army, etc.

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of the victims at that moment. Cash contributions should be sent to _____

_____
(precise organization name, address where cash contributions should be sent.

If people prefer to donate goods and services, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods to the disaster area.

We encourage people not to send unsolicited donations to the disaster are. Unsolicited donations may not reach the disaster victims. Donors traveling to the disaster area may find that lodging and other services are unavailable.

Attention News Editors and Directors: Please assist us in publicizing this information relating to donations for the_____(Name of Disaster). We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and those donations may add to the problems already existing. You can also help by discouraging sightseers from driving into the disaster area.

Attachment F.8. Current Donations Needs

As of Date:		
1. Needed (list)		
a.	Goods:	
	1)	
	2)	
	3)	
	4)	
	5)	
	6)	
	7)	
b.	Services:	
	1)	
	2)	
	3)	
	4)	
	5)	
	6)	
	7)	
2. Not Needed (list)		
a.		
b.		
c.		
d.		
e.		
f.		

Attachment F.9.Donations Steering Group Sign-In Form

Date / Time In	NAME *(please print)*	Agency	Contact Ph. Nr.

320

Attachment F.10. Un-Met Needs Committee Sign-In Form

Date / Time In	NAME *(please print)*	Agency	Contact Ph. Nr.

321

Attachment F.11. Record of Donation Offer

Call received by:		Date		Time	

Donor Name and Information:

Name:		Title:	

Organization:	

Phone:		Fax:		Email:	

Address:				

Street Address   City   State   Zip Code

Category (e.g., clothing, water/food, bedding):	

Sub-category (e.g., shoes, blankets, tables/chairs):	

Total Quantity:	Units:		Measure (e.g., box/pound/each:	

Packaging:	Amounts:		Size (e.g., box/pound/each:	

Palletized:		YES			Transportation required:		YES		NO

Restrictions:		YES		NO	Refrigeration required:		YES		NO

Resource Location:				

Street Address   City   State   Zip Code

Estimated Value:	

Time Period Available:	

Notes:

Follow-up required:		YES		NO

Action Taken:

322

DAWSON COUNTY VOLUNTEER MANAGEMENT OPERATING GUIDE

Dawson County

Recovery Function Dawson County, Georgia

Table of Contents

I. PURPOSE

The Volunteer Management Operating Guide augments the Dawson County Local Emergency Operations Plan and:

A. Describes the coordination processes used to ensure the most efficient and effective utilization of volunteers during incidents of significance.

B. Describes the way in which the Volunteer Center is established and carries out its primary disaster role during disaster response and recovery, and to manage volunteers effectively.

C. Defines the roles and responsibilities of Volunteer Center Staff.

II. POLICIES

A. The Dawson County Emergency Management Agency

1. Coordinates the recruitment of volunteer personnel to augment the personnel and facilities of the county, and maintains a register of persons with various training and skills.

2. Coordinates with 2-1-1. COAD, Red Cross, Salvation Army, CERT, private business or labor organizations to assist in emergency response and recovery operations.

B. General

1. The 3-1-1, Dawson First (CERT), COAD, Red Cross and Salvation Army leaders are responsible for all governmental activities involved with the jurisdiction's volunteer management system.

2. The 3-1-1, Dawson First (CERT) and COAD, Red Cross and Salvation Army leader takes the lead and provides general guidance for donations management operations.

3. The 3-1-1, Dawson First (CERT) and COAD, Red Cross and Salvation Army leaders will manage the volunteer management program and coordinate the efforts of volunteer groups and local government.

4. The Volunteer Center Manager will supervise the Volunteer Center Staff and coordinate the efficient operation of that facility.

5. Volunteers working as an integral part of a recognized volunteer group will respond to direction from those organizations.

6. The Dawson County Emergency Operations Center (EOC) will serve as the central point for providing overall direction to volunteer management operations. Most likely a Volunteer Center will be established at a site appropriate to the effective support of the disaster, but coordination of that Center will be from the EOC, if activated.

7. All employees assigned to volunteer support efforts are expected to report for duty as directed and able when this plan is activated. Volunteers may include both pre-trained and spontaneous volunteers.

C. Resource Needs and Availability

1. Resource needs fall into four general categories: personnel, materials, facilities, and equipment.

2. In the event available resources are inadequate, additional resources may be obtained through coordination by the EOC logistics section or Emergency Management.

THE VOLUNTEER CENTER CAN REQUEST RESOURCES AS NEEDED FROM OTHER REGIONAL OR STATE VOLUNTEER CENTERS THAT HAVE BEEN ACTIVATED TO SUPPORT THE DISASTER EFFORT. REQUESTS SHOULD BE MADE IN WRITING, IF POSSIBLE, OR ORALLY WITH FOLLOW-UP CONFIRMATION IN WRITING AS SOON AS POSSIBLE. IN THE EVENT THAT RESOURCE NEEDS CANNOT BE MET THROUGH THIS AGREEMENT, REQUESTS MAY BE ADDRESSED TO OTHER ORGANIZATIONS.

D. Staffing Policies and Procedures

1. General.

   a. Employees: Disaster workers assigned to the Volunteer Center and are expected to work at any time the center is activated. It is expected that all volunteers will report to work in their assigned roles after they have assessed the welfare of their families and the safety of their surroundings. Development of personal and household disaster preparedness is essential to your ability to assume rolls in a disaster situation.

   b. During Normal Business Hours: Employees already on duty at the time of the disaster are expected to assist with implementation of this plan. As soon as they are able, those not on site are expected to report in (by telephone or in person) to determine whether and when they will be needed for staffing. They are also expected to notify their department or agency supervisor as soon as possible.

   c. Outside Normal Business Hours: When a disaster occurs during non-business hours, the Emergency Management Director will contact the Logistics Chief as soon as possible to determine what steps are to be taken. The Emergency Management Director will activate the Volunteer Management Operating Guide, if any of the activation conditions are met. The EOC Logistics Section Chief will assign a Unit Leader who will establish the Volunteer Center and contact other employees or volunteers as needed to provide adequate staffing. Employees are expected to communicate with their department or agency supervisor as soon as possible and to respond to requests for staffing help.

   d. Volunteers: The Volunteer Center welcomes trained volunteers to assist in its disaster response activities. Trained volunteers are those who have completed their agency's disaster training program, or who are determined by the Unit Leader to have comparable training and experience.

   e. Staffing Shifts: The maximum shift for any employee or volunteer is 12 hours. If any county employee is asked to overtime, Dawson County's personnel policies regarding overtime for exempt and non-exempt employees will apply. All decisions regarding overtime work must be approved in advance by the EOC Logistics Section Chief.

   f. Work Site Policies and Procedures:
      i. No person works alone; a minimum of two staff must be on-site at all times
      ii. The Volunteer Center will not open to the public in the morning until two staff members are present.
      iii. The last two people in the Volunteer Center will lock up and leave the building together.
      iv. Staff will be scheduled in 24 hr. shifts.
      v. A rest area away from other activities will be designated.
      vi. Each employee and volunteer will sign in and out each day so that an accurate record of hours can be maintained.

III. SITUATION and ASSUMPTIONS

A. Situation

1. In times of disaster situations, volunteers are eager to respond and contribute to the community's recovery.
2. Volunteers who are associated with designated agencies have a specific role to play in ensuring an effective response to and recovery from the disaster's devastation.
3. Volunteers often arrive on-site at a disaster ready to help. Yet because they are not associated with any part of the existing emergency management response system, their offers to help are often underutilized and even problematic to professional responders.
4. Volunteers often arrive on-site in numbers too great for traditional disaster responders, emergency management, disaster relief agency staff, and affiliated volunteers to manage as they try to meet the immediate needs of the community.

B. Assumptions

1. Dawson County is not immune to the havoc and devastation caused by disaster, whether natural or man-made.

2. When a disaster strikes, the Dawson County EOC will be activated based on the severity of the disaster and volunteers may be needed based on manpower requirements.

3. Emergency services (police, fire, ambulance) may not be available for up to 72 hours, or even longer when supporting disaster relief efforts.

4. Many people in the community, desiring to help, will come forward and offer their time and talents.

5. Responding agencies and organizations will require competent assistance in order to meet community needs. These agencies are likely to include:

    a. Traditional disaster relief agencies, e.g., American Red Cross and Salvation Army.

    b. Local governments, e.g., cities, county, special districts.

    c. Community-based organizations, especially those that serve vulnerable populations.

    d. Groups not previously known or not previously involved in disaster preparedness/response.

IV. CONCEPT of OPERATIONS

A. General

1. The objectives of the Volunteer Management Operating Guide are:

    a. To effectively manage affiliated and spontaneous volunteers who respond to a disaster situation.

    b. Accept offers of volunteers that will contribute to the response and recovery process.

    c. Establish and activate a Volunteer Center that will effectively organize the volunteer effort and utilize the skills and resources that the volunteers bring to the disaster mitigation effort.

B. Activation of Plan.

1. The plan will be activated when a disaster occurs that is:

    a. Within Dawson County and likely to require involvement of volunteers in response and relief activities.

    b. Activation is prompted to include but are not limited to the following:
        i. Declaration of a local emergency by county government. Request to activate made by the Emergency Operations Center. Request made by the American Red Cross.
        ii. Request made by another county volunteer organization.
        iii. Request made by the State or Federal government to assist with a regional or national disaster event.

C. Emergency Operations Center (EOC)

1. The Dawson County EOC will serve as the central point for providing overall direction to volunteer emergency operations.

2. The Volunteer Center will be established at a site appropriate to the effective support of the disaster, and coordination will be from the EOC.

D. Management of a Volunteer Center and Volunteer Response Effort

1. When the need to establish a Volunteer Center or to establish management procedures for affiliated and emergency volunteers, the EOC Logistics Section Chief will appoint a Unit Leader to manage a coordinated volunteer effort within Dawson County. The Unit Leader will report to the 2-1-1 Leader and will ensure the plans and appropriate procedures are in place and utilized.

2. The location of the Volunteer Center will be determined by predestinated PODS which will be validated by the Dawson County EOC Logistics Section Chief in collaboration with other EOC Command Staff.

5

E. National Incident Management System (NEMS)

1. NIMS were developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies. This plan was developed to be as consistent as possible with NIMS, in order to facilitate understanding and coordination between the EOC, the Volunteer Center and other organizations using NIMS. For the Volunteer Center, the two most applicable elements of NIMS are the Incident Command System (ICS) and Mutual Aid.

2. The Incident Command System (ICS) was originally developed by the fire services to provide a standard system for managing emergencies. ICS provides a common organizational framework within which agencies can work collectively and cooperatively at the scene of an emergency. ICS also has other features that make it an effective emergency management system for a single agency. Principles and features of the ICS can be found in the Dawson County Local Emergency Operations Plan (LEOP), Basic Plan.

F. Action Planning

1. Action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement.

2. Action plans define measurable and obtainable objectives for a given operational period. The operational period is the length of time set by command/management to achieve the objectives.

3. In the early stages of a disaster, the operational period may be 24 hours or less. Later, the operational period may be several days or more.

G. Levels of Activation

1. The type and extent of the incident, the scope of the community's response, and the availability of resources will be determining factors in whether there is full or partial activation of the EOC.

2. Full activation implies that all personnel that have a part in disaster relief and recovery are involved and the EOC is fully staffed.

3. Partial activation implies that all staff is not involved and that only those functional elements required to meet current objectives are activated and the EOC may also be partially staffed.

H. Staffing

Staff for the Volunteer Center disaster operations will be a combination of paid staff and volunteers. All employees assigned to volunteer support efforts are expected to report for duty as directed and able when this plan is activated. Volunteers may include both pre-trained and spontaneous volunteers.

1. Organization and Assignment of Responsibilities.

    a. The organization for volunteer management in the aftermath of a disaster shall consist of Dawson First (CERT), COAD, 3-1-1, Red Cross and Salvation Army supplemented by government personnel and other resources where needed.

    b. The organizations described in this plan are composed largely of volunteers. The Volunteer Center described in this plan will be primarily operated by volunteers.

    c. The normal county emergency organizations, described in the LEOP, will carry out government activities in support of volunteer management.

    d. The Unit Leader will be responsible for managing volunteers that are activated to staff the Volunteer Center, and will report to the 3-1-1 Leader, Logistics Section of the EOC.

    e. Various positions the COAD, Dawson First (CERT), Red Cross and Salvation Army may consider as appropriate to staff. Detailed job positions checklists are listed in Attachment 2; Job Action Guides.

        i. In the EOC:
            a. Unit Leader and Assistant
            b. Data Coordinator (position will move to the Volunteer Center once activated)
            c. Phone Bank/Interviewer Coordinator (position will move to the Volunteer Center once activated)

6

d. PIO
        ii.   At the Volunteer Center
              a. Volunteer Center Manager
              b. Safety Officer
              c. Security
              d. Volunteer Center Registration/Orientation Staff
              e. Volunteer Center Interviewers
              f. Volunteer Data Collectors
              g. Volunteer Safety Briefing Staff
              h. Volunteer ID Staff
              i. Job Specific Training Staff
              j. Phone Bank Interviewers
              k.   Runners. (Refer to Attachment 1)

2. Task Assignments in the EOC
   a. The Logistics Section Chief will:
        i.   Appoint a Volunteer Organizations Unit Leader.
        ii.   Work with participating organizations to ensure, to the extent possible, that
               the County has an effective volunteer management program.
        iii.   Monitor the operation of the volunteer management program when activated.

   b. The Unit Leader and assistant will:
        i.   Coordinate planning for and oversee the operation of the volunteer management program.
        ii.   Facilitate and manage the Volunteer Center and Unit.
        iii.   Identify key volunteer management positions.
        iv.   Provide the media AND American Red Cross, in coordination with the PIO, information on
               volunteer management for dissemination to the public.
        v.   Provide the EOC with reports on volunteer management operations, as necessary.
        vi.   Ensure that plans are in place to identify and coordinate volunteer programs and resources.

   c. The Phone Bank/Interviewer Coordinator will work from the EOC until the Volunteer Center is
       activated, and reports to the 3-1-1 Unit Leader, and will:
        i.   Be responsible for setting up and managing a Phone Bank and Interview Center to refer people
               who want to volunteer.
        ii.   Train and supervise the Phone Bank and Volunteer Center Interviewers who are responsible for
               answering incoming phone calls from people who want to volunteer.
        iii.   In some events the current 211 line can be used and information will be updated frequently by the
               Phone Bank/ Interviewer Coordinator which will the 3-1-1 Director and the Dawson County PIO.

   d. The Data Coordinator will work from the EOC until the Volunteer Center is activated, and reports to
       the Phone Bank Coordinator and will:
        i.   Be responsible for managing the Volunteer Center Data Collectors who are responsible for
               collecting, processing and maintaining information about emergency volunteers who contact the
               Phone Bank or the Volunteer Center directly.
        ii.   Train and supervise the Volunteer Center Data Collectors.
        iii.   Track data collection and compile daily statistical reports for the Faith-Based/Volunteer
               Organization Unit Leader.

   e. The Agencies Coordinator will work from the EOC until the Volunteer Center is activated, and reports
       to the Unit Leader and will:
        i.   Establish liaison with local and regional agencies to determine volunteer needs.
        ii.   Track agency volunteer needs data collection and compile timely statistical reports for the Unit
               Leader.

7

f. The Public Information Officer (PIO) will be the single point of contact for the media and will:
   i. Arrange appropriate contacts between the media and the Volunteer Center Staff.
   ii. Provide media with information regarding opening and operation of the Volunteer Center. (See Tab 19; Volunteer Reception Center News Media Template).

3. Task Assignments in the Volunteer Center.
   a. The Volunteer Center Manager reports to the Unit Leader, and will:
      i. Establish the site and facility that is to serve as the Volunteer Center.
      ii. Supervise the Volunteer Center Staff.
      iii. Coordinate the efficient operation for the Volunteer Center
   b. The Volunteer Center Safety Officer reports to the Volunteer Center Manager, and will:
      i. Monitor and assess all operational procedures at the Volunteer Center for unsafe operations.
      ii. Train staff to ensure safe and healthy operations.
   c. The Volunteer Center Transportation Coordinator reports to the Volunteer Center Manager, and will:
      i. Coordinate transportation for volunteers to and from disaster areas.
   d. Security will work from the Volunteer Center, and reports to the Volunteer Center Manager and will:
      i. Oversee the security operations at the Volunteer Center and to ensure a safe environment for staff and volunteers.
      ii. Be staffed by local law enforcement.
   e. Volunteer Center Registration/Orientation Staff reports to the Volunteer Center Manager and will:
      i. Be the first contact for Volunteers.
      ii. Greet people with a friendly and firm demeanor, determine the purpose of their visit and direct them accordingly.
   f. The Volunteer Center Interviewers reports to the Volunteer Center Manager, and will:
      i. Interview emergency volunteers and complete appropriate Volunteer Center forms.
   g. The Volunteer Data Collectors reports to the Volunteer Center Manager and will:
      i. Be responsible for managing the Volunteer Center Data Collectors who are responsible for collecting, processing and maintaining information about emergency volunteers who contact the Phone Bank or the Volunteer Center directly.
      ii. Train and supervise the Volunteer Center Data Collectors.
      iii. Track data collection and compile daily statistical reports for the Unit Leader.
   h. The Volunteer Safety Briefing Staff reports to the Volunteer Center Manager, and will:
      i. Brief all new volunteers on what to expect at their job sites, how to be safe while volunteering and how to take good care of themselves after their experience.
   i. The Volunteer ID Staff reports to the Volunteer Center Manager, and will:
      i. Ensure that volunteers are given a Volunteer ID badge with accurate information.
   j. The Volunteer Specific Training Staff reports to the Volunteer Center Manager, and will:
      i. Brief Volunteers on what their specific responsibilities will be at their assigned location.
   k. The Phone Bank Interviewers report to the Volunteer Center Manger, and will:
      i. Take information over the phone and complete appropriate Volunteer Center forms.
   l. Runners will report to the Volunteer Center Manager, and will:
      i. Carry information from one station to another within the VRC.
      ii. Accomplish tasks outside the Volunteer Center such as putting up signs, bringing messages from other agencies, etc.
   m. Staff Break Areas.
      i. Although it is not shown on the Floor Plan, a break area should be established. Noise,

8

frustration, the general sense of urgency and the intensity that the Volunteer Center Staff will be working under will cause stress to build. Providing a quiet room with low light and refreshments will ensure that staff takes short breaks whenever possible and assist them to operate efficiently and minimize stress.

    ii. Through coordination with The Salvation Army pr local provider, refreshments and meals for the Volunteer Staff will be provided. The break area should be located separately from the area where volunteers are being processed.

I. Administrative and Support

1. Reporting

   a. During emergency operations, volunteer organizations that may be tasked with various functions should compile and provide a summary report of significant volunteer management activities.

   b. The Unit Leader should forward this information to the EOC Logistics Section Chief for use in staff briefings and inclusion in Periodic Situation Reports.

2. Records

   a. Activity logs – Each volunteer center or facility should maintain a log of activities at that facility.

   b. The Unit Leader and the Volunteer Center Manager may each appoint a secretary to provide a written record of the policies formulated and activities undertaken at meetings of the unit. The Unit Leader should maintain those records.

   c. Documentation of costs – Expenses incurred in operating the volunteer management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during volunteer management operations.

V. Attachments

A. Volunteer Center Organization Chart
B. Volunteer Job Action Guides
C. Volunteer Tips on Effective Management of Disaster
D. Volunteer Reception Center Signage
E. Volunteer Reception Center Floor Plan
F. Volunteer Reception Center Supply Kit
G. Volunteer Safety Training
H. Volunteer Instructions
I. Volunteer Activation Information Worksheet
J. Volunteer Request Form
K. Volunteer Call-up Worksheet
L. Volunteer Disaster Referral
M. Volunteer Job Action Worksheet
N. Volunteer Application
O. Volunteer Orientation Checklist
P. Volunteer Screening Worksheet
Q. Volunteer Recognition and Motivation
R. Volunteer Reception Center News Media Template
S. Volunteer Log In/Out Form
T. Volunteer Reception Center Phone Call Log
U. Volunteer Groups Trained and Affiliated
V. Volunteer Emergency Contact Information
W. Volunteer Timesheet

9

Attachment A
Volunteer Center Organizational Chart

Faith Based/Volunteer Organization
Unit Leader

Agencies
Coordinator

Phone Bank/Interviewer
Coordinator

Data
Coordinator

Volunteer Data
Collector

Volunteer Center
Interviewer

Phone Bank
Interviewer

PIO

Volunteer Center
Manager

Security

Registration/Orientation
Staff

Transportation
Coordinator

Runners

Specific Job Training
Staff

Volunteer ID
Staff

Safety
Officer

Volunteer Safety
Trainer

Attachment B
Volunteer Job Action Guides

Unit Leader

Reports to: The EMA Director and the Logistics Section Chief

Supervises: The Reception Center Manager

Responsibilities
- ☐ Overall commander of Volunteer Center's emergency response effort.
- ☐ Manages and directs Volunteer Center emergency response organization.
- ☐ Makes executive decisions.
- ☐ Provide overall direction to the function chiefs, keep them working as a team, and establish priorities for the response operations.

Activation Phase
- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Determine if all key personnel or alternates are present or have been notified.
- ☐ Schedule the first planning meeting.
- ☐ With Section Chiefs and Command Staff, develop Action Plan for first operational period: assess the situation, define the problems, and establish priorities.
- ☐ Establish operational work periods for all personnel.
- ☐ Execute the Action Plan and monitor section level activities.
- ☐ Establish communications.
- ☐ Identify key volunteer management positions.

Operational Phase
- ☐ Initiate an event log of activities, beginning with notification of the emergency.
- ☐ Determine operational status of Units' position within the EOC site and at the Volunteer Center operational site.
- ☐ Appoint and brief as required Section Chiefs and Command Staff.
- ☐ Establish periodic briefing sessions with staff to update the overall situation.
- ☐ Review and approve all requests for outside resources and mutual aid.
- ☐ Establish communications as required.
- ☐ Authorize release of information by Public Information Officer (PIO).
- ☐ Maintain all required records and documentation to support the history of the emergency:
  - • Document messages received.
  - • Action taken.
  - • Requests filed.
  - • EOC personnel and time on duty.
- ☐ Evacuate if needed and move to alternate site.

Deactivation Phase
- ☐ Approve plans for demobilization.
- ☐ Conduct final employee debriefing.

Data Coordinator

Reports to: The Phone Bank Coordinator.

Supervises: Volunteer Center Data Collectors.

Responsibilities
- ☐ Managing the Volunteer Data Collectors who are responsible for collecting, processing, and maintaining information about emergency volunteers who contact the Phone Bank or the Volunteer Center directly.
- ☐ Works from the EOC until the Volunteer Center is activated.

Activation Checklist
- ☐ Review and become familiar the Volunteer Reception Center Floor Plan; Attachment 5.
- ☐ Set up the Data/Agency Coordination Station using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- ☐ Train and supervise Volunteer Data Collectors.
- ☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, and Volunteer Forms).

Operational Checklist
- ☐ Train volunteers to work as Volunteer Data Collectors as needed.
- ☐ Track data collection and compile daily statistical reports for the Faith-Based/Volunteer Organization Unit Leader.

Deactivation Checklist
- ☐ Prepare an After Actions Report to be briefed to the Phone Bank Coordinator.
- ☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Agencies Coordinator

Reports to: The Faith-Based/Volunteer Organization Unit Leader.

Supervises: N/A.

Responsibilities
- ☐ Establish liaison with local and regional agencies to determine volunteer needs.
- ☐ Works from the EOC until the Volunteer Center is activated.

Activation Checklist
- ☐ Review and become familiar the Volunteer Reception Center Floor Plan; Attachment 5.
- ☐ Set up the Data/Agency Coordination Stations using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- ☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, and Volunteer Forms).

Operational Checklist
- ☐ Track agency volunteer needs data collection and compile timely statistical reports for the Faith-Based/Volunteer Organization Unit Leader.
- ☐ Ensure that the Volunteer Job Status Board at your station is current.

Deactivation Checklist

- [ ] Prepare an After Actions Report to be briefed to the Faith-Based/Volunteer Organization Unit Leader.
- [ ] Ensure that all request for volunteers have been met before leaving.
- [ ] Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Phone Bank/Interviewer Coordinator

Reports to: The Faith-Based/Volunteer Organization Unit Leader.

Supervises: Phone Bank Staff, and Volunteer Center Interviewers.

Responsibilities
- [ ] Responsible for setting up and managing a Phone Bank and Interview Center to refer people who want to volunteer.
- [ ] Works from the EOC until the Volunteer Center is activated.

Activation Checklist
- [ ] Review and become familiar the Volunteer Reception Center Floor Plan; Attachment 5.
- [ ] Set up the Volunteer Interviews and Phone Bank Stations using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- [ ] Train and supervise the Phone Bank Staff and Volunteer Center Interviewers who are responsible for answering incoming calls from people who want to volunteer.

Operational Checklist
- [ ] Train volunteers to work as Phone Bank Staff and Volunteer Center Interviewers as needed.
- [ ] Assist Phone Bank Staff and Volunteer Center Interviewers.

Deactivation Checklist
- [ ] Prepare an After Actions Report to be briefed to the Faith-Based/Volunteer Organization Unit Leader.
- [ ] Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer Center Public Information Officer (PIO)

Reports to: Emergency Operation Manager.

Supervises: Those that aid in the support of the PIO duties.

Responsibilities
- [ ] Develop a capability to rapidly release emergency instructions and information to the public through all available means.
- [ ] Prepare informational summaries and provide rumor control.
- [ ] Single point of contact for the media and public.

Activation Checklist
- [ ] Reference Dawson County EMA Public Information Officer Procedures Guide; page 12; EOC Activation Checklist.

Operational Checklist
- [ ] Reference Dawson County EMA Public Information Officer Procedures Guide; page 15; Emergency Incident Checklist, and page 17; Disasters and Major Emergencies Checklist.

Deactivation Checklist

- ☐ Complete and submit all reports, documents through the EOC Manager.
- ☐ Ensure that any required deactivation forms or reports are completed prior to leaving.
- ☐ Determine if there will be any required follow-up actions before you leave.
- ☐ Prepare an After Actions Report to be briefed to the Emergency Operations Center Manager.

Volunteer Center Manager

Reports to: The COAD Unit Leader.

Supervises: The Volunteer Center Staff.

Responsibilities
- ☐ Establish the site and facility that is to serve as the Volunteer Center.
- ☐ Coordinate the efficient operation for the Volunteer Center.

Activation Phase
- ☐ Establish site, preferably large indoor room with tables and chairs available.
- ☐ Bring the Volunteer Center Go Kit to the Volunteer Center.
- ☐ Ensure that you have a copy of the Volunteer Management Operating Guide, and Volunteer Reception Center Site Operations Binder and become familiar with its contents as both will aid in operations of the Volunteer Center.
- ☐ Arrange the room using the Volunteer Reception Center Floor Plan; Attachment 4.
- ☐ Face tables and chairs so that information can be easily seen and so that volunteers feel they are receiving personal attention.
- ☐ Allow enough space for volunteers to fill out the volunteer intake form.
- ☐ Clearly mark the reception desk.
- ☐ Post a sign outside the center to direct potential volunteers to your site.
- ☐ Set up separate sections for each major class of work, with information about available placements. Typical headings might be:
  - Food Services
  - Computer Data Entry
  - Plumbers Electricians
  - Repair/Reconstruction
  - Counseling Services
  - Interviewing
  - Childcare
  - Rescue
  - Damage Assessment
  - Clerical/Office Work
  - Phones/Receptionist
  - Shelter Workers/Hosts
  - Communications
  - Medical/Health
  - Transportation
  - Cleanup-Home and Other
  - Interpreters/Translators (including sign)
  - Miscellaneous

14

- ☐ Brief and assign tasks to staff and volunteers of the center.
- ☐ Assign early volunteers to staff the Volunteer Center to include runners. Runners will bring in information about volunteer needs from the disaster scene and other agencies.
- ☐ Designate an area for training/orientation. Utilize times when demand is slow to orient new volunteers to the disaster situation and to train them in Volunteer Center policies and procedures.
- ☐ Through coordination with an American Red Cross representative, set up an area separate from the main reception center area to provide refreshments and meals for the Volunteer Center Staff.
- ☐ Coordinate with the Volunteer Safety Officer and establish evacuation routes in case the Volunteer Center has to be vacated in an emergency situation and ensure that routes are clearly marked.
- ☐ Ensure that a Go-Kit is readily available in event the center has to be relocated.

Operational Phase
- ☐ Schedule brief meetings at beginning and end of day before/after opening the center to the public to address operational issues and update staff on disaster situation.
- ☐ Assign extra staff in the seating area to help the volunteers with completion of forms.
- ☐ For communications inside the Volunteer Center, have Runners relay messages. Runners may also be asked to accomplish tasks outside the Volunteer Center such as putting up signs, bringing messages from other agencies, etc.
- ☐ Schedule one or more times each day to orient and train new Volunteer Center staff.
- ☐ Monitor operations and make staffing changes when necessary.
- ☐ Forecast personnel needs and request extra staff if needed.
- ☐ Ensure that all Volunteer Forms are maintained throughout the Volunteer Center.
- ☐ Maintain all records of safety and job training provided to volunteers, and hours worked in the Volunteer Center employees and volunteers.
- ☐ Encourage staff to monitor stress levels, watch for burnout and promote breaks among one another whenever possible.
- ☐ Brief the Transportation Coordinator of any changes to the routes used to and from the disaster area (s).
- ☐ Coordinate with the Faith-Based/ Volunteer Organizations Unit Leader for plans for demobilization.

Deactivation Phase
- ☐ Determine if the need for volunteers is no longer needed and forward that information to the Faith-Based/ Volunteer Organizations Unit Leader.
- ☐ Brief all Volunteer Center Staff that the Volunteer Center will be closing, giving specific details to include date and time.
- ☐ Breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.
- ☐ Ensure that all Volunteer Center Forms and any other applicable paperwork have been turned in.
- ☐ Ensure that all volunteer data is complete and catalogued.
- ☐ Prepare and collect all After Actions Report to be briefed to the Faith-Based/Volunteer Organizations Unit Leader.
- ☐ Inventory all Volunteer Center equipment and supplies.
- ☐ Make necessary arrangements to turn over ongoing operations to other outside organizations, if needed.
- ☐ Conduct a final walk through with the facility owner.
- ☐ Inform security that all Volunteer Center Staff will be vacating and ensure that the facility is secure.

Volunteer Center Safety Officer

Reports to: The Volunteer Center Manager.

Supervises: Personnel that will aid in the support of safe operations of the Volunteer Center.

Responsibilities

☐ Protect health and safety of people on-site and provide for security of facility. Monitor and assess unsafe situations.

☐ Conduct damage assessment of the Volunteer Center. Implement evacuation plan if necessary.

☐ Develop measures for staff safety.

☐ Monitor staff to ensure safe and healthy functioning. Ensure security of facility 24 hours a day.

☐ Participate in planning meetings. Review action plans.

Activation Phase

☐ Initiate an event log of activities, beginning with notification of the emergency.

☐ Determine what the current building security requirements are and take appropriate actions.

☐ Report needs for special communications equipment to the Volunteer Center Manager.

☐ Develop a vehicle traffic control plan inside and outside the facility.

☐ Position and maintain First Aid Kits in the Volunteer Center and ensure that the staff is aware of their location.

☐ Brief all Volunteer Staff where the Staff Break Area is located and ensure that it used for staff only, not volunteers.

☐ Coordinate with the Volunteer Center Manager to establish evacuation routes in the event the Volunteer Center has to be vacated in an emergency situation and ensure that evacuation routes are clearly marked.

Operational Phase

☐ Give the Safety Briefing at Station 4 to volunteers using Safety Training for Volunteers; Attachment 6.

☐ Assign a replacement if you are unable to give the safety training to the volunteers.

☐ Obtain a situation briefing on the extent of the emergency from the Volunteer Center Manager on an ongoing basis.

☐ Assist in any evacuation that may be directed.

☐ Tour entire facility and evaluate conditions on a regular basis.

☐ Report unsafe conditions to Volunteer Center Manager.

☐ Coordinate with the Volunteer Center Manager on any personnel injury records or claims.

☐ Assist in sealing off any dangerous areas. Provide access control as required.

☐ Point out unsafe work practices as they occur.

Deactivation Phase

☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

☐ Assure that workers practice safe work habits as the Volunteer Center is being demobilized.

☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.

☐ Ensure that all records and documents are turned into the Volunteer Center Manager.

Volunteer Center Transportation Coordinator

Reports to: The Volunteer Center Manager.

Supervises: Organizations that will be providing transportation for volunteers to and from disaster sites.

Responsibilities

☐ Coordinates transportation for volunteers to and from disaster areas.

Activation Phase

☐ Arrange available resources to provide transportation for volunteers through coordination with the Volunteer Center Manager.

☐ Ensure that routes to and from the disaster area are accessible.

☐ Ensure that transportation staging areas are established and clearly marked.

Operational Phase

☐ Request updates on routes to and from the disaster area (s) from the Volunteer Center Manager and brief drivers of changes.

☐ Ensure that volunteers are directed to the appropriate area for transportation.

Deactivation Phase

☐ Determine that all volunteer's transportation needs have been met through coordination with the Volunteer Center Manager.

☐ Prepare and After Actions Report to be briefed to the Volunteer Center Manager.

☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Security

Reports to: The Volunteer Center Manager.

Supervises: N/A.

Responsibilities

☐ Oversee the security operations at the Volunteer Center and to ensure a safe environment for staff and volunteers.

Activation Phase

☐ Review the site layout of the Volunteer Center and become familiar with the operation, staff work areas, outside ground areas, parking areas, and pick-up points for volunteers.

☐ Determine traffic routing/parking patterns; supervise setting up cones, lines, etc.

☐ Set up routine rounds for security checks in assigned areas.

☐ Receive appointment and briefing from Volunteer Center Manager.

☐ Review operating hours of the Volunteer Center.

☐ Review and ensure that there are adequate communications for security staff.

☐ Ensure that evacuation routes are labeled appropriately.

☐ Assure facility is secure, well-lighted and functional.

☐ Ensure that a resource accountability system (personnel and equipment) is established and maintained.

Operational Phase

☐ Maintain a Security Log; document all actions and decisions.

☐ Assess all lines and stations on routine basis for any potential security and/or safety problems. Report and problems to the Volunteer Center Manager.

☐ Meet with other security staff and coordinate issues/efforts.

☐ During Operations ensure traffic routes/parking patterns are safe and secure.

☐ Pay attention to crowd control measures. Repair/replace if necessary.

Deactivation Phase

☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.

☐ Ensure that all records, logs, and documents are turned into the Volunteer Center Manager.

Volunteer Registration/Orientation Staff (Station # 1; See Attachment 5; Volunteer Center Floor Plan)

Reports to: The Volunteer Center Manager.

Supervises: N/A.

Responsibilities
- ☐ Orient volunteers inside and outside the volunteer entrance. Your job is to greet people with a friendly and firm demeanor, determine the purpose of their visit and direct them accordingly.

Activation Phase
- ☐ Review and become familiar the Volunteer Reception Center Floor Plan.
- ☐ Set up your station using the Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- ☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, Volunteer Applications, Volunteer Instructions, and Volunteer Orientation Checklist, and Volunteer Log In/Log Out forms).
- ☐ Assist others in setting up the Volunteer Center.

Operational Phase
- ☐ Greet the volunteer, thank them, give them a "Volunteer Instructions" sheet and ask them to fill out a Volunteer Application Form.
- ☐ Give the volunteer a copy of the Volunteer Orientation Checklist and instruct them to carry that with them
- ☐ as they process through the center so that it can be signed off at each station and then turned in at Station #6, Specific Job Training.
- ☐ When the application form is completed, direct them to the next available interviewer at Station #2; Interviews.

Deactivation Phase
- ☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.
- ☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.
- ☐ Ensure that your area is cleaned up before leaving.
- ☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer Center Interviewers (Station #2; See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Phone Bank/Interviewer Coordinator.

Supervises: N/A.

Responsibilities
- ☐ Interview emergency volunteers and completes appropriate Volunteer Center forms.

Activation Phase
- ☐ Set up your station using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- ☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, and Volunteer Screening Checklists).

Operational Phase
- ☐ Greet the volunteer with a friendly demeanor.
- ☐ Review the volunteer's application.
- ☐ Ask specific questions about their qualifications and ensure that all information on the application is complete and accurate.
- ☐ Initial their Volunteer Orientation Checklist.

- ☐ Thank them for volunteering. Direct them to Station 3; Data/Agency Coordination.
- ☐ Post Request for Volunteers forms on the bulletin board at your station.

Deactivation Phase
- ☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.
- ☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.
- ☐ Ensure that your area is cleaned up before leaving.
- ☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer Data Collectors (Station # 3; See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Data Coordinator.

Supervises: N/A.

Responsibilities
- ☐ Collect, process, and maintain information on volunteers processing through the Volunteer Center.

Activation Phase
- ☐ Set up your station using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
- ☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, Activation Information Worksheets, Request for Volunteers forms, Disaster Referral forms, Job Action Worksheets, Volunteer Time Sheets, and a copy of the Trained and Affiliated Volunteer Groups).

Operational Phase
- ☐ Match the Referral forms to the requests and to close out the requests when they have been filled or are no longer needed.
- ☐ You may have to call an agency contact to clarify the agency's request. When you do that record the information on the Request form.
- ☐ When a volunteer brings you his Disaster Volunteer Referral form, enter his name and the date of the referral on the request form to which he was referred. Place your initials on his referral form. If you have time, call the agency contact to let him know who or how many volunteers have been referred. Confirm with the agency contact whether you should continue referring volunteers or close out the request. When a
- ☐ request has been filled, have a runner remove that request from the board.
- ☐ Track data collection and compile daily reports for the Volunteer Center Manager.
- ☐ Initial the Volunteer Orientation Checklist.
- ☐ Direct the volunteer to Station 4; Safety Briefing.

Deactivation Phase
- ☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.
- ☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.
- ☐ Ensure that your area is cleaned up before leaving.
- ☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer Safety Trainers (Station #4; See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Volunteer Center Safety Officer.

Supervises: N/A.

Responsibilities

☐ Brief all new volunteers on what to expect at their job sites, how to be safe while volunteering and how to take good care of themselves after their experience.

Activation Phase

☐ Set up your station using the Volunteer Center Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.

☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, and a copy of the Safety Training for Volunteers sheet).

Operational Phase

☐ When a small group has gathered, thank the volunteers for offering to help.

☐ Pass around a clipboard with an attendance sheet and check to be sure that all participants have signed it.

☐ Read the entire Safety Training for Volunteers sheet slowly, emphasizing the importance of following supervisors' instructions at the worksite.

☐ Ask if there are any questions.

☐ When your briefing is concluded, explain where the volunteers should meet the transportation to their worksites, if transportation is provided.

☐ File the attendance sheet for each class in the folder and turn them in to the Volunteer Center Safety Officer.

☐ Initial the Volunteer Orientation Checklist.

☐ Direct volunteers to Station #5; Volunteer ID.

Deactivation Phase

☐ Prepare an After Actions Report to be briefed to the Volunteer Center Safety Officer.

☐ Ensure that all Volunteer Forms have been turned into the Volunteer Safety Officer.

☐ Ensure that your area is cleaned up before leaving.

☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer ID Staff (Station #5; See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Volunteer Center Manager.

Supervises: N/A.

Responsibilities

☐ Ensure that volunteers are given a Volunteer ID badge with accurate information.

Activation Phase

☐ Review and become familiar the Volunteer Reception Center Floor Plan.

☐ Set up your station using the Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.

☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, and paper, Volunteer ID badges).

Operational Phase

☐ Ask if the volunteer for his/her Referral form.

☐ Clearly write on the ID badge the name of the volunteer, dates he/she will be working, and the name of the agency to which the volunteer was referred, as shown on their Referral form.

☐ Explain to the volunteers that the ID will be "good" only for the date(s) written on the badge. Authorities will not

permit them to enter any of the disaster impacted areas on any other day, without a current ID badge. If volunteers plan to work more than one day, you may write the beginning and ending dates of their service.

☐ Initial the Volunteer Orientation Checklist.
☐ Direct the volunteer to Station #6; Specific Job Training.

Deactivation Phase
☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.
☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.
☐ Ensure that your area is cleaned up before leaving.
☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Volunteer Specific Job Training Staff (Station #6; See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Volunteer Center Manager.

Supervises: N/A.

Responsibilities
☐ Brief Volunteers on what their specific responsibilities will be at their assigned location.

Activation Phase
☐ Review and become familiar the Volunteer Reception Center Floor Plan.
☐ Set up your station using the Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.
☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper).

Operational Phase
☐ As the Volunteer processes through your station give him/her specific information on what their responsibilities will be when they arrive at their duty location.
☐ Advise the volunteer specific training will be done at the assigned location, if needed.
☐ Collect the Volunteer Orientation Checklist from the volunteer.
☐ Direct the Volunteer to the designated area for transportation.

Deactivation Phase
☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.
☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.
☐ Ensure that your area is cleaned up before leaving.
☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Phone Bank Interviewer (See Attachment 5; Volunteer Reception Center Floor Plan)

Reports to: The Phone Bank/Interviewer Coordinator.

Supervises: N/A.

Responsibilities
☐ Take information over the phone from volunteers and requesting agencies and complete appropriate Volunteer Center forms.

Activation Phase

☐ Review and become familiar the Volunteer Reception Center Floor Plan.

☐ Set up your station using the Floor Plan. Remember this is just a sample. If more tables and chairs are needed please do so.

☐ Ensure that there are enough supplies to do your job (Clipboards, pencils, paper, and Volunteer Forms).

Operational Phase

☐ Report resource needs to the Volunteer Center Manager.

☐ Each morning, print out a summary of the following:
- # callers, previous day and to date.
- # who wanted to volunteer.
- # referred.
- # who wanted to donate money or resources.
- # who wanted information only.

☐ File completed forms alphabetically.

Deactivation Phase

☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.

☐ Ensure that all Volunteer Forms are turned into the Volunteer Center Manager.

☐ Ensure that your area is cleaned up before leaving.

☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

Runners

Reports to: The Volunteer Center Manager.

Supervises: N/A.

Responsibilities

☐ Carry information from one station to another within the Volunteer Reception Center.

☐ Accomplish tasks outside the Volunteer Center such as putting up signs, bringing messages from other agencies, etc.

Activation Phase

☐ Review and become familiar the Volunteer Reception Center Floor Plan; Attachment 5.

☐ Assist in setting up the Volunteer Center.

☐ Fill requests for additional supplies that may be needed by each station in preparation for processing volunteers.

Operational Phase

☐ When a station needs you to pick up forms, restock their supplies or escort a volunteer from one place to another.

☐ Watch carefully for this signal and respond promptly, in order to keep the information and volunteers moving smoothly through the registration and referral process.

☐ When you are asked to post a new Volunteer Request on the board, write neatly and large enough so that the interviewers can see the requests clearly. After posting the request on the board, give the Request form to Data/Agency Coordination (Station #3).

Deactivation Phase

☐ Prepare an After Actions Report to be briefed to the Volunteer Center Manager.

☐ Assist in the breakdown, cleanup, and restore the Volunteer Center to pre-incident conditions.

ATTACHMENT C
VOLUNTEER TIPS ON EFFECTIVE MANAGEMENT OF DISASTER

A. Plan carefully.

1. Commit to provide trained leadership.
2. Set realistic goals for each day's work.
3. Help volunteers see where they fit in the "big picture."

B. Organize effectively.

1. Refer to written checklists for each job to be done.
2. Create a master list of all jobs with a one-line description of task and to whom volunteers report.

C. Staff responsibly.

1. Make assignments to volunteers based on their skills, interest and experience.
2. Train people in how to do their job; give them the information they will need for success as well as a vision of what you are doing.

D. Supervise in an enabling way.

1. Help people to be successful.
2. Praise their good work; correct errors immediately.
3. Help people feel important and valuable.
4. Watch for signs of burnout and rotate tasks or relieve volunteers appropriately.
5. Be specific, brief, and clear in giving instructions.
6. Use humor to help people over the rough spots.
7. Always be fair.
8. Remind volunteers that their efforts are helping the entire community.
9. Keep people informed.
10. Watch for signals that people want increased responsibility.
11. Recognition, recognition, recognition.

ATTACHMENT D
VOLUNTEER RECEPTION CENTER SIGNAGE

You will need <u>one</u> enlargement, unless otherwise specified, for each of the 17 station or directional signs shown in the left column. All signs should be laminated and large enough to be read from across a large room.

Signs Needed	Where to Post
Disaster Volunteer Reception Center (2)	On street visible from either direction
Station #1 Registration	Registration/Orientation area
Enter	Volunteer Entrance to VRC
Station #2 Interviews	Interview Area visible from Volunteer Entry
Station #3 Data/Agency Coordination	Data Coordination visible from Station #2
Station #4 Safety Briefing	Volunteer ID area visible from Station #3
Station #5 Volunteer I.D. Tags	Safety Training visible from Station #4
Station #6 Job Training	Job Training visible from Station #5
Exit	Exits visible from Stations #5 and #6
Staff Only (2+ as needed)	Staff rest area, supply area, etc.
Phone Bank	Agency Coordination area
Volunteer Center Manager	Volunteer Center Manager's Table

ATTACHMENT E
VOLUNTEER RECEPTION CENTER FLOOR PLAN

Volunteer Reception Center Floor Plan

Volunteer Registration Stations

Volunteer Sitting Area

Staff Only Areas → Volunteer Movement

Bulletin Boards ---→ Line Of Sight

Station #1 Registration / Orientation

Volunteer Entrance

Request Board

(Volunteers)   (Volunteers)

(Interviewers)   (Interviewers)

Station #2 Interviews

Station #3 Data/Agency Coordination

Station #4 Safety Briefing

Sitting Area

Volunteer Center Manager

Data / Agency Coordination

Phone Bank

Data Entry

Supply Area

Station #6 Specific Job Training   Exit

Station #5 Volunteer ID

ATTACHMENT F
VOLUNTEER RECEPTION CENTER SUPPLY KIT

Note: In the event that a Volunteer Center is to be established, the Volunteer Center Go-Kit that is supplied has only minimal administrative supplies. Ensure that the facility location chosen can supply the following items:

1. Tables (17)
2. Folding chairs (100)
3. Computers with printers (3)
4. Fax machine (1)
5. Copier (1), this is imperative to make copies of the various Volunteer Forms
6. Filing cabinets (3)
7. Telephones with dedicated lines (7)

Station #1: Registration/Orientation
Items needed:
1. ID Badges for staff members.
2. Sign (Station # 1; Registration/Orientation).
3. Three (3) tables, Six (6) chairs, and clipboards for volunteers to use for filling out forms (See VRC Sample Floor Plan).
4. Supply of Disaster Volunteer Registration forms.
   a. Volunteer Orientation Checklist
   b. Volunteer Instructions
   c. Volunteer Application
   d. Volunteer Log In/Log Out.
5. Ink pens, mechanical pencils
6. Clipboards (12)
7. Letter size tablet (1) for staff members.
8. Flag or hat to summon runners.
9. Two (2) Document Trays for incoming/outgoing mail.

Station #2: Interviews.
Items needed:
1. ID Badge for each staff member.
2. Two (2) tables and eight (8) chairs (see VRC Sample Floor Plan). Sign (Station #2; Interviews).
3. Supply of the Volunteer Screening Checklist. Ink pens, mechanical pencils.
4. Letter size tablet (1) for staff members. Push pins.
5. Flag or hat to summon runners.
6. One (1) Filing cabinet for maintaining Volunteer Registration forms. One (1) bulletin board.
7. Two (2) Document Trays for incoming/outgoing mail

Station #3: Data/Agency Coordination.
Items needed:
1. ID Badge for each staff member.
2. Sign (Station #3; Data/Agency Coordination).
3. Two (2) tables and four (4) chairs (See VRC Sample Floor Plan).

4. One (1) phone.
5. Letter size tablet (1) for staff member.
6. Two (2) sets of files; one for open requests and one for closed out requests.
7. One (1) bulletin board (used for posting current needs, offers of volunteer help, individuals, groups, and other resources.
8. Supply of Disaster Volunteer Registration forms.
   a. Trained and Affiliated Volunteer Groups.
   b. Volunteer Log Sheet.
   c. Volunteer Time Sheet.
   d. Activation Information Worksheet.
   e. Request for Volunteers.
   f. Disaster Volunteer Referral.
   g. Job Action Worksheet.
9. Push pins.
10. Ink pens, mechanical pencils.
11. Stapler and staples.
12. Computer, if available, networked to the computers at the Phone Bank Station.
13. Flag or hat to summon runners.
14. Two (2) Document Trays for incoming/outgoing mail.

Station #4: Safety Training

Items needed:
1. ID Badge for each staff member.
2. Sign (Station #4; Safety Training).
3. Ten (10) or more chairs, preferably in a semi-circle so participants can see one another (See VRC Sample   Floor Plan).
4. Clipboards (5) with attendant sheets.
5. Ink pens, mechanical pencils.
6. Letter size tablet (1) for staff members.
7. Stapler and staples.
8. Flag or hat to summon runners.
9. List of additional training required by specific worksites, training locations and instructors.
10. A supply of Safety Training handouts.
11. Two (2) Document Trays for incoming/outgoing mail.

Station #5: Volunteer ID

Items needed:
1. ID Badge for each staff member.
2. Two (2) tables and four (4) chairs.
3. Sign (Station #5; Volunteer ID).
4. Supply of volunteer ID Badges.
5. Ink pens, mechanical pencils.
6. Letter size tablet (1) for staff member.
7. Scissors.
8. Flag or hat to summon runners.
9. Two (2) Document Trays for incoming/outgoing mail.

Station #6: Specific Job Training

Items needed:
1. ID Badge for each staff member.
2. Two (2) tables and eight (8) chairs (See VRC Sample Floor Plan).
3. Sign (Station #6; Specific Job Training).
4. One (1) file to keep training records for each volunteer.
5. Ink pens, mechanical pencils.
6. Letter size tablet (1) for staff members.
7. Supply of Training forms.
8. List of jobs that are recruiting volunteers, job tasks involved, reporting locations, and supervisor.
9. Two (2) Document Trays for incoming/outgoing mail.

Supply Area
Items needed:
1. Two (2) tables (See VRC Sample Floor Plan).
2. Sign (Supply Area).
3. An overstock of supplies needed for each station in the Volunteer Center.
    a. Volunteer forms.
    b. Ink pens, mechanical pencils, scissors, letter size tablets, post-it notes, push pins, clip boards, stapler and staples, and file folders.
    c. Volunteer ID Badges and Badge Holders.

Phone Bank Staff (Not a station used for Volunteer Registration)
Items needed:
1. ID Badge for each staff member.
2. One (1) table, three (3) chairs.
3. One (1) computer, if available, networked with the computer at the Data/Agency Coordination station.
4. Supply of Disaster Volunteer Registration forms.
    a. Sign (Phone Bank Staff)
    b. Volunteer Application
    c. Trained and Affiliated Volunteer Groups Activation Information Worksheet
    d. Request for Volunteers
    e. Disaster Volunteer Referral
    f. Job Action Worksheet
    g. Telephone Call Log
    h. Call-up Volunteers Worksheet
5. Push pins.
6. Three (3) phones.
7. Ink pens, mechanical pencils.
8. Letter size tablets (3) for staff members.
9. Flag or hat to summon runners.
10. Two (2) Document Trays for incoming/outgoing mail.

Data/Agency Coordinator (Not a station used for Volunteer Registration)
Items needed:
1. ID Badge.
2. One (1) table, three (3) chairs.
3. One (1) computer, if available, networked with the Phone Bank Staff station.
4. One (1) fax machine.

28

5. One (1) copier.
6. Supply of Disaster Volunteer Registration forms.
    a. Trained and Affiliated Volunteer Groups.
    b. Volunteer Log Sheet.
    c. Volunteer Time Sheet.
    d. Activation Information Worksheet.
    e. Request for Volunteers.
    f. Disaster Volunteer Referral.
    g. Job Action Worksheet.
7. Copier paper.
8. Sign (Data/Agency Coordinator).
9. One (1) Phone.
10. Ink pens, mechanical pencils.
11. Letter size tablet (1) for staff member.
12. One (1) bulletin board.
13. Push pins.
14. Supply of Volunteer forms.
15. One (1) filing cabinet.
16. Two (2) Document Trays for incoming/outgoing mail.

Public Information Officer (Not a station used for Volunteer Registration)
Items needed:
1. ID Badge.
2. One (1) table, two (2) chairs.
3. Sign (Public Information Officer). One (1) phone.
4. Ink pens, mechanical pencils.
5. Letter size tablet (1) for staff member.
6. Copies of the Volunteer Center Sample Release form and any appropriate form needed.
7. Two (2) Document Trays for incoming/outgoing mail.

Volunteer Reception Center (VRC) Manager.
Items needed:
1. ID Badge.
2. One (1) table and four (4) chairs.
3. One (1) phone.
4. One (1) Computer.
5. Ink pens, mechanical pencils.
6. Letter size tablet (1) for staff member.
7. One (1) file cabinet.
8. Two (2) Document Trays for incoming/outgoing mail.

Sitting Area
Items Needed:
1. Forty (40) chairs.

ATTACHMENT G
VOLUNTEER SAFETY TRAINING

(Presenter: Edit this training for the specific incident).

1. If you will be working outside, dress for the weather. Boots may be helpful, as debris on the ground can be sharp and dangerous.

2. Bring work gloves, sunscreen, hat and any appropriate tools you have. You will be responsible for your tools.

3. Water may be available at your work site, but you are encouraged to bring a personal water container. It is important to drink lots of water while you work.

4. While working, you will have a higher-than-normal exposure to bacteria. When you take a break, wash thoroughly.

5. When you arrive at your worksite, you will be warned if there is a possibility of encountering victims. **Follow the instructions given to you at your job site.**

6. The work you will be doing may cause you stress, anxiety, fear or other strong emotions. You are providing a valuable service by volunteering today. Please understand that, by helping, we will not be able to undo the effects of this event. We are each just one person. All we can do is help in our own small ways to assist victims into the recovery process. If you care for one lost animal, find one child's lost favorite toy, or hold the hand of one wheelchair bound senior in a shelter, you will have eased a little of the pain.

   Do not feel guilty because you are not able to <u>fix everything</u>. Just work your shift, then go home to rest and eat well. Both will help to relieve the stress. **Be sure to attend any debriefing that may be conducted at the end of your shift.**

7. <u>Older</u> children can help with the disaster recovery work in <u>some</u> areas, but parents must sign a release of liability form for each child under the age of 18. It is recommended that children remain in school, if it is open. <u>Older</u> children can participate with parents on weekends.

8. You will be covered by insurance provided by the county in which you will be working. If you should sustain an injury, you must pay for any treatment required and then submit a claim form and be reimbursed by the insurance company.

9. **Follow carefully any instructions given to you at your job site.**

10. **Please attend any debriefing activity provided at your worksite after your shift.**

ATTACHMENT H
VOLUNTEER INSTRUCTIONS

1. **Station #1: Reception Area:** Please fill out a registration form and proceed as directed to an Interviewer at Station #2.

2. **Station #2: Interview Area:** Interviewer will take your form, talk with you about your skills and refer you to an agency needing your help. Next take your Referral form to the Data Coordinator (Station #3).

3. **Station #3: Data Coordination Area:** Coordinator will record and initial your Referral Form and, if possible, notify the agency to expect you. Take your Referral form to the ID area (Station #4).

4. **Station #4: Safety Briefing Area:** You will be given special instruction about safety, security & transportation. You may be directed to Station #6 for additional job training.

5. **Station #5; Identification Area:** You will receive an ID badge that will allow you to enter restricted areas during the days(s) written on ID. Proceed to Safety Briefing area (Station #5).

6. **Station #6; Specific Job Training:** Some jobs will require extra orientation or training that will be provided by the agency to which you are referred.

(The Volunteer Orientation Checklist needs to be initialed as you process through each station).

THANK YOU FOR VOLUNTEERING!

ATTACHMENT I
VOLUNTEER ACTIVATION INFORMATION WORKSHEET

This form is to be filled out by the Volunteer Coordinator.

The Emergency/ Disaster is:

	Flood		House Fire		Hazardous Material Release
	Hail Storm		Business Fire		Nuclear Accident
	Heat Wave		Wild Fire		Act of Terrorism
	Tornado		Building Collapse		Transportation Accident
	Wind Storm		Explosion		Epidemic
	Winter Storm				

Severity:	Light		**Affecting:**	Homes		**Time:**
	Moderate			Businesses		**Location:**
	Severe			People		

The Emergency Operations Center (EOC):

Location:	
Phone Number:	
Incident Commander:	

Activation:

Staging Area Locations:		
Personal Protective Equipment Needed:		
Other Equipment Needed:		

Immediate Resources that are Needed:

	Animal Care		Labor
	Assisting those with Special Needs		Leadership Team
	Assisting Victims with Immediate Needs		Medical Team for Prophylaxis/Vaccination
	Child Care		Mental Health Counseling
	Clerical Work		Patient Education
	Construction		Pharmacy Team for Prophylaxis/Vaccination
	Crowd Control Assistance		Phone Receptionist
	Damage Assessment		Security Assistance
	Data Entry		Shelter Assistance
	Debris Clean Up		Traffic Control Assistance
	Donations Coordination		Transportation
	Equipment Operating		Translating Services
	Food Preparation		
	HAM Radio Operator		

32

ATTACHMENT J
VOLUNTEER REQUEST FORM

(Use this form for write-in entries)
(Complete one form for each job description.)

Request # _____   Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position:

_____

Agency Name: _____ Agency Contact: _____

Agency Address: _____ Phone: _____

Duties: _____

_____

Volunteers must be physically able to:

_____

Number Needed: _____ Dates/Hrs. Needed: _____

For this position, volunteers must be at least _____ years of age.

Skills Needed (If computerized, select from skills listed on Disaster Volunteer Registration form)

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on _____/_____/_____ Completed ☐ No placements possible☐ No longer needed☐

33

ATTACHMENT K
VOLUNTEER CALL-UP WORKSHEET

Time	Name	Available Y/N	Deployed to	Time	Duty	Special Needs

ATTACHMENT L
VOLUNTEER DISASTER REFERRAL

Name of Volunteer _____ Date_____

Referred to (agency)/ESF_____ Need #_____

Agency Contact Name_____

Address of Agency/Site_____

Directions to Site _____

Title/Description of Volunteer assignment _____

_____

Dates and Hours Volunteer Will Work _____

Note: Verification of Volunteer's credentials is the Responsibility of the agency receiving the volunteer.

Dawson County Volunteer Reception Center

Disaster Volunteer Referral

Name of Volunteer _____ Date_____

Referred to (agency)/ESF_____ Need #_____

Agency Contact Name_____

Address of Agency/Site_____

Directions to Site _____

Title/Description of Volunteer assignment _____

_____

Dates and Hours Volunteer Will Work _____

Note: Verification of Volunteer's credentials is the Responsibility of the agency receiving the volunteer.

ATTACHMENT M
VOLUNTEER JOB ACTION WORKSHEET

Agency Requesting Volunteers: _____

Contact Person: _____ Phone Number: _____

Job Title: _____

Supervisor: _____

Reporting to you are: _____

Location of Assignment: _____

Purpose:
_____
_____

Qualifications:
_____
_____

Training:
_____
_____

Check-In
Duties:_____
_____
_____

Duties:_____
_____
_____

Checkout
Duties:_____
_____
_____

Time Commitment: _____

ATTACHMENT N
VOLUNTEER APPLICATION

Mr. Mrs. Ms. Last Name	First		Middle	
Address	City		State	Zip
Best Phone # and Time to Reach Me:			Email	
Employer	Job/Title		Work Phone #	
Driver License # *	Other License Held and # *		Date of Birth *	Social Security Number*
Do you currently volunteer for other organizations? If yes, please list.				
Emergency Contact Name	Best Phone #		Relationship	

* Needed for Background Check.   Please put a **1** next to your primary qualification, and put a **2** next to other skills you have.

MEDICAL
____ Doctor   Specialty: _____
____ Nurse   Specialty: _____
____ Emergency Medical Professional:
____ Veterinarian
____ Veterinary technician
____ First Aid
        Card Expires: _____
____ CPR:
        Card Expires: _____
____ Triage

COMMUNICATIONS
____ CB or HAM Operator
____ Hotline Operator
____ Web Page Design

Languages other than English:
____ Spanish
____ French
____ Sign Language
____ Other _____

OFFICE SUPPORT
____ Clerical - Filing, Copying
____ Data entry Software:
____ Phone Receptionist

SERVICES
____ Food Preparation
____ Elderly/Disabled Asst.
____ Child Care
____ Spiritual Counseling
____ Social Work/ Mental Health
____ Search and Rescue
____ Auto Repair/Towing
____ Traffic Control
____ Security
____ Crowd Control
____ Animal Rescue
____ Animal Care
____ Runner/Messenger
____ Shelter Management
____ Education

STRUCTURAL
____ Damage Assessment
____ Metal Construction
____ Wood Construction
____ Block Construction
        Cert. #_____
____ Plumbing
        Cert. #_____
____ Electrical
        Cert. #_____
____ Roofing

LABOR
____ Loading/Shipping
____ Sorting/Packing
____ Clean-up
____ Operate Equipment
        Types:_____
____ Have Experience Supervising Others

EQUIPMENT
____ Heavy Equipment
____ Chainsaw
____ Generator
____ Other:_____
In an emergency, additional equipment may be needed. Please check items you own that could be used in an event.

TRANSPORTATION
____ Maxi-van, Capacity____
____ ATV
____ Off-Road Veh/4wd
____ Truck
Type: _____
____ Boat, Capacity
Type:_____
____ Commercial Driver
Class & License #:
____ Camper/RV, Capacity & Type _____

Application (continued)

Check the box that indicates how frequently you would like to volunteer.

_____Occasionally Regularly   _____Only in an emergency

Are you interested in attending training or participating in practice drills?

           Yes   No

Do you have any special considerations (skills, disaster training, or health limitations) you want to tell us about?

Please provide the names, and contact information of two personal references.

Name:	Name:
Address:	Address:
City, State, Zip	City, State, Zip
Phone #	Phone #
Email	Email

	Yes	No
Are you licensed to operate a motor vehicle in the state of Georgia?	☐	☐
Has your license to operate a motor vehicle ever been revoked? If yes, please explain.	☐	☐
Have you ever been convicted of a felony?	☐	☐
Have you been convicted of a misdemeanor that resulted in imprisonment in the last 24 months? If yes, please explain.	☐	☐

Verification and Consent for Reference and Background Check

I verify that the above information is accurate to the best of my knowledge. If this information is incomplete or untrue, I understand that my volunteer assignment can be terminated.

I give this agency permission to inquire into my background. I understand this may include my educational background, references, licenses, police records, and employment history and volunteer history. I also give permission for the holder of any such information to release it to this agency.

I hold this agency harmless of any liability, criminal or civil, which may arise as a result of the release of this information about me. I also hold harmless any individual or organization that provides information to this agency. I understand that this agency will use this information only as a part of its verification of my volunteer application.

_____   _____
Signature   Date

_____
Parent or Guardian if under age 18

ATTACHMENT O
VOLUNTEER ORIENTATION CHECKLIST

This form is to be filled out by Volunteer Center Staff at each station for each volunteer during the orientation process. This form should then be placed in the Volunteers folder.

Record the date and your initials when the following actions are completed.

Volunteer's Name _____

Date	Action	Your initials
	Station # 1: Registration. Volunteer has received a copy of the Orientation Checklist, Volunteer Instructions, and has completed the Volunteer Application and Emergency Contact Information forms.	
	Station # 2: Interviews. Volunteer has been interviewed and the Volunteer Screening Checklist has been filled out.	
	Station # 3: Data/Agency Coordination. Volunteer has been given a duty assignment and the Disaster Referral Form has been completed and given to them to be turned at Station # 3; Volunteer ID. Volunteer has been given a Volunteer Time Sheet to give to his supervisor at his assigned duty location.	
	Station # 4: Safety Briefing. Volunteer has received a safety briefing given by the Volunteer Center Safety Officer or their replacement.	
	Station # 5: Volunteer ID. Volunteer has turned in their referral form and received an ID badge.	
	Station # 6: Specific Job Training. Volunteer has received information on his/her assigned duty location and been given their supervisor's contact information.	

ATTACHMENT P
VOLUNTEER SCREENING WORKSHEET

This form is to be completed by the Volunteer Center Interviewer during Screening.
Record the date and your initials when the following actions are completed.

Volunteer's Name		
	Phone #	
Date	*Action*	**Your initials**
	Application Received	
	used Applicant Interviewed _____Applicants skills can be _____Not Appropriate at this time	
	References Checked	
	Background Check Completed (if necessary)	
	Professional license Verified (if appropriate)	

Indicate jobs for which this volunteer would be appropriate.

	Animal Care			Labor
	Assisting those with Special Needs			Leadership Team
	Assisting Victims with Immediate Needs			Medical Team for Prophylaxis/Vaccination
	Child Care			Mental Health Counseling
	Clerical Work			Patient Education
	Construction			Pharmacy Team for Prophylaxis/Vaccination
	Crowd Control Assistance			Phone Receptionist
	Damage Assessment			Security Assistance
	Data Entry			Shelter Assistance
	Debris Clean Up			Traffic Control Assistance
	Donations Coordination			Transportation
	Equipment Operating			Translating Services
	Food Preparation			
	HAM Radio Operator			

40

ATTACHMENT Q
VOLUNTEER RECOGNITION and MOTIVATION

Acknowledgement of the value of a volunteer's contribution is critical to maintaining a sufficient volunteer workforce. There are both informal and formal types of recognition.

Informal:

1. Address the volunteer by name

2. Say "Thank you."

3. Write a thank you note

4. Treat a volunteer to coffee

5. Take the volunteer to lunch

6. Ask how the work is going, and stop to listen and discuss the response

7. Ask for input

8. Include volunteers in staff meetings

9. Include volunteers in an orientation or education video

Formal:

1. Give annual recognition at an appreciation banquet

2. Hold an awards ceremony during National Volunteer Week

3. Throw a holiday party for volunteers

4. Place a photo and article in the local newspaper featuring volunteers.

5. Place a "volunteer of the month" photo on an agency bulletin board

6.   Offer advanced training

7. Give more responsibility, such as the opportunity to train or supervise other volunteers

8. Present volunteers with plaques, certificates, pins, T-shirts, mugs, etc.

Adapted from FEMA Job Aid 3.6

ATTACHMENT R
VOLUNTEER RECEPTION CENTER NEWS/MEDIA TEMPLATE

STATEWIDE NEWS RELEASE   **CONTACT: (205)**
254-2039

VOLUNTEER RECEPTION CENTER OPENED

Dawsonville, GA – In response to [insert name/type of incident and city/ region affected] in [insert location], the [insert city/cities] [has/have] opened a local Volunteer Reception Center in [insert city location]. The Volunteer Reception Center has information about a variety of community needs and will match people who want to help with appropriate volunteer opportunities.

Volunteers can visit the Volunteer Reception Center located at [insert street address and city] between [insert opening time] and [insert closing time], or they may call [insert area code and phone number] to learn about current volunteer needs and urgent skill requests. Agencies that need volunteers should call [insert area code and phone number].

[IF NEEDED, ADD THIS SECTION] Volunteers with [insert list specific urgent skills needed such as language, medical, etc.] are urged to contact the Volunteer Reception Center or [insert other organization name, such as Health Services, Red Cross, etc.] immediately.

ATTACHMENT S
VOLUNTEER LOG IN/LOG OUT

Site: _____ Site Supervisor: _____

Date: _____   Page _____ of _____

Volunteers MUST fill out this form each time they arrive and leave a volunteer assignment.

	Print Name	Signature	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

43

ATTACHMENT T
VOLUNTEER RECEPTION CENTER PHONE CALL LOG

Date	Time	Caller	Comments

44

ATTACHMENT U
VOLUNTEER GROUPS TRAINED and AFFILIATED

Volunteer Groups

Name	Address	Telephone

Service Programs

Name	Address	Telephone

45

ATTACHMENT V
VOLUNTEER EMERGENCY CONTACT INFORMATION

Name of Volunteer: _____

Address: _____

City, State: _____

Zip Code: _____

Contact Number: _____

In case of emergency contact:

Name: _____

Relationship: _____

Contact Number: _____

ATTACHMENT W
VOLUNTEER TIMESHEET

Volunteer Time Sheet for _____
                        Month/Year

Your Name: _____

  First Name   Last Name

Your Signature _____

Your Address _____

Instructions: In order to be considered an active volunteer, you must turn in your time sheet to the Volunteer Reception Center Manager each month. Let us know if you plan to be away for an extended time.

Please fill in all the information requested below for each of the agencies at which you volunteer.

Please return this form to the Volunteer Reception Center Manager or the Dawson County Emergency Management Agency office by the 5th of each month. (The office location, mailing address, and fax number are at the top of this form.)

If you have any questions, concerns or need more time sheets, please contact the Dawson County Emergency Agency. (Numbers are listed at the top of this form.)

Agency_____

Supervisor's Signature _____

Volunteer Title or Job Description _____

Total number of volunteer hours for this month at this agency / job

Share a story or tell how your volunteer efforts is making a difference in the community.

_____

_____

_____

(Over-Continued on Back)

47

369

Volunteer Time Sheet (continued)

Volunteer Hours Log: You may use this calendar to keep track of the number of hours you work each day during the month.

Month/Year_____Agency_____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

Total hours for the month _____

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: <u>Finance</u>

Prepared By: <u>Melissa Hawk</u>

Presenter: <u>Melissa Hawk</u>

Work Session: <u>02/04/2021</u>

Voting Session: <u>02/18/2021</u>

Public Hearing: Yes <u>x</u> No <u>_____</u>

Agenda Item Title: <u>Amend "Section 2-111-Solicitations. 13.b. $25,000.00 and Above, Sealed Solicitations"</u> <u>of the Purchasing Policy Ordinance</u>

Background Information:

> Currently, the Purchasing Policy Ordinance, Section 2-111-Solicitations. 13.b. $25,000.00 and Above, Sealed Solicitations, reads: "If the project is not pre-funded, Purchasing shall receive the account information the Department Director intends to utilize prior to release of the sealed bid."

Current Information:

> For clarity, the sentence, "If the project is not pre-funded, Purchasing shall receive the account information the Department Director intends to utilize prior to release of the sealed bid," should be removed from the approved and adopted Purchasing Policy Ordinance.

Budget Information: Applicable: __   Not Applicable: <u>XX</u>   Budgeted: Yes <u>_____</u>   No <u>_____</u>

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: <u>Staff respectfully requests the Board to approve and adopt the Purchasing</u> <u>Policy Ordinance revision on January 25, 2021.</u>

Department Head Authorization: <u>Vickie Neikirk</u>

Finance Dept. Authorization: <u>Vickie Neikirk</u>

County Manager Authorization: David Headley<u>_____</u>

County Attorney Authorization: <u>_____</u>

Date: <u>01/22/2021</u>

Date: <u>1/25/21</u>

Date: <u>1/25/2021</u>

Date: <u>_____</u>

Comments/Attachments:

371

DIVISION 2 – PURCHASING POLICY

Sec. 2-105. – PURPOSE.

This policy is adopted as a guide to obtain high quality goods and services at the best cost, to conduct procurement procedures in a fair and impartial manner, to provide access for all qualified vendors, and to promote efficient procurement practices among all County departments. It has also been adopted as a guide for procurement of goods and services funded with Federal Transportation Administration and/or other federal funds.

Rules governing contract awards shall be made clear in advance. Specifications shall reflect the procurement needs of the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered for non-sealed quotes. Vendors are to propose questions and suggestions during the allowed timeframe as depicted within each solicitation package for sealed requests and only to the Purchasing Department. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes a means for purchasing materials, supplies, equipment and services by the County. These procedures shall apply to all departments and agencies of County Government funded in whole or in part by the County and for which obligations are paid through the Dawson County Finance Department unless specifically exempted by the Dawson County Board of Commissioners.

Sec. 2-106. – POLICY INTENT.

This policy is intended to provide the policies and procedures necessary for purchasing activities for Dawson County. This policy is designed to:

1. Encourage maximum competition through fair and equal opportunity to qualified and interested bidders.
2. Provide a uniform policy for the procurement of material, equipment, supplies, and services.
3. Ensure that the taxpayers get the best overall value.
4. Apply to all County departments under the budget authority of the Board of Commissioners.

Sec. 2-107. – AUTHORITY.

The Dawson County Board of Commissioners authorizes the County Manager to exercise procurement responsibility subject to the limitations and terms included in this policy. In all cases, reference to a County employee in this policy shall be deemed to include designees of the employee. The Purchasing Manager, under the supervision and direction of the Chief Financial Officer, shall be responsible for the purchase of all goods and services for the County that fall outside the departmental limits stated herein.

1. Disclaimer of Responsibility.

   The County will not be responsible for a purchase made by any County employee, County Official, or an employee of any department utilizing public funds that fail to follow these purchasing policies and procedures that has not been previously exempted by the County Manager or the Board of Commissioners.

a. It shall be considered a "breach of duty" by any employee to procure goods or services not consistent with the purchasing policies and procedures contained herein. Any breaches shall be reported to the County Manager, Chief Financial Officer, or Elected Official, as applicable.

b. The Board of Commissioners may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a purchase of goods and/or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person or any person acting outside these polices.

Sec. 2-108. - ETHICS IN PUBLIC PURCHASING AND CONTRACTING.

It shall be unethical for any County employee involved in making procurement decisions to have personal investments in any business entity that creates a conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Dawson County employee, or for any Dawson County employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in exchange for any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, or calendars, social courtesies such as infrequent meals or holiday gifts not to exceed $100.00, are not considered articles of value or gifts in relation to this policy. Failure to comply with the provisions of this policy will result in disciplinary action. When Federal Transportation Administration (FTA) or other Federal/State grant funds are involved, no items are to be received from any contractor, subcontractor or supplier who has a contract with a governmental agency, has performed under such a contract within the past year or anticipates bidding on such a contract in the future. Such individuals or firms shall be prohibited from making gifts or providing favors to any individual listed under the definition of financial interest, immediate family or conflict of interest who is charged with the duty of preparing plans, specifications or estimates for public contract, awarding or administering public contracts or inspecting or supervision of construction.

It shall be a breach of ethical standards for any County employee to participate directly or indirectly in procurement when the employee knows:

- The employee (or prospective employee that an offer of employment is anticipated or has been made) or any member of the employee's immediate family, board members, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

The employee may, at the same time, request from the Purchasing Manager an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the Purchasing Manager to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

A County employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager. The employee's disclosure statement will be reviewed by the Purchasing Manager and the Purchasing Manager will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the Purchasing Manager has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager.

Solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract. No County employee or County official shall be paid by the County for products or services outside the realm of their job duties. The Purchasing Manager at the direction of the CFO shall provide information regarding these prohibitions to employees and affected volunteers.

No County official or employee shall accept vendor paid trips to vendor sites or other locations if the trip or any expenses associated with the trip are paid by anyone other than the employee or County without prior written approval of the County Manager.

Exception: The County understands that site visits may be vital to a successful contract. All information must be included in bid pricing and approved by the Board of Commissioners at time of award.

Sec. 2-109. – Definitions.

The following words, terms and phrases, when used in this Policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agenda Request Form is a form designed by administration that allows for the presentation of all pertinent information to be garnered quickly, i.e. commodity, background, current information, budget, attachments, and presenter. This form must be used when submitting a request to the Board of Commissioners for approval.

Approved Vendor means a person or entity that is deemed capable of providing products or services to the county, that has completed the necessary paperwork (e.g. W-9, E-Verify, and met the necessary Insurance Requirements) and has been approved by the Purchasing Department.

Blanket Order means a purchase order(s) issued to an approved vendor which may be left open for a complete fiscal year. Blanket orders must be attached to an approved contract and funds must be encumbered. The goods or services specified might be ordered and/or released throughout the fiscal year as needed.

Capital Asset means any tangible asset (vehicles, equipment, furnishings, etc.) with a unit value of $5,000.00 or more which has a life cycle of a minimum of one year or more.

Competitive sealed solicitation means the procurement method where a formal bid or proposal for materials, supplies or contractual services is submitted by a vendor in a sealed envelope that is to be opened publicly at a designated place, time, and date. Solicitations must be published in the legal organ. There are several types of solicitation methods.

Conflict of Interest is a situation in which an existing employee or an employee who has been, or will be, offered employment by the County, board member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee's private interests and his or her professional obligations to the County such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Consent Agenda is defined as a single agenda item that encompasses all the things the Board would normally approve without formal presentation. The Board may vote an item off the consent agenda and ask that it be formally presented. Departments are required to submit the agenda request form and all other pertinent information the Board may need to make an informed decision.

Emergency purchase means a purchase made necessary by a situation which could not have been anticipated by the department or elected official, usually involving life threatening circumstances or risks of injury, or resulting in work stoppages or undue delay, or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

Equipment means automotive equipment, machinery, or other items of a permanent or semi-permanent nature.

Financial Interest is an officer, agent, board member, his or her partner, employee or their immediate family, is considered as having a financial interest in a company if: they receive more than $10,000 in consulting income, salaries, or equity in the company; they have more than five (5) percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

Local vendor means a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Refer to the Local Small Business Initiative included in this document for further requirements.

Materials, supplies or contractual services means all tangible equipment, commodities, repairs or nonprofessional services as are normally used or consumed during the current year, and for which a general appropriation has been made.

Notice of Award is a form issued by Purchasing to the respective Contractor depicting details of the BOC decision to award said contract. This letter gives specific direction to the respective Contractor on completing and returning the solicitation contract as well as County project contract name, County project manager name, phone number and email.

Notice to Proceed is a form issued by Purchasing to report all documentation has been obtained and a department can proceed with the project. Examples of documentation are executed contracts, bonds, insurance, etc. This form is to contain the project start date and is to be forwarded to the Contractor and relative Department Director/Project Manager along with a copy of the executed contract and project purchase order.

Professional Services means such services including but not limited to medical, surveying, engineering, consulting, architectural, legal and audit services or other services performed by individuals whose profession may or may not be licensed by the state or federal government. These services are normally used during the current year and are covered by appropriations. Any service over the bid threshold must be approved by the Board of Commissioners.

Purchasing Department means the office designated and maintained by the Board of Commissioners that is assigned the general duties and responsibilities of supervising and administering the provisions of this Policy.

Purchase Order, or PO, is required for every purchase over the individual signing authority of the Department Head or Elected Official (see Chart 1) whether the commodity or service is under formal contract or not. This document is used for the purchase of goods and services that are itemized in the budget; can be single or recurring items and the PO will be audited by Finance back to the original approved request to assure accuracy in invoicing and payment control.

Public Works Construction Projects is defined as the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32 (see Road Construction Projects). Such term does not include the routine operation, repair or maintenance of existing structures, buildings or real property. Exemptions are projects under $100,000.00 or when inmate labor is used. See O.C.G.A. § 36-91-1.

Quote Analysis Form is a form designed by purchasing to identify the need, all pricing received, justification, accounting and approval by the requesting department. This form is needed prior to the issuance of a purchase order.

Revenue Source means the source for funds, i.e. donations, grants, budgeted funds, etc. The county does not differentiate between donations and budgeted funds for the purpose of this policy. Grant agencies as well as state and federal funding sources may have an impact or additional rules and regulations that would apply to solicitation or procurement processes and methodology.

Responsive Bidder means a bid or proposal is considered RESPONSIVE when the proposer has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

Responsible Bidder means a bid or proposal is considered RESPONSIBLE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance.

Road Construction Projects means a local government contracts to construct, reconstruct or maintain a public road or bridge with a private contractor, an adjacent county, city, the state or federal government. It includes the purchase of materials, labor, professional services or other things incident to the work. Except where exempt, road construction contracts must be let by public, competitive sealed bid. The

proposal method may not be used. Price is the driving factor in determining in road construction projects. Road Construction Projects are not subject to the Local Government Public Works Construction Laws except where specified. Road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1.

Sole Source Purchase means a purchase of a product or service that has a distinctive/unique feature or characteristic that is not shared or provided by competing companies or districts within a company or where a particular brand name or product is required.

Standardization means an item or service that Dawson County chooses to make standard (e.g. purchase from a single vendor or a single brand) in order to bring uniformity and efficiency to certain items or services as it determines necessary. The County Manager and/or Purchasing Department have discretion when to use standardization.

Used equipment is subject to budget appropriations and Board approval if over $25,000.00. Used equipment and mobile property may be purchased without advertisement, provided that the department head and purchasing department have made a diligent search of the marketplace and provide documentation of such search. Documentation shall include information as to the cost of such equipment if purchased new, availability, warranty, life expectancy, proposed use, etc. Buying used equipment should be used as an exception and must have County Manager approval.

Sec.2-110. Approval Limits.

CHART 1 – SIGNING AUTHORITY

Amount	Action	Approving Authority
$0.00 - $2,999.99	No action required. Quotes are strongly encouraged.	Department Heads/ Elected Officials
$3,000.00 - $24, 999.99	Three written quotes submitted on the Quote Analysis Form.	Department Heads/ Elected Officials and Purchasing Manager
$25,000.00 - $0.01 + over budget or not previously budgeted	Formal Solicitation Process excluding Highways, Bridges, Ferries and Public Works projects (IFB, RFP or RFQ).	County Manager
$0.01 + over budget, if not previously budgeted and/or all Highways, Bridges, Ferries and Public Works Projects	Formal Solicitation Process (IFB, RFP or RFQ).	Board of Commissioners

A PO (contract) and e-Verify Form is mandatory for all services/labor of $2,500.00 or more per O.C.G.A. § 13-10-91.

Proof of insurance for all vendors is required for all services performed on site to the County. All companies must have the proper insurance as required by law.

Each department is responsible for obtaining the e-verify form and proper insurance certificates for services being performed on site. The e-verify form and proof of insurance form is to be forwarded to the Purchasing Department with each quote analysis form, when appropriate.

1. Less than $2,999.99. Departments are not required to obtain three (3) quotes but are strongly encouraged to do so to ensure the best cost and quality for the County. Department Head approval is required for purchases under threshold.

2. Between $3,000.00 $24,999.99.
   a. Informal written quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head and Purchasing Manager.

   b. Verbal quotes are not accepted. Departments should avoid requesting quotes from vendors who have previously been non-responsive. If departments continue to return non-responsive quotes, Purchasing will be unable to issue a Purchase Order until three (3) valid, good-faith quotes are obtained. It is understood that some vendors will be non-responsive and departments should try to obtain as many quotes as possible.

   c. If a vendor is a sole source, meaning they are the only vendor who can provide the required goods and/or services, departments should give a detailed explanation and attach to the Quote Analysis Form. Examples of sole source justification are: continuation of previous services, maintenance agreement with vendor who provides software, or regional vendors of direct manufactures.

3. Over $25,000. The formal sealed bid must be used and a solicitation must be publicly advertised in the legal organ at least fourteen (14) days prior to the date set for opening. Public Works and Bridge and Roadway projects must be advertised according to O.C.G.A. See Section 2.112 for direction. Approval to release a formal solicitation must be approved by the County Manager. Some exceptions apply and are listed under the "Exceptions" section within this document.

Sec. 2-111. – Solicitations.

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors that include but are not limited to: anticipated cost, department expectations, liability to the County and other factors to provide the best overall value for the County. These processes are used to obtain competitive pricing. A cost analysis of the purchase must be completed and kept in the project file when procuring with federal and state funds.

CHART 2 – PURCHASING METHOD

Commodity	Anticipated Cost	Bid Type
Goods or Well Defined Services;	$3,000.00 - $24,999.99	Written Quote
When price is priority	$25,000.00+	IFB
Standard Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements are the priority	$25,000+	RFP
Professional Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements and/or Qualifications are the priority	$25,00.000+	RFP or RFQ

1. Preparing Specifications. It is the responsibility of the department to determine and write bid specifications. The Purchasing Department may assist in developing specifications. If the Purchasing Department is involved in developing specifications, the needs of the end user should be the primary focus. After written specifications are complete, the Purchasing Department will insert into the solicitation document. It is the responsibility of the Purchasing Department to determine the method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that adequate competition is available. The delivery location must be specified in the original request.

2. Brand Name Specifications. When references are made in solicitation documents to trade names or the brand names of manufacturers, such references are made solely to designate and identify the quality of materials or equipment to be furnished and are not intended to restrict competitive bidding. If comparable materials or equipment with different trade names are offered, then the bidder must establish equivalency. Product literature or catalogs may be submitted to support claim of equality. Several vendors may be able to provide the same manufacturer therefore competition is available. If a department has been approved to standardize equipment, a brand name may be requested with no exceptions unless the source of funds is provided by Federal and/or State grants.

3. Standardization. Standardization is a method to achieve savings by purchasing a limited number of brands or products. Departments such as Fleet or Public Safety may use this option more frequently than others as a means to guarantee compatibility or proper maintenance and training. The use of the standardization clause is neither automatic nor frequent. The department must submit, in writing, why the standardization clause (brand names) should be used for each occurrence. This documentation will be provided with the formal request and kept for audit purposes. The County Manager and or Purchasing Department have discretion when to use standardization.

4. Sole Source. Sole source procurements should be infrequently used in purchasing. There are times when a sole source is needed aside from standardization: non-competing districts of a company where Georgia is its own market, proprietary information, software and equipment, continuation of services, or the like. It is the responsibility of the requesting department to articulate the reasoning behind the sole source request. The Purchasing Department and/or County Manager may approve sole source procurement when a clear and compelling reason justifies the sole source.

5. Professional Services are infrequent and sometimes unique and may not be able to be formally solicited. Formal bids are not required but the governing authority must approve the contract and award if over the threshold. It is the responsibility of the department to articulate why a bid is not in the best interest of the County. In the event professional services are needed but a bid is not requested, the discretion lies with the Purchasing Manager and County Manager.

   The Department Director is responsible for acquiring a detailed scope of services and price which shall not be amended without prior written approval from the dollar amount threshold approving authority. Proof of insurance and a completed e-verify form must be submitted with the detailed scope of services.

The Purchasing Manager is to submit a professional services exemption letter to the County Manager if costs are budgeted and to the Board of Commissioners if costs are not budgeted or over $0.01 over budget. A Purchase Order shall be issued after approval has been granted.

6. Less than $25,000.00.

   a. Quotations.

      i. Quotations are an informal process when compared to sealed solicitations. The type of quotation used depends on cost, department expectations, risk to the County and approval limits. Sealed responses are not required and quotes are not typically solicited via the legal organ. Purchasing, at their option, may release a formal Request for Quote using the County's website or other media outlets but is not required to do so.

      ii. With regards to purchase orders, quote pricing is good for 90 days. Departments may continue to order off the approved quotation for this period of time. Upon the 91st day, departments will need at least three (3) new quotations and request a new purchase order per policy.

      iii. Purchase Orders shall be issued prior to the purchase of goods and/or services over the individual signing authority of the Department Head and Elected Officials.

7. Request for Quotation by departments (Internal Quote) $1.00 to $2,999.99. An informal process for the quick purchase of low dollar items from $1.00 to $2,999.99 require written, verbal, phone, website or e-mail confirmation. $2,999.99 is the standard approval limits for most departments. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head approval. If purchasing commodities/services with Federal Transit Administration (FTA) funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers. See 12 below.

Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

8. Request for Quotation by departments (Internal Quote) $3,000.00 to $9,999.99. For   this price point, a more formal process than internal quotes but less formal than other options shall be followed. This process is used for purchases of items from $3,000.00 to $9,999.99 and   requires written quotes from vendor or from a website. This process typically takes one to three   days and is designed for immediate purchases and requires Department Head and Purchasing Manager approval.

9. Request for Quotation (RFQ) $10,000 to $24,999.99. Process may be either formal or informal process, but a short form is sent to vendors. Used for the purchase of dollar amounts between $10,000 to $24,999.99 well-defined goods or services. This policy typically takes one-two weeks. For purchases between $3,000.00 and $24,999.99 policy requires the Department Head, Purchasing Manager approval.

10. Request for Quotations (RFQ) - Formal Request. Formal Request for Quotations may be sent out via the Purchasing Department when necessary to add stipulations and/or contracts for goods or services under the bid threshold. Formal RFQs require the requesting department, alongside Purchasing, to complete the Solicitation Request Form. This process typically takes up to two (2) to three (3) weeks to solicit, approve, award, and execute contracts.

11. Cooperative Agreements. The use of State or other verified contracts may be used when approved by the County Manager or Board of Commissioners based on amount to be spent. A cooperative agreement must be in place in order to participate or "piggy-back" off of another contract solicited by another agency.

    a. The Department of Administrative Services for the State of Georgia competitively bids certain commodities, supplies, and services on an annual basis. Copies of these contracts and revisions are maintained on-line at www.doas.state.ga.us. For federal contracts visit www.gsa.gov for a listing in the event of a federally declared disaster, technology as well as public safety equipment.

    b. The state contract price may be used to establish the maximum price for a good or service.

    c. These contracts are available to Dawson County for use but are not mandatory. Competitive bidding by Dawson County will not be required if these contracts are utilized. When cooperative agreements are used for source justification, there will be no requirement for Board of Commissioner approval, unless the dollar amount is meets the threshold for Board approval. See Chart 1. If the threshold meets the need for Board approval, a procurement approval request letter shall be addressed to the Board Chairman. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

    d. If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, the Board of Commissioners' approval is not required if under the bid threshold. A procurement approval request letter shall be addressed to the County Manager. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

12. Procurement with Federal or Grant Funds. When purchasing with federal or grant funds; other regulations may supersede local purchasing policies as follows. When purchasing with (FTA) funds it is specifically necessary to ensure full and open competition and equitable treatment of all potential sources of all purchases consistent with FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (referred to now as the "Super Circular" and which replaced and consolidated OMB Circulars A-87, A-102, A-110, A-122, and A-133) ; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 1201, which replaces 49 CFR parts 18 and 19; GDOT Section 5311 State Management Plan; and GDOT Section 5311 Program Manual. The following should be followed for all Federal awards as sub-recipients.

    a. The current procurement standards detailed in 200.318 General Procurement Standards.

i.   When conforms to applicable federal law and standards, the Dawson County Purchasing Policy Ordinance is to be followed.

ii.   If a conflict exists between a member of the evaluation team and any proposer, written notification is to be forwarded to the Purchasing Department to preclude that member from the process. The requesting Department Director will appoint a new evaluation team member. As with non-federal or grant funds, each evaluation team member must attest on the provided form that no personal interest or conflict exists.

iii.   If a conflict exists between any Dawson County Board of Commissioners and the recommended offeror, that member must notify the Purchasing Department of the conflict and recuse themselves from the vote recommending award of the contract or purchase order.

iv.   Records must contain the detail of the history of the procurement for each project to include, rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (cost analysis). Equipment and real property purchased in the amount of $5,000.00 per item/property must be used in the program for which it is purchased, adequately maintained, safeguarded under an appropriate control system and physically inventoried at least once every 2 years.

v.   Paid Contractors who drafted or developed the specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded.

b.   The current procurement standards detailed in 200.320 Methods of Procurement.

    i.   Procurement by Micro-Purchases.

      1. Competitive quotations are not required on amounts of $3,500.00 or below but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation   (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers.

       Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

       Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made when utilizing FTA funds.

    ii.   Procurement by Small Purchases Procedures.

      1. Two or more quotations must be sent to qualified sources between $3,500.00 and $150,000.00 but, county employees must follow   the

Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds and the Board of Commissioners prior to procurement.

   iii. Procurement by Sealed Bids.

      1. Preferred method for construction and commodities. The responsive and responsible lowest bid is to be awarded contract.

   iv. Procurement by Competitive Proposals.

      1. Preferred method for services. Weight is to be set and published within the document for technical evaluations and for price.

   vi. Procurement by Non-Competitive Bids/Proposals.

      1. This method is to be used when the commodity and/or service can be provided from one company/individual. A letter from the company/individual must be received and placed in the file. Verification of the sole source must be recorded in the file.

c. The current procurement standards as detailed in 200.317-200.326 Suspension & Debarment and 2 CRF Parts 180 and 1200 Non-procurement Suspension and Debarment or under the FAR at 48 CRF Chapter 1, Part 9.4.

   i. Suspension and Debarment.

      1. Dawson County shall not enter into any transactions with parties who are suspended or debarred from doing business with the State of Georgia or federal agencies.

      2. Verification of the status of a contractor completed by the Purchasing Manager or the Grant Administrator must be maintained in the file.

         i. State of Georgia suspended or debarred vendors can be verified at http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers

         ii. Federal suspended or debarred vendors can be verified at www.sam.gov

d. The current procurement standards as detailed in 49 U.S.C. Section 5325(j)(2)(A) Integrity and Ethics.

   i. The potential contractor must have a satisfactory record of integrity and business ethics and found to be compliant in the regulation listed above.

e. The following must be followed with sealed solicitations specifically when utilizing FTA funds:

   i. Affirmative Action and DBE – Is in compliance with the Super Circular' affirmative action and FTA's Disadvantaged Business Enterprise requirements.

   ii. Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).

   iii. Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).

   iv. Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.

   v. Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).

   vi. Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.

   vii. Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

   viii. Performance Record – Is able to provide a:

      (1) Current Performance – Satisfactory current performance record; and

      (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

         i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,

         ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and

         iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror

has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. GDOT expects Dawson County to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

    f.   Independent Cost Estimate

A written independent cost estimate, for every procurement with FTA funds, prior to receiving price quotes, bids or proposals needs to be created.

    g.   Cost or Price Analysis

The Department Head receiving the grant shall work with the Purchasing Manager to perform a cost or price analysis in connection with every procurement action above the Federal small acquisition threshold, including contract modifications.

Price Analysis
If the County determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

Cost Analysis
The County must perform or obtain a cost analysis when:

    1.   A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.

    2.   When the offeror submits elements of the estimated cost.

    3.   When only a sole source is available, even if the procurement is a contract modification.

    4.   In the event of a change order

13. $25,000.00 and above, Sealed Solicitations.

    a.   The release of sealed solicitations is a formal process to solicit responses from qualified vendors. Federal, State and local laws may and usually will apply based on project. There are three (3) types of sealed solicitations: Invitation for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).

    b.   Departments should assist Purchasing with the background information and defining the scope of work or deliverables for the solicitation. It is the responsibility of the Department Director(s) to provide the budgeting code and ensure funds are loaded for

the project. If the project is not pre-funded, Purchasing shall receive the account information the Department Director intends to utilize prior to release of the sealed bid.

The goal of procurement practices is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. The County will avoid the following situations considered to be restrictive of competition:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

c. If the solicitation is of a complex nature, a pre-proposal meeting should be scheduled and detailed in the solicitation document. The meeting can be optional or mandatory.

   i. Invitation for Bid (IFB). A sealed IFB is sent to prospective bidders when goods or services desired are well-defined and represent a high dollar purchase of $25,000 or more. This policy typically takes six to eight weeks.

   ii. Request for Proposal (RFP). A formal, sealed RFP is sent to prospective bidders when the goods or services desired are high dollar $25,000 or more, complex, and not wholly defined. Same pre-solicitation process as noted for an Invitation for Bid (IFB) but the focus on the solicitation grading differs. Whereas price is the driving factor with IFBs, a criterion is defined in the RFP and an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

   iii. Request for Qualifications (RFQ). A formal, sealed RFQ is sent to prospective bidders when the goods or services desired are high dollar $25,000 or more, complex, and not wholly defined and where the focus of the project is the qualifications of the vendor not the price. A similar scoring criterion shall be defined in the RFQ.

For some projects where Federal laws superseded local policies, price may or may not be an allowable scoring criterion, and therefore may not be requested within the proposal. In this case, the vendor is determined based on the scoring criterion and price is then

negotiated with the highest scoring vendor. If a price cannot be agreed upon, the County will move on to the next highest scoring vendor. There are some Federal laws that state that price may be used to score but should not be the driving factor.

Both the department and Purchasing to take note if Federal or State laws provide guidance to bid process such as the Brooks Act or Davis/Bacon Wage Act.

If no other law or policy relates to the RFQ and the team wants to consider pricing but only after scoring, it may be in the best interest of the County to request pricing be sealed separately within RFQ submittal. Vendors should be ranked based on qualifications and only the short listed vendors pricing should be opened.

Because of the complex nature of this type of solicitation, this policy typically takes eight to ten weeks.

Pre-Qualification
Prospective vendors may be pre-qualified for particular types of goods or services, typically technical and construction services through the solicitation process, specifically a Request for Qualifications. The solicitation document should clearly read the intent of the document is to pre-qualify vendors. All procurement rules apply to this form of solicitation such as advertisement notices and award.

Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

d. Solicitation Provision for Federal and State Funded Projects, Specifically FTA Funded Projects

"Dawson County has moved to adopt the policies contained in the Georgia Procurement Manual Code of Ethics, (I.4.4. These policies shall apply to Dawson County employees involved in procurement. It is a breach of ethical standards for any Dawson County employee to participate directly or indirectly in a procurement when the employee knows:

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, Dawson

County employees or other governing board members other than the designated procurement officer."

e.   Confidential Information

A County employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with County.

f.   Buy America Requirements for FTA construction contracts and acquisition for goods or rolling stock solicitations valued at $150,000.00 or greater must notify bidders of the Buy America regulation as stated in 49 U.S.C. 5323(j) and 49 CFR 661.13 which stipulate that Federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by TFA or the product is subject to general waiver as listed in 49 CFR 661.7. Rolling stock must be assembled in the United States and have a 60percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids or offers on FTA-funded contracts, except those subject to general waiver. Bid or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Sec. 2-112. – Formal Solicitation Process.

1. How Bids/Proposals are Publically Solicited.

    a. Legal Organ. All formal, sealed solicitations which fall under Title 32, Roads and Highways, are to be published in the legal organ selected by Constitutional Officers designated by state law. Advertisements must run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than once a week for two weeks prior to the bid opening. Public Works projects are to be posted for four weeks, once every two weeks, ensuring posting two weeks prior to bid opening. A copy of the Publisher's Affidavit should, be filed with the solicitation file.

    b. County Website. All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the primary source of information for all solicitations including but not limited to the addenda, forms and award notification.

    c. State, Local and Private Outlets. When appropriate, the Purchasing Department will advertise on various, local and private websites when it is in the best interest of the County. Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market and the Dawson County Chamber of Commerce. All bids and proposals released must be posted on the Georgia Procurement Registry per O.C.G.A. as of July 1, 2018.

    d. Social Media. All formal solicitations should be published on the official Dawson County social media outlets but is not legally required by federal or state entities.

e. Government Building. All public works solicitation notices shall be posted conspicuously in the government building as per O.C.G.A. § 36-91-20(b)(1). For conformity, all other solicitations shall be posted in the same manner.

2. Bonds. Bonds add another layer of protection to the County. If the procurement of goods/services opens the County up to additional liability, bonds should be required. Bonds should always be required in Public Works Construction Projects and Georgia Department of Transportation funded projects. The decision to require bonds in a formal solicitation, are at the discretion of the Purchasing Manager and the County Manager if not required by federal or state law.

    a. If required under the Scope of Work of the solicitation document, any combination of the following bonds may be requested by Dawson County.

        i.   A five percent (5%) bid bond
        ii.   A one hundred percent (100%) payment bond*
        iii. A one hundred percent (100%) performance bond*

    Note: Higher or lower bonds may be stipulated as required by funding source: GDOT or Federal Funds. If any change is needed, specifications will be outlined in the solicitation document.

    b. The bid and payment bonds can take the following forms: cash, cashier's check or certified check. An irrevocable letter of credit by a bank or a savings and loan association, as defined in O.C.G.A. §7-1-14 may be accepted by the county for the bid and performance bonds when the amount of any bond does not exceed $750,000.00, at the sole discretion of Dawson county. A letter may never be submitted as an acceptable substitute for the payment bond.

    c. Bonds are suggested when using SPLOST funds, project estimates are over $100,000, or when special circumstances dictate additional protection is prudent. Bonds are required when Public Works Construction and Road projects laws are in effect.

    d. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

    e. The cost of bonds may be included in the vendor's price proposal but should not be line item priced. The County will not pay for bonds and are considered cost of doing business.

    f. Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

3. Retainage. When a project is of import but not to the level of requiring bonds, the Purchasing Manager may add language to the solicitation document and contracts regarding retainage. The

vendor shall be paid for work performed based upon satisfactory inspections and completion of the agreed upon draw schedule. The vendor's fee will be paid on a Net 30 basis less 10% retainage.

a. Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

4. Pre-Bid & Pre-Proposal Conferences. The nature of some solicitations require that a pre-bid or pre-proposal conference be held in order to clarify specifications, answer bidder questions regarding specific requirements, or to allow bidders to perform a site visit, review and/or inspection.

a. The Purchasing Department and requesting department will confer whether to hold a pre-bid/proposal conference. Conferences are not the standard. If the project is over $100,000.00 or bonds are in effect, a meeting is required and mandatory. Information regarding conferences will be included in all legal notice(s). If it is later determined a meeting is necessary, an addenda must be issued and bidders must have enough notice to make arrangements to attend.

b. All attendees are to sign in on the sheet provided by Purchasing. In the event a meeting is mandatory, bidders not signed in may not submit a response. The sign in will be posted on the County's website.

5. Addenda. Any changes to the original solicitation will be made in writing in the form of an addendum, and will be placed on the County's website. All addenda shall be issued prior to 72 hours of the bid opening date for Public Works, Roads and Bridges projects and when expending Federal and State funds. If such an addendum is deemed necessary after this period, the bid opening date must be extended 72 hours form the original set date, excluding Saturdays, Sundays and legal holidays. It is the responsibility of the bidder to obtain any and all addenda and submit with their response.

In addition, if bidders have any additional questions or information requests regarding a specific procurement, they are to be emailed or faxed directly to Purchasing as directed in the solicitation document. Responses to pertinent questions will be answered in the form of addenda.

6. Bid Opening. All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Manager and/or CFO and one other staff member, not from the requesting department, acting as a witness shall open all sealed bids. Late bids will not be accepted. Late bids will be rejected and returned. This cannot be waived by any entity. Sealed responses are required. Vendors who fail to return sealed responses will be rejected and returned. If at least three bids are not received the Board of Commissioners may reject, requiring a re-bid. Witnesses should not be from the department requesting the bids.

a. In the case of Invitation for Bids, the names and prices shall be read aloud. Dawson County does not report an "apparent low bid." For Request for Proposals or Qualifications, only the names shall be read aloud due to the need for future evaluation and review of the proposals.

b. Bids/proposals are not subject to the Georgia Open Records Act until such time that as the final award of the contract is made, the project is terminated or abandoned, or the board takes a vote regarding the solicitation, whichever comes first as per O.C.G.A. § 50-18-72(a)(10). Some materials may be redacted per the Georgia Open Records Act and the records custodian and/or the County Attorney can assist in determining what, if any information may be redacted.

7. Modifications/Corrections of Bids. If an error is discovered prior to the submittal deadline, the bidder may submit the corrected information in a sealed envelope clearly marked on the outside of the container. The outside must contain the company name, the Bid number and the following sentence: "Replace previously sent response". The first submission cannot be considered valid.

   Start new paragraph: If an obvious clerical error is discovered after the bid opening, the bidder may submit a letter to Purchasing requesting that the error be corrected. This request needs to be made within 24 hours of error being found. Final determination as to whether to accept the correction is up to Purchasing. Generally, modifications made to open bids are not accepted for any reason other than the aforementioned. The error is subject to the limitations described below and may be corrected upon written request and verification submitted by the vendor. A nonmaterial omission in a bid may be corrected if the Purchasing Manager determines the correction to be in the County's best interests. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after bid opening: 1. Unit price information and 2. Total price information when unit prices are not required.

8. Withdrawal of Bids. A bid submission may be withdrawn without forfeiture of the bid security as per O.C.G.A. § 13-10-22, if applicable, if such error in the calculation can be documented by clear and convincing written evidence; such error can be shown from inspection of original work papers, etc. of the bidder; the bid was submitted in good faith and mistake was due to a calculation or clerical error, an inadvertent omission or a typographical error as opposed to an error in judgement. This request must be made within 48 hours, not including Saturday, Sunday and legal holidays, of bid opening and prior to award.

   If a bid withdrawal occurs, the remaining bids are to be treated as if the withdrawn bid was not submitted. No bidder permitted to withdraw a bid shall perform any subcontract or other work for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly for affiliated project.

9. Evaluating Submittals.

   a. An evaluation committee will be named during the pre-solicitation meetings between the requesting department and Purchasing. This group shall consist of county personnel who have knowledge of the goods/services to be procured, will be affected by the solicitation or have other applicable knowledge. The committee shall score and rank proposals based on information *solely provided* within the vendor's submittal against the rubric in the solicitation document. Scoring criteria will be set by the Purchasing Department and the requesting department. It is the responsibility of each evaluator to:

      i.   Read the solicitation document in its entirety.

      ii. Read each submittal in its entirety.

iii. Confirm responsiveness to the request: Ensure vendor has provided all information required in the RFP. Use the scoring criteria, scope of work and the Vendor's Checklist for assistance.

iv. Check references thoroughly. Evaluators are encouraged to work together or share information received during this step only, i.e. email references or other correspondence from references. Never discuss scores with other evaluators until advised by Purchasing to do so. Points should never be given if references are not vetted. All other sections of the evaluation are to be completed by each evaluator individually.

v. Evaluators should score using their own knowledge.

vi. Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors, each other or any other individual while in the solicitation process is strictly forbidden.

vii. Complete the evaluation score sheet and return to Purchasing along with original submittal packets.

viii. Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.

b. Evaluators should take care to evaluate based on information only provided in the bidder's response. Vendors should not receive credit for work not reflected in the bid. Failure to return all required information should be reflected in scoring.

c. Proposer Interview/Presentation Meeting.

i. After the Evaluation Committee has completed its process and the Purchasing Manager has received all evaluation forms, the consensus of the Committee may be to hold proposer interviews/presentations. The proposers must be invited in order of ranking. Example: The first and third ranked submissions cannot be invited to this meeting but, exclude the second ranked submission.

ii. Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. The Evaluation Committee is to prepare new evaluation forms and submit to the Purchasing Department. This score will supersede the previous score for those proposers that participated in this phase of the evaluation.

10. Required Forms. Dawson County may require vendors to submit documentation other than pricing to prove they are responsible and or responsive. A list of the required documentation should be required in the solicitation document and/or addenda. As a general rule, the following should be required in a vendor's response:

a. Vendor's Checklist

b. Vendor's Information Form
c. Vendor's Price Proposal Form
d. Vendor's Qualifications – usually on a separate sheet(s)
e. Vendor's Reference Form
f. Execution of Proposal Form
g. Addenda Acknowledgement Form and any addenda issued
h. Proposer's Certification and Non-Collusion Affidavit
i. Drug-Free Workplace Affidavit
j. Georgia's Security and Immigration Compliance Act Affidavit (E-Verify)
k. Contactor's Affidavit
l. Subcontractor's Affidavit (if applicable)
m. Local Small Business Initiative Affidavit (if applicable)
n. Proof of Insurance/Certification of Insurance as stipulated in the bid document
o. Completed W9
p. Copy of valid business license where corporate office is registered
q. Copy of professional licenses or certifications (if applicable)
r. Bid Bond (if applicable)

11. Technical Waivers. Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any non-material irregularities or informalities in any submittal or in the submittal policy, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel solicitations at any time.

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

12. Disqualification of Bids.
    a. Bids **may** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
        i. Failure to return all required documents with signature where applicable.
        ii. Failure to follow the bid schedule to include excluding mandatory pre-bid attendance submittal deadline.
        iii. Failure to return applicable compliance/specification sheets.
        iv. Failure to acknowledge receipt of applicable addenda.
        v. Failure of bidder to sign all required documents excluding the Vendor's Price Proposal Form.
        vi. Failure of the bidder to extend pricing beyond the required 90 days.
        vii. Failure to meet specified delivery requirements.
        viii. Prices of services or items exceed the departments budgeted amount allowed for these items.

    b. Bids **shall** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
        i. Failure to follow solicitation schedule for mandatory pre-bid attendance and response submittal.
        ii. Failure to provide bid bond, where required.
        iii. Failure to hold firm pricing.

iv. Failure to sign and submit the Vendor's Price Proposal Form. The Bidder/Proposer may submit other pages to complete their price proposal along with this form.

13. Vendor Responsibility.   It is the responsibility of each vendor to read and understand all requirements in the solicitation documents. If an item is unclear, the vendor should submit questions to the Purchasing Department. Vendors shall submit all required documentation, fully executed, as directed in the solicitation document. Additionally, vendors should be familiar with all Federal, State and Local rules, regulations, policies and procedures pertaining to each solicitation. Furthermore, vendors performing work in Dawson County are required to register with the Dawson County Planning & Development Department. Out of County bidders are not required to register as part of a bid submittal. Only the successful, awarded vendor is required to register their business license.

14. Negotiations. If the department has selected a vendor but pricing or deliverables need to be negotiated, an invitation will be sent via email to the vendor. Enough notice shall be given to ensure the vendor can make reasonable accommodations to participate.

   a. Generally there should be only three rounds of negotiations with the selected vendor.

   b. If a price is not agreed upon, the best and final offer phase should be opened to all proposers deemed responsive and responsible.

15. Best and Final Offers. Best and final offers, or BAFO, are formal requests being made for more information, confirmation, revisions, and/or to obtain better pricing or value. BAFO are not mandatory and should be used rarely. This method allows bidders to amend their proposal. Value engineering is not considered a reasonable cause to enter into best and final offers. All bidders whose proposals are deemed reasonable susceptible for further consideration or award should be invited to BAFO discussions. Any rejected bidders are not invited. The Purchasing Department will email an Invitation for Best and Final Offer Negotiations to the responsive, responsible bidder(s) deemed susceptible for award based on the criteria set forth in the solicitation document.

16. Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. At no time should competing bids/proposals, technical or cost, be discussed with bidders. Do not discuss where bidders are in the standing. Teleconferences are allowed if the evaluation committee feels this method fosters open dialogue and all questions can be addressed. There are times in-person discussions will be requested.

17. The County will identify which offerors shall participate in the negotiations in one of the following ways:
   a. Identify in the solicitation document the methodology that will be used to identify offerors to participate in negotiations. This may include, but is not necessarily limited to, a methodology that establishes a competitive range based on offerors" rankings following proposal evaluations.
   b. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors to participate in negotiations.
   c. Negotiate with all responsive responsible offerors following bid/proposal evaluations.

18. After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations, and will provide details concerning the format and due date for the supplemental proposals. The County may in its sole discretion terminate negotiations and/or the solicitation at any time.

19. The offeror that ultimately wins a contract may not be the lowest cost offeror because the higher quality of the winning bidder's technical proposal may offset an increased cost or because no agreement could be reached as to contract terms and conditions. The final decision and all documentation is considered open records upon award.

20. Award

    a. Timeline. The appropriate body or Office must make the decision regarding a sealed solicitation within sixty (60) days of the bid opening if bonds are in effect and ninety (90) days of the bid opening if bonds are not required. In the unlikely event the County needs additional time to evaluate responses; the Purchasing Manager will contact each vendor and request additional time. If approval is garnered by each vendor then the solicitation award may be delayed to a time specific. If approval is not given by all vendors, Purchasing will submit an agenda packet to the County Manager asking for the rejection of the bid submittals and a re-bid shall be released. Only the Board of Commissioners can decide regarding sealed solicitations if the purchase is not budgeted, $0.01 over budget, if a highway, bridge, ferry or public works solicitation no matter the anticipated costs or if the lowest bidder or highest scored proposer is not recommended. Solicitations should never be allowed to expire without a formal decision. It is the responsibility of the Purchasing Manager to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.

    The Board of Commissioners may choose to award Highways, Bridges, Ferries or Public Works projects with a not-to-exceed amount to streamline change orders.

    b. Award to the lowest bidder. In the case of Invitation for Bids, for goods or services, if all proposals are not rejected the awarded shall be to the lowest, most responsive, responsible bidder unless legal justification can be articulated to the Purchasing Manager and the County Manager.

    c. Award to the highest rated proposal. In the case of Request for Proposals or Request for Qualifications, for goods or services, if all proposals are not rejected, the award may be to the highest rated proposal, taking into account the selection criteria. Construction or improvement of real property or buildings fall under Public Works/Construction rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.

    d. Award to a single vendor. If all bids are not rejected, the award shall be to the most responsible, responsive bidder. However, in determining which is the most responsible bidder, the county may take into consideration the bidders responsiveness to the county's requirements, the price and/or quality of any of the articles to be purchased or leased, availability of parts and service, delivery time, and those factors listed in the solicitation document. If no criterion is listed, as in the case of IFBs, award will usually go to the lowest, responsive, responsible bidder.

e. Award to multiple bidders. The County may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point. The intention to do so must be indicated within the solicitation document.

f. Tie. In the event of a tie and all pricing and qualifications are equal, the vendors are contacted and notified of the status. The vendors are invited to Dawson County to watch the County Manager flip a coin to determine who wins. The second option is to open a new deck of cards and allow each to shuffle and then the County Manager deals one card to each vendor. The highest card wins the award.

g. As per O.C.G.A. § 36-10-1, all public works contracts entered into by the county governing authority with other persons on behalf of the county shall be in writing and entered on its minutes. The Board of Commissioners is the county governing authority.

As per O.C.G.A. § 32-4-61, all highway, bridges and ferries contract for work on all or part of the county road system shall be in writing and shall be approved by resolution shall be entered on the minutes of such county.

21. Presentation of Recommendation. Once a consensus has been met and a recommendation has been made, the Purchasing Manager will begin the Board of Commissioners agenda packet which consists of the Agenda Request Form, a PowerPoint presentation, contract and pricing as applicable. The presenter will be the Department Head, the subject matter expert. If the commodity crosses several departments it may be best for Purchasing to present. A representative from the requesting department should attend all presentations in order to answer subject matter questions from the Board. The Purchasing Manager shall present in the absence of the subject matter expert. The CFO shall present in the absence of both the subject matter expert and the Purchasing Manager.

22. Purchase Orders.

a. A requesting department may request a purchase order for goods or services if in budget. A Quote Analysis Form must be completed and returned with quotes between $3,000.00 and $24,999.99. No Purchase Order will be issued for any item/service not budgeted, $0.01 over budget or a Highways, Bridges Ferries or Public Works project without first being approved by the Board of Commissioners, unless the procurement is for items listed under Section 2-114 or Section 2-111(11). Requests should not be submitted if budget is not approved or available. All account information must be provided at the time of submittal. Purchase requisitions shall be submitted to Purchasing at least one week prior to the proposed purchase. A purchase order is considered a binding contract.

b. A Purchase Order must be issued for all equipment over $5,000 (capital asset), whether new, used or procured under emergency protocols.

c. Blanket orders may be issued for a contracted or frequently used vendor as a matter of convenience. Departments may request the issuance of a blanket PO for a specified budget amount. This amount will be encumbered but can be adjusted as needed. Blanket orders are only good for one calendar year and will need to be re-requested if additional fiscal years are needed.

d. Every Purchase Order (PO) contains terms and conditions which can be found on the County's website under Contracts. A PO is to be considered as an official contract.

23. Special Issues.

    a.   Non-Performance.

        i.   In the event a vendor is awarded a bid or proposal by the Board of Commissioners and the selected vendor fails to fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the second most responsive, responsible bidder without rebidding if within the 90 days of the bid opening. If the second vendor cannot fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the third most responsive, responsible bidder without rebidding. If the third vendor cannot fulfill the conditions of the award, the goods or services will be rebid. If expending Federal and/or State funds, the Purchasing Department is to work with the affected department to seek direction from the grantor of these types of funds.

        ii.   If substantial work has been performed and the vendor cannot fulfill the conditions of the award, the Purchasing Department will immediately notify the County Manager who will take the necessary steps to ensure the safety of the public and the County.

    b. Cancellation and Rejection of Bids.

        i.   Solicitations may be canceled or may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County. The reasons shall be made part of the formal bid file. Only the Board of Commissioners may rule on the final disposition of sealed solicitations, be it approve, reject or cancel.

Sec. 2-113. – Protest Policy.

If a vendor has a grievance regarding this Policy, their bid or proposal, or award, potential or actual, the vendor must first file a written grievance with the Purchasing Department within ten (10) calendar days of the award. The Purchasing Department will make the County Manager aware of any protest immediately. The County Manager shall issue a final written decision within twenty (20) calendar days of receipt of such written grievance. If the County Manager cannot resolve the grievance in a satisfactory manner to the bidder, the bidder may appeal in writing to the Board of Commissioners, by way of the County Clerk, within ten (10) calendar days of the date of the final written decision of the County Manager.

If the protest is submitted to the Board of Commissioners, then a hearing shall be scheduled. This hearing may be a part of a regularly scheduled meeting. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a definite time.

No work or services shall begin under the awarded contract under protest until such time that the protest has been answered.

Sec. 2-114. – Exceptions.

1. Emergency Procurements.

   a. Emergency procurements are defined as when a threat to public health, welfare or safety exist, or in a construction situation where a work stoppage would cause the County undue financial loss provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

   b. In the event of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Department Head with the written consent of the County Manager may approve such emergency purchases as the situation requires up to $24,999.99. The County Manager shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher with a copy to the County Manager and Purchasing Manager.

   c. In the event of a situational emergency requiring immediate purchase of materials, supplies, equipment or services over $25,000.00, the Board of Commissioners may waive the requirement for sealed solicitation in an emergency when sufficient, written backup documentation is provided. In rare instances, the County Manager may notify and get verbal approval from the Board of Commissioners/from a Board majority to proceed prior to a Voting Session when the action can be ratified.

   d. In the event of a local state of emergency, formally declared by the Chairman of the Board of Commissioners, the EMA Director and Public Works Director's approval limit shall be raised to $10,000.00 in order to expeditiously obtain goods and services to secure the lives and property of the citizens of Dawson County, Georgia. As soon as able, all purchases made under this exception shall be ratified by the Board of Commissioners via consent agenda.

2. Used Equipment.

   The requesting Department Director shall submit a formal written opinion of the Fleet Director, if said equipment would be repaired by the Fleet Maintenance Shop, concerning the condition of the equipment and whether it is advisable to purchase pre-owned equipment rather than solicit for new. If other equipment is requested, a letter containing the same information as above will be completed by the Department Director requesting the purchase. A letter from the current owner must accompany the request to the Purchasing Manager, certifying the make, model, serial number, condition of equipment and details of the equipment, to include hours of operation, miles, etc. If procuring mobile property, a formal written opinion of the department head must accompany request to the Purchasing Manager as well as a letter from the current owner certifying the make, model, serial number, condition of mobile property, etc. The Purchasing Manager will formulate a Request to Procure Used Equipment or Mobile Property to the County Manager. The County Manager will either approve or disapprove request. If under $25,000.00, a Purchase Order will be issued for said item. If item is not budgeted or $0.01 over budget; an approval is required from the BOC.

3. Exceptions to this Policy.

   a. Reoccurring purchases such as utilities, debt service, previously contracted services, postage, insurance payments, credit card payments, some information technology resources and training expenses are exempted from these policies listed herein.

   b. Information Technology Resources may be exempted by the Board of Commissioners. Information Technology Resources, for purpose of this section, means licensed, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contracts; web-based software and software as service (SaaS), platform as a service (PaaS) and infrastructure as a service (IaaS) applications or solutions.

   An exemption letter shall be submitted to the County Manager if previously budgeted or to the Board of Commissioners if not previously budgeted or $0.01 over budget. Details on the purpose of the exemption and the dollar amount to be spent shall be included in the letter.

   c. Other exceptions to the policy will be determined on a case-by-case basis by the County Manager which may follow the goods and services National Institute of Governmental Purchasing categories exempted by the Georgia Department of Administrative Services.

   No exceptions will be approved to circumvent the quote or bid dollar limit threshold other than those listed under emergency purchases.

Sec. 2-115. - Contracts.

1. Contract Terms.

   a. For purposes of this policy, the award of annual contracts shall be determined by the estimated annual value of the contract for the initial term of the contract. Terms shall be clearly defined in the solicitation document. Once approval is obtained, Purchasing will facilitate contract execution.

   b. All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals. Term lengths, to include renewals, shall be no more than five (5) years. This determination will be made by the Purchasing Manager. When a contract exhausts all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners. From time to time but in rare and unique occasions, a contract may be extended on a one (1) year term. A new solicitation and contract shall be processed within the one (1) year extended term.

2. Execution of Contracts.

   a. No contract shall be signed by County personnel other than the County Manager or the Board of Commissioners. No changes may be made to the contract without the written permission of the signing authority by way of a contract amendment issued by the Purchasing Department.

b. An original contract will be kept in the County Clerk's office for records. The requesting department will be given a copy of the contract once executed.

3. Contractual Claims and Invoice Disputes.

a. Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Manager and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Manager to the Board of Commissioners by providing written notice to the County Manager, within 15 days of the date of the decision. The Board shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods unless other terms are prescribed by contract.

b. Any changes to the overall dollar limit of the contracted amount must be approved by the County Manager and/or the Board of Commissioners. The final decision is with whoever approved the original contract.

c. It is the requesting department's responsibility to ensure invoices are correct prior to approval and payment. Invoices which are green stamped and approved for payment by the department head will be paid as reported. All invoice disputes should be handled at the department level unless there is a pattern of non-responsiveness or incorrectness that calls the contract into question.

4. Notice of Award.

When the board has voted to award a solicitation contract, the Purchasing Manager will issue a Notice of Award letter and a contract to the awarded vendor for execution.

5. Notice to Proceed.

When the contract(s) have been executed and required paperwork and bonds, if applicable, have been received by Purchasing; a Notice to Proceed letter will be issued to the contractor. The letter must contain the county staff contact information responsible for meeting with the contractor and the notice to proceed date of the contract work that will kick off the contract term. A copy of the NTP letter, executed contract, along with a purchase order showing budget has been encumbered will be forwarded to all parties involved in the contract. No work may begin prior to this documentation being obtained.

6. Change Orders.

Change orders are allowed in the event the scope of work has been changed or unforeseen occurrences arise. All change orders must be initiated in an amendment by the Purchasing

Department and approved by the Project Manager and the County Manager, if change order is under the previously budgeted amount. If a change order total is or if the change order will increase the contract total to be over the budgeted amount and/or is not previously budgeted and/or a Highways, Bridges, Ferries or Public Works project, the approval must be made by the Board of Commissioners at a consent meeting. The invoice must reflect the change order by line item. Purchasing will update the original purchase order to reflect the change order once approved. Budget must be available for the change order prior to the request being submitted.

The Board of Commissioners may choose to award Highways, Bridges, Ferries or Public Works projects with a not-to-exceed amount to streamline change orders.

7. Termination.

It is the responsibility of the user department to notify Purchasing of non-performance issues with the vendor. All concerns need to be in writing. If at any point, the department recommends cancellation of a contract, the department should submit in writing the cause for the termination. Purchasing will confirm whether the contract can be terminated early. Purchasing will send a letter to the vendor terminating the contract with an effective date. A copy will be sent to the department and the County Clerk. If a contract is terminated early, the user department will assist purchasing in writing the new solicitation to help protect for future occurrences.

8. Payment.

All invoices associated to contracts shall be paid through AP billing and not on the county purchasing card (p-card). Doing so will ensure that vendors and purchases can be tracked and managed through the accounting software.

Section 2-116. – Contract Vendor Files.

Contract vendor files are to be maintained by Purchasing. A copy of the contract, purchase order, annual reviews (if warranted), E-Verify, W9 and certificate of insurance should be kept on file.

A W9 is required on all vendors when paid over $600 in one year or more than once a year. An updated W9 is required when the information has changed.

The State of Georgia under O.C.G.A. § 13-10-91 requires all contractors complete an E-Verify Affidavit if the following pertains:

For the purchase of services over $2,499.99, vendors must complete and return the E-Verify for each occurrence, not an annual accrual. If they have 1 or fewer employees, they are exempt but must complete the form with this information reported;

For bids, all vendors must be E-Verify compliant; or

For Contractors (individuals and not LLC or Corporation businesses as example) performing services under Title 26, Title 43 or the State Bar of Georgia are exempt. These Contractors must submit an exempt form and other forms of identification as required.

The E-Verify number is between four (4) and six (6) digits long devoid of letters.

A Certificate of Liability Insurance, or COI, should be kept on file for all vendors performing work on Dawson County property or in the name of Dawson County Government. Vendors should send updated COIs to the Purchasing department as the policy is renewed. In the event a large project or a project that creates a high liability for the County arises, a new COI may be requested to confirm insurance coverage.

If a bidder or vendor does not have workman's compensation insurance and it is believed that the County will pay a premium for the service on the next audit, Dawson County may add the amounts historically charged for those services to the County to the bid price for the purposes of identifying the low bid. It is understood this may result in another vendor being selected. Dawson County tries to limit risk and additional insurance costs.

Section 2-117. - Vendor Annual Review.

Annual reviews of each local contract should be performed by the Department Directors and Purchasing. Purchasing will send out yearly reviews to end-user departments for an honest review of the vendor's performance over the last 12 month period. Departments should return reviews in a timely manner. If a vendor is not recommended for renewal, department should notify Purchasing immediately. These reviews may be in the form of emails between the Department Directors and Purchasing.

If a Department Director or their employees experience problems with the Contractor during the course of a term, notification to the Purchasing Department shall be sent immediately. Purchasing shall work with the Contractor to cure all issues. If issues do not warrant cancellation of the contract, Purchasing shall maintain the complaints in the contract file. These complaints should be considered during the renewal option process.

Section 2-118. - Records Management.

All requisitions, competitive bids, quotations, purchase orders, contracts and other pertinent documentation of purchasing shall be maintained by the Purchasing Department in accordance with regulations and procedures prescribed in the purchasing policy, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

Section 2-119. - Prohibited Actions.

1. Circumventing Bid Ordinance or Purchasing Policy.

   a. Personnel should never knowingly and/or intentionally take action that would circumvent the Bid Ordinance or Purchasing Policy.

   b. Personnel should not make purchases or split purchases between AP billing and their P-Card, to circumvent the Purchasing Policy.

2. Stringing.

   a. Stringing is defined as knowingly structuring the purchase of goods and/or services to avoid the purchase or contract being subject to competitive bidding requirements. This process is against the laws of the State of Georgia. The process does not require that the items, or the

provider, be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.

b. Purchases shall not be divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division or stringing shall be determined by the Purchasing Department and the County Manager has the final decision.

c. If a single purchase includes both goods and services, the entire purchase will be treated as being in the category with sufficient written documentation as back up.

Section 2-120. – Nondiscrimination.

The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability or national origin of the bidder or offeror. It is the responsibility of County employees, particularly those employees involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in County procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

Section 2-121. - Local Small business initiative.

1. Purpose & Scope.

   a. Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts results in three times the economic benefit of bids fulfilled through national chains.

   b. Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

   c. The LSBI program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

2. Definition of Local Small Business.

   a. Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.

   b. Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.

c. Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.

d. Have a banking relationship with a bank located in Dawson County.

e. Average annual gross receipts of five million dollars ($5,000,000.00) or less over the previous three years.

f. Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

3. The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations.

a. Goods or services provided under a cooperative purchasing agreement or inter-local agreement;

b. Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;

c. Purchases made or contracts let under emergency or non-competitive situations or for legal services;

d. Projects over $100,000.00

4. Affidavit.

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional information as necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

5. How Incentive Works.

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation of bid.

For any solicitation that is under $100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

6. Waiver.

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.

Section 2-122. – Purchasing Cards and Credit Cards for Dawson County Elected Officials.

1. Purpose.

This section is intended to comply with the policy requirements of O.C.G.A. § 36-80-24 regarding the use of County issued government purchasing cards and credit cards.

2. Definitions. As used in this Section 2-122, the term:

a. "Authorized Elected Official" means the following designated elected officials of Dawson County authorized by the Dawson County Board of Commissioners to use and be issued a County Purchasing Card or County Credit Card: 1) Clerk of State Court; 2) Clerk of Superior Court; 3) Coroner; 4) County Commissioner; 5) County Surveyor; 6) Magistrate Judge; 7) Probate Judge; 8) Sheriff; 9) State Court Solicitor; 10) Tax Commissioner; 11) State Court Judge; and 12) Superior Court Judges - Northeastern Judicial Circuit.

b. "Card Administrator" means the County Purchasing Card and County Credit Card administrator designated by the Dawson County Board of Commissioners. The designated Card Administrator shall be the Dawson County Director of Administrative Services and CFO.

c. "Cardholder" means an Authorized Elected Official who is issued a County Purchasing Card and/or County Credit Card by the County for the purchase of items or services directly related to the Authorized Elected Official's public duties.

d. "County" means Dawson County and/or the Dawson County Board of Commissioners.

e. "County Purchasing Card," "County P-Card", or "County Credit Card" means a Financial Transaction Card issued by any business organization, financial institution, or any duly authorized agent of such organization or institution, to the County.

f. "Financial Transaction Card" means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).

g. "County Purchasing Ordinance" means Sections 2-105 through 2-124 of the Code of Ordinances, Dawson County, Georgia.

h. "User Agreement" means the required agreement that an Authorized Elected Official signs and accepts with the County issuing the County Purchasing Card or County Credit Card that restricts the use of such cards.

3. Designated Elected Officials.

The Dawson County Board of Commissioners authorizes the issuance of a County Purchasing Card and/or County Credit Card to those Authorized Elected   Officials,   as designated and defined in Section 2-122(a), to purchase items or services directly related to such elected official's public duties. No elected official of Dawson County may use or be issued a County Purchasing Card or County Credit Card on or after January 1, 2016 until and unless such official has been designated as an Authorized Elected Official by the County and has signed and accepted the County's User Agreement regarding the use of such cards. All purchases by an Authorized Elected Official using a County Purchase Card or County Credit Card are subject to and must comply with the terms of this Ordinance. The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this Ordinance.

4. Card Administrator.

The Board of Commissioners designates the Dawson County Director of Finances and   CFO as the Card Administrator. The CFO may designate this duty to a staff member within the   Finance Department. The responsibilities of the Card   Administrator   include:

a. Manage County issued purchasing cards and credit cards.

b. Serve as the main point of contact for all County purchasing card and credit card issues;

c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card;

d. Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff;

e. Develop internal procedures to ensure timely payment of cards;

f. Assist authorized elected officials to dispute transactions when necessary;

h. Establish internal procedures to ensure compliance with this Ordinance, the County's Purchasing Ordinance, the User Agreement with the Authorized Elected Official, state law (including specifically, O.C.G.A. § 16-9-37 and 36-80-24), and applicable agreements with the business organization, financial institution, or duly authorized agent of such organization or institution issuing the Financial Transaction Card;

i. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards;

j. Audit and reconcile transactions monthly; and

k. Maintain records documenting the administration of County Purchasing Cards and County Credit Cards as provided by the County's retention schedule.

5. Use of Cards.

a. Authorized Purchases. County Purchase Cards and County Credit Cards issued to Authorized Elected Officials may be used solely to purchase items or services directly related to the public duties of such Authorized Elected Official. All purchases using a County Purchase Card or County Credit Card by an Authorized Elected Officials are subject to the terms of this Ordinance, the User Agreement, the County Purchasing Ordinance, and the adopted budget.

b. No county elected official, other than an Authorized Elected Official, may use or be issued a County Purchase Card or Credit Card by the County. The cards may only be used by the Authorized Elected Official to whom such cards are issued and are not to be transferred to or used by any other individual, including employees of the elected official. The Authorized Elected Official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

c. Unless otherwise approved by the County or established in the User Agreement between the County and Authorized Elected Official, the transaction limits for County Purchase Cards and Credit cards are $500 per transaction, except for seminar and conference fees and allowable travel expenses incurred in accordance with the County Travel Policy, which shall be limited to meals, lodging, fuel, vehicles, parking, taxi, tolls, shuttle, and airfare expenses that are directly related to the elected official's public duties. Any purchases using a County Purchasing Card or County Credit Card are subject to sufficient funds remaining in the elected official's adopted budget to cover the expense of such purchases.

d. County Commissioners may be issued and use a County Credit Card for allowable and budgeted travel expenses incurred in accordance with the County Travel Policy while traveling to or from or attending budgeted events, seminars, and conferences that are located outside of Dawson County. No other use of a County Credit Card is permitted by County Commissioners unless such expense and activity is specifically approved and budgeted by the Board of Commissioners in advance. A report pertaining to the use of County Credit Cards by County Commissioners in the previous month may be generated.

6. Unauthorized Purchases.

County purchasing cards and credit cards shall not be used for personal use, cash advances, entertainment, alcoholic beverages, or for items or services that are not directly related to the public duties of the Authorized Elected Official. Elected officials shall not request or receive cash from suppliers or vendors as a result of exchanges or returns. All refunds or exchanges must be credited to the card account. Additionally, County Purchasing Cards and

County Credit Cards shall not be used to avoid compliance with the County's Purchasing Ordinance, to purchase items or services that are not approved in the budget adopted by the County for that elected official, to purchase items or services exceeding the per transaction limit, or to purchase items or services not in compliance with the County Travel Policy or the User Agreement between the Authorized Elected Official and the County.

7. Receipts and Documentation.

Receipts, invoices and other supporting documentation of all purchases made with a County Purchasing Card or County Credit Card shall be obtained by the Authorized Elected Official and submitted to the Card Administrator by the 10th day of each month following the month in which the purchase is made. If an original cannot be produced, a duplicate shall be submitted. If neither an original nor a duplicate can be produced, a sworn affidavit of the Authorized Elected Official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.

8. Public Records.

All receipts and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

9. Review of Purchases and Audit.

Proper documentation of purchases, internal controls and other measures assist in the prevention and detection of misuse or abuse of County issued Purchase Cards and Credit Cards. Authorized Elected Officials issued a County Purchase Cards or County Credit Card and the County employees that process payments for such cards shall cooperate and comply with the procedures established by the County.

a. Review of Purchases.

All purchases shall be reviewed according to the following procedure:

(i) At the close of the monthly billing cycle, each Cardholder will receive a billing statement.

(ii) The Cardholder shall be required to balance the statement to his or her receipts and complete an activity log provided by the Card Administrator.

(iii) The activity log, statement, and all documentation shall be returned to the Card Administrator for payment.

(iv) The Card Administrator shall review the activity log and receipts, obtain any additional information needed, and make payment on the account for purchases authorized by this Ordinance.

b. Audits.

The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials issued a County Purchasing Card or County Credit Card and staff shall cooperate with such review.

10. Violations.

   a. An elected official shall reimburse the County for any purchases made with a County Purchase Card or County Credit Card in violation of this Ordinance or the User Agreement.

   b. In the discretion of the County, failure to comply with the procedures outlined in this Ordinance may result in:

      (i) A warning to the Elected Official;

      (ii) Suspension of the elected official's privileges to use a County Purchase Card or County Credit Card; or

      (iii) Revocation of the Elected Official's Privileges to use a County purchase card or County credit card.

11. Nothing in this Ordinance shall preclude any other civil or criminal remedy under any other provision of law or preclude the County from reporting misuse or abuse of a County Purchasing Card or County Credit Card to the appropriate authorities for prosecution.

Section 2-123. - Repealer.

All purchasing policies or parts of purchasing policies in conflict with the terms hereof are hereby repealed.

Section 2-124. – Severability.

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this 17th day of January, 2019.

_____
Chairman, Board of Commissioners

_____
County Clerk

Public Hearing Dates:
1. January 10, 2019
2. January 17, 2019

Vote:
4___ Yes
0___ No
0___ Abstained

DIVISION 2 – PURCHASING POLICY

Sec. 2-105. – PURPOSE.

This policy is adopted as a guide to obtain high quality goods and services at the best cost, to conduct procurement procedures in a fair and impartial manner, to provide access for all qualified vendors, and to promote efficient procurement practices among all County departments. It has also been adopted as a guide for procurement of goods and services funded with Federal Transportation Administration and/or other federal funds.

Rules governing contract awards shall be made clear in advance. Specifications shall reflect the procurement needs of the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered for non-sealed quotes. Vendors are to propose questions and suggestions during the allowed timeframe as depicted within each solicitation package for sealed requests and only to the Purchasing Department. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes a means for purchasing materials, supplies, equipment and services by the County. These procedures shall apply to all departments and agencies of County Government funded in whole or in part by the County and for which obligations are paid through the Dawson County Finance Department unless specifically exempted by the Dawson County Board of Commissioners.

Sec. 2-106. – POLICY INTENT.

This policy is intended to provide the policies and procedures necessary for purchasing activities for Dawson County. This policy is designed to:

1. Encourage maximum competition through fair and equal opportunity to qualified and interested bidders.
2. Provide a uniform policy for the procurement of material, equipment, supplies, and services.
3. Ensure that the taxpayers get the best overall value.
4. Apply to all County departments under the budget authority of the Board of Commissioners.

Sec. 2-107. – AUTHORITY.

The Dawson County Board of Commissioners authorizes the County Manager to exercise procurement responsibility subject to the limitations and terms included in this policy. In all cases, reference to a County employee in this policy shall be deemed to include designees of the employee. The Purchasing Manager, under the supervision and direction of the Chief Financial Officer, shall be responsible for the purchase of all goods and services for the County that fall outside the departmental limits stated herein.

1. Disclaimer of Responsibility.

   The County will not be responsible for a purchase made by any County employee, County Official, or an employee of any department utilizing public funds that fail to follow these purchasing policies and procedures that has not been previously exempted by the County Manager or the Board of Commissioners.

a. It shall be considered a "breach of duty" by any employee to procure goods or services not consistent with the purchasing policies and procedures contained herein. Any breaches shall be reported to the County Manager, Chief Financial Officer, or Elected Official, as applicable.

b. The Board of Commissioners may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a purchase of goods and/or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person or any person acting outside these polices.

Sec. 2-108. - ETHICS IN PUBLIC PURCHASING AND CONTRACTING.

It shall be unethical for any County employee involved in making procurement decisions to have personal investments in any business entity that creates a conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Dawson County employee, or for any Dawson County employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in exchange for any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, or calendars, social courtesies such as infrequent meals or holiday gifts not to exceed $100.00, are not considered articles of value or gifts in relation to this policy. Failure to comply with the provisions of this policy will result in disciplinary action. When Federal Transportation Administration (FTA) or other Federal/State grant funds are involved, no items are to be received from any contractor, subcontractor or supplier who has a contract with a governmental agency, has performed under such a contract within the past year or anticipates bidding on such a contract in the future. Such individuals or firms shall be prohibited from making gifts or providing favors to any individual listed under the definition of financial interest, immediate family or conflict of interest who is charged with the duty of preparing plans, specifications or estimates for public contract, awarding or administering public contracts or inspecting or supervision of construction.

It shall be a breach of ethical standards for any County employee to participate directly or indirectly in procurement when the employee knows:

- The employee (or prospective employee that an offer of employment is anticipated or has been made) or any member of the employee's immediate family, board members, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

The employee may, at the same time, request from the Purchasing Manager an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the Purchasing Manager to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

A County employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager. The employee's disclosure statement will be reviewed by the Purchasing Manager and the Purchasing Manager will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the Purchasing Manager has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager.

Solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract. No County employee or County official shall be paid by the County for products or services outside the realm of their job duties. The Purchasing Manager at the direction of the CFO shall provide information regarding these prohibitions to employees and affected volunteers.

No County official or employee shall accept vendor paid trips to vendor sites or other locations if the trip or any expenses associated with the trip are paid by anyone other than the employee or County without prior written approval of the County Manager.

Exception: The County understands that site visits may be vital to a successful contract. All information must be included in bid pricing and approved by the Board of Commissioners at time of award.

Sec. 2-109. – Definitions.

The following words, terms and phrases, when used in this Policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agenda Request Form is a form designed by administration that allows for the presentation of all pertinent information to be garnered quickly, i.e. commodity, background, current information, budget, attachments, and presenter. This form must be used when submitting a request to the Board of Commissioners for approval.

Approved Vendor means a person or entity that is deemed capable of providing products or services to the county, that has completed the necessary paperwork (e.g. W-9, E-Verify, and met the necessary Insurance Requirements) and has been approved by the Purchasing Department.

Blanket Order means a purchase order(s) issued to an approved vendor which may be left open for a complete fiscal year. Blanket orders must be attached to an approved contract and funds must be encumbered. The goods or services specified might be ordered and/or released throughout the fiscal year as needed.

Capital Asset means any tangible asset (vehicles, equipment, furnishings, etc.) with a unit value of $5,000.00 or more which has a life cycle of a minimum of one year or more.

Competitive sealed solicitation means the procurement method where a formal bid or proposal for materials, supplies or contractual services is submitted by a vendor in a sealed envelope that is to be opened

publicly at a designated place, time, and date. Solicitations must be published in the legal organ. There are several types of solicitation methods.

Conflict of Interest is a situation in which an existing employee or an employee who has been, or will be, offered employment by the County, board member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee's private interests and his or her professional obligations to the County such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Consent Agenda is defined as a single agenda item that encompasses all the things the Board would normally approve without formal presentation. The Board may vote an item off the consent agenda and ask that it be formally presented. Departments are required to submit the agenda request form and all other pertinent information the Board may need to make an informed decision.

Emergency purchase means a purchase made necessary by a situation which could not have been anticipated by the department or elected official, usually involving life threatening circumstances or risks of injury, or resulting in work stoppages or undue delay, or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

Equipment means automotive equipment, machinery, or other items of a permanent or semi-permanent nature.

Financial Interest is an officer, agent, board member, his or her partner, employee or their immediate family, is considered as having a financial interest in a company if: they receive more than $10,000 in consulting income, salaries, or equity in the company; they have more than five (5) percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

Local vendor means a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Refer to the Local Small Business Initiative included in this document for further requirements.

Materials, supplies or contractual services means all tangible equipment, commodities, repairs or nonprofessional services as are normally used or consumed during the current year, and for which a general appropriation has been made.

Notice of Award is a form issued by Purchasing to the respective Contractor depicting details of the BOC decision to award said contract. This letter gives specific direction to the respective Contractor on completing and returning the solicitation contract as well as County project contract name, County project manager name, phone number and email.

Notice to Proceed is a form issued by Purchasing to report all documentation has been obtained and a department can proceed with the project. Examples of documentation are executed contracts, bonds, insurance, etc. This form is to contain the project start date and is to be forwarded to the Contractor and

relative Department Director/Project Manager along with a copy of the executed contract and project purchase order.

Professional Services means such services including but not limited to medical, surveying, engineering, consulting, architectural, legal and audit services or other services performed by individuals whose profession may or may not be licensed by the state or federal government. These services are normally used during the current year and are covered by appropriations. Any service over the bid threshold must be approved by the Board of Commissioners.

Purchasing Department means the office designated and maintained by the Board of Commissioners that is assigned the general duties and responsibilities of supervising and administering the provisions of this Policy.

Purchase Order, or PO, is required for every purchase over the individual signing authority of the Department Head or Elected Official (see Chart 1) whether the commodity or service is under formal contract or not. This document is used for the purchase of goods and services that are itemized in the budget; can be single or recurring items and the PO will be audited by Finance back to the original approved request to assure accuracy in invoicing and payment control.

Public Works Construction Projects is defined as the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32 (see Road Construction Projects). Such term does not include the routine operation, repair or maintenance of existing structures, buildings or real property. Exemptions are projects under $100,000.00 or when inmate labor is used. See O.C.G.A. § 36-91-1.

Quote Analysis Form is a form designed by purchasing to identify the need, all pricing received, justification, accounting and approval by the requesting department. This form is needed prior to the issuance of a purchase order.

Revenue Source means the source for funds, i.e. donations, grants, budgeted funds, etc. The county does not differentiate between donations and budgeted funds for the purpose of this policy. Grant agencies as well as state and federal funding sources may have an impact or additional rules and regulations that would apply to solicitation or procurement processes and methodology.

Responsive Bidder means a bid or proposal is considered RESPONSIVE when the proposer has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

Responsible Bidder means a bid or proposal is considered RESPONSIBLE when the proposer has the capability in all respects to perform ~~in~~ the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance.

Road Construction Projects means a local government contracts to construct, reconstruct or maintain a public road or bridge with a private contractor, an adjacent county, city, the state or federal government. It includes the purchase of materials, labor, professional services or other things incident to the work. Except where exempt, road construction contracts must be let by public, competitive sealed bid. The proposal method may not be used. Price is the driving factor in determining in road construction projects. Road Construction Projects are not subject to the Local Government Public Works Construction Laws except where specified. Road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1.

Sole Source Purchase means a purchase of a product or service that has a distinctive/unique feature or characteristic that is not shared or provided by competing companies or districts within a company or where a particular brand name or product is required.

Standardization means an item or service that Dawson County chooses to make standard (e.g. purchase from a single vendor or a single brand) in order to bring uniformity and efficiency to certain items or services as it determines necessary. The County Manager and/or Purchasing Department have discretion when to use standardization.

Used equipment is subject to budget appropriations and Board approval if over $25,000.00. Used equipment and mobile property may be purchased without advertisement, provided that the department head and purchasing department have made a diligent search of the marketplace and provide documentation of such search. Documentation shall include information as to the cost of such equipment if purchased new, availability, warranty, life expectancy, proposed use, etc. Buying used equipment should be used as an exception and must have County Manager approval.

Sec.2-110. Approval Limits.

CHART 1 – SIGNING AUTHORITY

Amount	Action	Approving Authority
$0.00 - $2,999.99	No action required. Quotes are strongly encouraged.	Department Heads/ Elected Officials
$3,000.00 - $24, 999.99	Three written quotes submitted on the Quote Analysis Form.	Department Heads/ Elected Officials and Purchasing Manager
$25,000.00 - $0.01 + over budget or not previously budgeted	Formal Solicitation Process excluding Highways, Bridges, Ferries and Public Works projects (IFB, RFP or RFQ).	County Manager
$0.01 + over budget, if not previously budgeted and/or all Highways, Bridges, Ferries and Public Works Projects	Formal Solicitation Process (IFB, RFP or RFQ).	Board of Commissioners

A PO (contract) and e-Verify Form is mandatory for all services/labor of $2,500.00 or more per O.C.G.A. § 13-10-91.

Proof of insurance for all vendors is required for all services performed on site to the County. All companies must have the proper insurance as required by law.

Each department is responsible for obtaining the e-verify form and proper insurance certificates for services being performed on site. The e-verify form and proof of insurance form is to be forwarded to the Purchasing Department with each quote analysis form, when appropriate.

1. Less than $2,999.99. Departments are not required to obtain three (3) quotes but are strongly encouraged to do so to ensure the best cost and quality for the County. Department Head approval is required for purchases under threshold.

2. Between $3,000.00 $24,999.99.
   a. Informal written quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head and Purchasing Manager.

   b. Verbal quotes are not accepted. Departments should avoid requesting quotes from vendors who have previously been non-responsive. If departments continue to return non-responsive quotes, Purchasing will be unable to issue a Purchase Order until three (3) valid, good-faith quotes are obtained. It is understood that some vendors will be non-responsive and departments should try to obtain as many quotes as possible.

   c. If a vendor is a sole source, meaning they are the only vendor who can provide the required goods and/or services, departments should give a detailed explanation and attach to the Quote Analysis Form. Examples of sole source justification are: continuation of previous services, maintenance agreement with vendor who provides software, or regional vendors of direct manufactures.

3. Over $25,000. The formal sealed bid must be used and a solicitation must be publicly advertised in the legal organ at least fourteen (14) days prior to the date set for opening. Public Works and Bridge and Roadway projects must be advertised according to O.C.G.A. See Section 2.112 for direction. Approval to release a formal solicitation must be approved by the County Manager. Some exceptions apply and are listed under the "Exceptions" section within this document.

Sec. 2-111. – Solicitations.

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors that include but are not limited to: anticipated cost, department expectations, liability to the County and other factors to provide the best overall value for the County. These processes are used to obtain competitive pricing. A cost analysis of the purchase must be completed and kept in the project file when procuring with federal and state funds.

CHART 2 – PURCHASING METHOD

Commodity	Anticipated Cost	Bid Type
Goods or Well Defined Services;	$3,000.00 - $24,999.99	Written Quote
When price is priority	$25,000.00+	IFB
Standard Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements are the priority	$25,000+	RFP
Professional Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements and/or Qualifications are the priority	$25,00.000+	RFP or RFQ

1. Preparing Specifications. It is the responsibility of the department to determine and write bid specifications. The Purchasing Department may assist in developing specifications. If the Purchasing Department is involved in developing specifications, the needs of the end user should be the primary focus. After written specifications are complete, the Purchasing Department will insert into the solicitation document. It is the responsibility of the Purchasing Department to determine the method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that adequate competition is available. The delivery location must be specified in the original request.

2. Brand Name Specifications. When references are made in solicitation documents to trade names or the brand names of manufacturers, such references are made solely to designate and identify the quality of materials or equipment to be furnished and are not intended to restrict competitive bidding. If comparable materials or equipment with different trade names are offered, then the bidder must establish equivalency. Product literature or catalogs may be submitted to support claim of equality. Several vendors may be able to provide the same manufacturer therefore competition is available. If a department has been approved to standardize equipment, a brand name may be requested with no exceptions unless the source of funds is provided by Federal and/or State grants.

3. Standardization. Standardization is a method to achieve savings by purchasing a limited number of brands or products. Departments such as Fleet or Public Safety may use this option more frequently than others as a means to guarantee compatibility or proper maintenance and training. The use of the standardization clause is neither automatic nor frequent. The department must submit, in writing, why the standardization clause (brand names) should be used for each occurrence. This documentation will be provided with the formal request and kept for audit purposes. The County Manager and or Purchasing Department have discretion when to use standardization.

4. Sole Source. Sole source procurements should be infrequently used in purchasing. There are times when a sole source is needed aside from standardization: non-competing districts of a company where Georgia is its own market, proprietary information, software and equipment, continuation of services, or the like. It is the responsibility of the requesting department to articulate the reasoning behind the sole source request. The Purchasing Department and/or County Manager may approve sole source procurement when a clear and compelling reason justifies the sole source.

5. Professional Services are infrequent and sometimes unique and may not be able to be formally solicited. Formal bids are not required but the governing authority must approve the contract and award if over the threshold. It is the responsibility of the department to articulate why a bid is not in the best interest of the County. In the event professional services are needed but a bid is not requested, the discretion lies with the Purchasing Manager and County Manager.

   The Department Director is responsible for acquiring a detailed scope of services and price which shall not be amended without prior written approval from the dollar amount threshold approving authority. Proof of insurance and a completed e-verify form must be submitted with the detailed scope of services.

   The Purchasing Manager is to submit a professional services exemption letter to the County Manager if costs are budgeted and to the Board of Commissioners if costs are not budgeted or over $0.01 over budget. A Purchase Order shall be issued after approval has been granted.

6. Less than $25,000.00.

    a.   Quotations.

        i.   Quotations are an informal process when compared to sealed solicitations. The type of quotation used depends on cost, department expectations, risk to the County and approval limits. Sealed responses are not required and quotes are not typically solicited via the legal organ. Purchasing, at their option, may release a formal Request for Quote using the County's website or other media outlets but is not required to do so.

        ii.   With regards to purchase orders, quote pricing is good for 90 days. Departments may continue to order off the approved quotation for this period of time. Upon the 91st day, departments will need at least three (3) new quotations and request a new purchase order per policy.

        iii.   Purchase Orders shall be issued prior to the purchase of goods and/or services over the individual signing authority of the Department Head and Elected Officials.

7. Request for Quotation by departments (Internal Quote) $1.00 to $2,999.99. An informal process for the quick purchase of low dollar items from $1.00 to $2,999.99 require written, verbal, phone, website or e-mail confirmation. $2,999.99 is the standard approval limits for most departments. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head approval. If purchasing commodities/services with Federal Transit Administration (FTA) funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers. See 12 below.

Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

8. Request for Quotation by departments (Internal Quote) $3,000.00 to $9,999.99. For this price point, a more formal process than internal quotes but less formal than other options shall be followed. This process is used for purchases of items from $3,000.00 to $9,999.99 and requires written quotes from vendor or from a website. This process typically takes one to three days and is designed for immediate purchases and requires Department Head and Purchasing Manager approval.

9. Request for Quotation (RFQ) $10,000 to $24,999.99. Process may be either formal or informal process, but a short form is sent to vendors. Used for the purchase of dollar amounts between $10,000 to $24,999.99 well-defined goods or services. This policy typically takes one-two weeks. For purchases between $3,000.00 and $24,999.99 policy requires the Department Head, Purchasing Manager approval.

10. Request for Quotations (RFQ) - Formal Request. Formal Request for Quotations may be sent out via the Purchasing Department when necessary to add stipulations and/or contracts for goods or services under the bid threshold. Formal RFQs require the requesting department, alongside

Purchasing, to complete the Solicitation Request Form. This process typically takes up to two (2) to three (3) weeks to solicit, approve, award, and execute contracts.

11. Cooperative Agreements. The use of State or other verified contracts may be used when approved by the County Manager or Board of Commissioners based on amount to be spent. A cooperative agreement must be in place in order to participate or "piggy-back" off of another contract solicited by another agency.

    a. The Department of Administrative Services for the State of Georgia competitively bids certain commodities, supplies, and services on an annual basis. Copies of these contracts and revisions are maintained on-line at www.doas.state.ga.us. For federal contracts visit www.gsa.gov for a listing in the event of a federally declared disaster, technology as well as public safety equipment.

    b. The state contract price may be used to establish the maximum price for a good or service.

    c. These contracts are available to Dawson County for use but are not mandatory. Competitive bidding by Dawson County will not be required if these contracts are utilized. When cooperative agreements are used for source justification, there will be no requirement for Board of Commissioner approval, unless the dollar amount is meets the threshold for Board approval. See Chart 1. If the threshold meets the need for Board approval, a procurement approval request letter shall be addressed to the Board Chairman. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

    d. If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, the Board of Commissioners' approval is not required if under the bid threshold. A procurement approval request letter shall be addressed to the County Manager. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

12. Procurement with Federal or Grant Funds. When purchasing with federal or grant funds; other regulations may supersede local purchasing policies as follows. When purchasing with (FTA) funds it is specifically necessary to ensure full and open competition and equitable treatment of all potential sources of all purchases consistent with FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (referred to now as the "Super Circular" and which replaced and consolidated OMB Circulars A-87, A-102, A-110, A-122, and A-133) ; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 1201, which replaces 49 CFR parts 18 and 19; GDOT Section 5311 State Management Plan; and GDOT Section 5311 Program Manual. The following should be followed for all Federal awards as sub-recipients.

    a. The current procurement standards detailed in 200.318 General Procurement Standards.

        i. When conforms to applicable federal law and standards, the Dawson County Purchasing Policy Ordinance is to be followed.

ii. If a conflict exists between a member of the evaluation team and any proposer, written notification is to be forwarded to the Purchasing Department to preclude that member from the process. The requesting Department Director will appoint a new evaluation team member. As with non-federal or grant funds, each evaluation team member must attest on the provided form that no personal interest or conflict exists.

iii. If a conflict exists between any Dawson County Board of Commissioners and the recommended offeror, that member must notify the Purchasing Department of the conflict and recuse themselves from the vote recommending award of the contract or purchase order.

iv. Records must contain the detail of the history of the procurement for each project to include, rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (cost analysis). Equipment and real property purchased in the amount of $5,000.00 per item/property must be used in the program for which it is purchased, adequately maintained, safeguarded under an appropriate control system and physically inventoried at least once every 2 years.

v. Paid Contractors who drafted or developed the specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded.

b. The current procurement standards detailed in 200.320 Methods of Procurement.

   i. Procurement by Micro-Purchases.

      1. Competitive quotations are not required on amounts of $3,500.00 or below but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation   (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers.

         Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

         Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made when utilizing FTA funds.

   ii. Procurement by Small Purchases Procedures.

      1. Two or more quotations must be sent to qualified sources between $3,500.00 and $150,000.00 but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT)

representative of FTA funds and the Board of Commissioners prior to procurement.

   iii. Procurement by Sealed Bids.

      1. Preferred method for construction and commodities. The responsive and responsible lowest bid is to be awarded contract.

   iv. Procurement by Competitive Proposals.

      1. Preferred method for services. Weight is to be set and published within the document for technical evaluations and for price.

   vi. Procurement by Non-Competitive Bids/Proposals.

      1. This method is to be used when the commodity and/or service can be provided from one company/individual. A letter from the company/individual must be received and placed in the file. Verification of the sole source must be recorded in the file.

c. The current procurement standards as detailed in 200.317-200.326 Suspension & Debarment and 2 CRF Parts 180 and 1200 Non-procurement Suspension and Debarment or under the FAR at 48 CRF Chapter 1, Part 9.4.

   i. Suspension and Debarment.

      1. Dawson County shall not enter into any transactions with parties who are suspended or debarred from doing business with the State of Georgia or federal agencies.

      2. Verification of the status of a contractor completed by the Purchasing Manager or the Grant Administrator must be maintained in the file.

         i. State of Georgia suspended or debarred vendors can be verified at http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers

         ii. Federal suspended or debarred vendors can be verified at www.sam.gov

d. The current procurement standards as detailed in 49 U.S.C. Section 5325(j)(2)(A) Integrity and Ethics.

   i. The potential contractor must have a satisfactory record of integrity and business ethics and found to be compliant in the regulation listed above.

e. The following must be followed with sealed solicitations specifically when utilizing FTA funds:

i. Affirmative Action and DBE – Is in compliance with the Super Circular' affirmative action and FTA's Disadvantaged Business Enterprise requirements.

ii. Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).

iii. Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).

iv. Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.

v. Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).

vi. Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.

vii. Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

viii. Performance Record – Is able to provide a:

(1) Current Performance – Satisfactory current performance record; and

(2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

   i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,

   ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and

   iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in

determining satisfactory performance. GDOT expects Dawson County to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

    f.   Independent Cost Estimate

A written independent cost estimate, for every procurement with FTA funds, prior to receiving price quotes, bids or proposals needs to be created.

    g.   Cost or Price Analysis

The Department Head receiving the grant shall work with the Purchasing Manager to perform a cost or price analysis in connection with every procurement action above the Federal small acquisition threshold, including contract modifications.

Price Analysis
If the County determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

Cost Analysis
The County must perform or obtain a cost analysis when:

1. A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.

2. When the offeror submits elements of the estimated cost.

3. When only a sole source is available, even if the procurement is a contract modification.

4. In the event of a change order

13. $25,000.00 and above, Sealed Solicitations.

    a.   The release of sealed solicitations is a formal process to solicit responses from qualified vendors. Federal, State and local laws may and usually will apply based on project. There are three (3) types of sealed solicitations: Invitation for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).

    b.   Departments should assist Purchasing with the background information and defining the scope of work or deliverables for the solicitation. It is the responsibility of the Department Director(s) to provide the budgeting code and ensure funds are loaded for the project.

The goal of procurement practices is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. The County will avoid the following situations considered to be restrictive of competition:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

c. If the solicitation is of a complex nature, a pre-proposal meeting should be scheduled and detailed in the solicitation document. The meeting can be optional or mandatory.

   i. Invitation for Bid (IFB). A sealed IFB is sent to prospective bidders when goods or services desired are well-defined and represent a high dollar purchase of $25,000 or more. This policy typically takes six to eight weeks.

   ii. Request for Proposal (RFP). A formal, sealed RFP is sent to prospective bidders when the goods or services desired are high dollar $25,000 or more, complex, and not wholly defined. Same pre-solicitation process as noted for an Invitation for Bid (IFB) but the focus on the solicitation grading differs. Whereas price is the driving factor with IFBs, a criterion is defined in the RFP and an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

   iii. Request for Qualifications (RFQ). A formal, sealed RFQ is sent to prospective bidders when the goods or services desired are high dollar $25,000 or more, complex, and not wholly defined and where the focus of the project is the qualifications of the vendor not the price. A similar scoring criterion shall be defined in the RFQ.

For some projects where Federal laws superseded local policies, price may or may not be an allowable scoring criterion, and therefore may not be requested within the proposal. In this case, the vendor is determined based on the scoring criterion and price is then negotiated with the highest scoring vendor. If a price cannot be agreed upon, the County will move on to the next highest scoring vendor. There are some Federal laws that state that price may be used to score but should not be the driving factor.

Both the department and Purchasing to take note if Federal or State laws provide guidance to bid process such as the Brooks Act or Davis/Bacon Wage Act.

If no other law or policy relates to the RFQ and the team wants to consider pricing but only after scoring, it may be in the best interest of the County to request pricing be sealed separately within RFQ submittal. Vendors should be ranked based on qualifications and only the short-listed vendors pricing should be opened.

Because of the complex nature of this type of solicitation, this policy typically takes eight to ten weeks.

Pre-Qualification
Prospective vendors may be pre-qualified for particular types of goods or services, typically technical and construction services through the solicitation process, specifically a Request for Qualifications. The solicitation document should clearly read the intent of the document is to pre-qualify vendors. All procurement rules apply to this form of solicitation such as advertisement notices and award.

Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

d.   Solicitation Provision for Federal and State Funded Projects, Specifically FTA Funded Projects

"Dawson County has moved to adopt the policies contained in the Georgia Procurement Manual Code of Ethics, (I.4.4. These policies shall apply to Dawson County employees involved in procurement. It is a breach of ethical standards for any Dawson County employee to participate directly or indirectly in a procurement when the employee knows:

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, Dawson County employees or other governing board members other than the designated procurement officer."

e.   Confidential Information

A County employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with County.

f.   Buy America Requirements for FTA construction contracts and acquisition for goods or rolling stock solicitations valued at $150,000.00 or greater must notify bidders of the Buy America regulation as stated in 49 U.S.C. 5323(j) and 49 CFR 661.13 which stipulate that Federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by TFA or the product is subject to general waiver as listed in 49 CFR 661.7. Rolling stock must be assembled in the United States and have a 60percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids or offers on FTA-funded contracts, except those subject to general waiver. Bid or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Sec. 2-112. – Formal Solicitation Process.

1.   How Bids/Proposals are Publically Solicited.

a. Legal Organ. All formal, sealed solicitations which fall under Title 32, Roads and Highways, are to be published in the legal organ selected by Constitutional Officers designated by state law. Advertisements must run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than once a week for two weeks prior to the bid opening. Public Works projects are to be posted for four weeks, once every two weeks, ensuring posting two weeks prior to bid opening. A copy of the Publisher's Affidavit should, be filed with the solicitation file.

b. County Website. All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the primary source of information for all solicitations including but not limited to the addenda, forms and award notification.

c.   State, Local and Private Outlets. When appropriate, the Purchasing Department will advertise on various, local and private websites when it is in the best interest of the County. Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market and the Dawson County Chamber of Commerce. All bids and proposals released must be posted on the Georgia Procurement Registry per O.C.G.A. as of July 1, 2018.

d. Social Media. All formal solicitations should be published on the official Dawson County social media outlets but is not legally required by federal or state entities.

e. Government Building. All public works solicitation notices shall be posted conspicuously in the government building as per O.C.G.A. § 36-91-20(b)(1). For conformity, all other solicitations shall be posted in the same manner.

2. Bonds. Bonds add another layer of protection to the County. If the procurement of goods/services opens the County up to additional liability, bonds should be required. Bonds should always be required in Public Works Construction Projects and Georgia Department of Transportation funded projects. The decision to require bonds in a formal solicitation, are at the discretion of the Purchasing Manager and the County Manager if not required by federal or state law.

   a. If required under the Scope of Work of the solicitation document, any combination of the following bonds may be requested by Dawson County.

      i.   A five percent (5%) bid bond
      ii. A one hundred percent (100%) payment bond*
      iii. A one hundred percent (100%) performance bond*

      Note: Higher or lower bonds may be stipulated as required by funding source: GDOT or Federal Funds. If any change is needed, specifications will be outlined in the solicitation document.

   b. The bid and payment bonds can take the following forms: cash, cashier's check or certified check. An irrevocable letter of credit by a bank or a savings and loan association, as defined in O.C.G.A. §7-1-14 may be accepted by the county for the bid and performance bonds when the amount of any bond does not exceed $750,000.00, at the sole discretion of Dawson county. A letter may never be submitted as an acceptable substitute for the payment bond.

   c. Bonds are suggested when using SPLOST funds, project estimates are over $100,000, or when special circumstances dictate additional protection is prudent. Bonds are required when Public Works Construction and Road projects laws are in effect.

   d. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

   e. The cost of bonds may be included in the vendor's price proposal but should not be line item priced. The County will not pay for bonds and are considered cost of doing business.

   f. Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

3. Retainage. When a project is of import but not to the level of requiring bonds, the Purchasing Manager may add language to the solicitation document and contracts regarding retainage. The vendor shall be paid for work performed based upon satisfactory inspections and completion of the agreed upon draw schedule. The vendor's fee will be paid on a Net 30 basis less 10% retainage.

   a. Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations

have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

4. Pre-Bid & Pre-Proposal Conferences. The nature of some solicitations requires that a pre-bid or pre-proposal conference be held in order to clarify specifications, answer bidder questions regarding specific requirements, or to allow bidders to perform a site visit, review and/or inspection.

   a. The Purchasing Department and requesting department will confer whether to hold a pre-bid/proposal conference. Conferences are not the standard. If the project is over $100,000.00 or bonds are in effect, a meeting is required and mandatory. Information regarding conferences will be included in all legal notice(s). If it is later determined a meeting is necessary, an addendum must be issued and bidders must have enough notice to make arrangements to attend.

   b. All attendees are to sign in on the sheet provided by Purchasing. In the event a meeting is mandatory, bidders not signed in may not submit a response. The sign in will be posted on the County's website.

5. Addenda. Any changes to the original solicitation will be made in writing in the form of an addendum, and will be placed on the County's website. All addenda shall be issued prior to 72 hours of the bid opening date for Public Works, Roads and Bridges projects and when expending Federal and State funds. If such an addendum is deemed necessary after this period, the bid opening date must be extended 72 hours form the original set date, excluding Saturdays, Sundays and legal holidays. It is the responsibility of the bidder to obtain any and all addenda and submit with their response.

   In addition, if bidders have any additional questions or information requests regarding a specific procurement, they are to be emailed or faxed directly to Purchasing as directed in the solicitation document. Responses to pertinent questions will be answered in the form of addenda.

6. Bid Opening. All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Manager and/or CFO and one other staff member, not from the requesting department, acting as a witness shall open all sealed bids. Late bids will not be accepted. Late bids will be rejected and returned. This cannot be waived by any entity. Sealed responses are required. Vendors who fail to return sealed responses will be rejected and returned. If at least three bids are not received the Board of Commissioners may reject, requiring a re-bid. Witnesses should not be from the department requesting the bids.

   a. In the case of Invitation for Bids, the names and prices shall be read aloud. Dawson County does not report an "apparent low bid." For Request for Proposals or Qualifications, only the names shall be read aloud due to the need for future evaluation and review of the proposals.

   b. Bids/proposals are not subject to the Georgia Open Records Act until such time that as the final award of the contract is made, the project is terminated or abandoned, or the board takes a vote regarding the solicitation, whichever comes first as per O.C.G.A. § 50-18-72(a)(10). Some materials may be redacted per the Georgia Open Records Act and the records custodian and/or the County Attorney can assist in determining what, if any information may be redacted.

7. Modifications/Corrections of Bids. If an error is discovered prior to the submittal deadline, the bidder may submit the corrected information in a sealed envelope clearly marked on the outside of

the container. The outside must contain the company name, the Bid number and the following sentence: "Replace previously sent response". The first submission cannot be considered valid.

Start new paragraph: If an obvious clerical error is discovered after the bid opening, the bidder may submit a letter to Purchasing requesting that the error be corrected. This request needs to be made within 24 hours of error being found. Final determination as to whether to accept the correction is up to Purchasing. Generally, modifications made to open bids are not accepted for any reason other than the aforementioned. The error is subject to the limitations described below and may be corrected upon written request and verification submitted by the vendor. A nonmaterial omission in a bid may be corrected if the Purchasing Manager determines the correction to be in the County's best interests. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after bid opening: 1. Unit price information and 2. Total price information when unit prices are not required.

8. Withdrawal of Bids. A bid submission may be withdrawn without forfeiture of the bid security as per O.C.G.A. § 13-10-22, if applicable, if such error in the calculation can be documented by clear and convincing written evidence; such error can be shown from inspection of original work papers, etc. of the bidder; the bid was submitted in good faith and mistake was due to a calculation or clerical error, an inadvertent omission or a typographical error as opposed to an error in judgement. This request must be made within 48 hours, not including Saturday, Sunday and legal holidays, of bid opening and prior to award.

   If a bid withdrawal occurs, the remaining bids are to be treated as if the withdrawn bid was not submitted. No bidder permitted to withdraw a bid shall perform any subcontract or other work for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly for affiliated project.

9. Evaluating Submittals.

   a. An evaluation committee will be named during the pre-solicitation meetings between the requesting department and Purchasing. This group shall consist of county personnel who have knowledge of the goods/services to be procured, will be affected by the solicitation or have other applicable knowledge. The committee shall score and rank proposals based on information *solely provided* within the vendor's submittal against the rubric in the solicitation document. Scoring criteria will be set by the Purchasing Department and the requesting department. It is the responsibility of each evaluator to:

      i. Read the solicitation document in its entirety.

      ii. Read each submittal in its entirety.

      iii. Confirm responsiveness to the request: Ensure vendor has provided all information required in the RFP. Use the scoring criteria, scope of work and the Vendor's Checklist for assistance.

      iv. Check references thoroughly. Evaluators are encouraged to work together or share information received during this step only, i.e. email references or other correspondence from references. Never discuss scores with other evaluators until advised by Purchasing to do so. Points should never be given if references are not

vetted. All other sections of the evaluation are to be completed by each evaluator individually.

    v.   Evaluators should score using their own knowledge.

    vi.   Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors, each other or any other individual while in the solicitation process is strictly forbidden.

    vii.   Complete the evaluation score sheet and return to Purchasing along with original submittal packets.

    viii.   Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.

  b.   Evaluators should take care to evaluate based on information only provided in the bidder's response. Vendors should not receive credit for work not reflected in the bid. Failure to return all required information should be reflected in scoring.

  c.   Proposer Interview/Presentation Meeting.

    i.   After the Evaluation Committee has completed its process and the Purchasing Manager has received all evaluation forms, the consensus of the Committee may be to hold proposer interviews/presentations. The proposers must be invited in order of ranking. Example: The first and third ranked submissions cannot be invited to this meeting but, exclude the second ranked submission.

    ii.   Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. The Evaluation Committee is to prepare new evaluation forms and submit to the Purchasing Department. This score will supersede the previous score for those proposers that participated in this phase of the evaluation.

10. Required Forms. Dawson County may require vendors to submit documentation other than pricing to prove they are responsible and or responsive. A list of the required documentation should be required in the solicitation document and/or addenda. As a general rule, the following should be required in a vendor's response:

  a.   Vendor's Checklist
  b.   Vendor's Information Form
  c.   Vendor's Price Proposal Form
  d.   Vendor's Qualifications – usually on a separate sheet(s)
  e.   Vendor's Reference Form
  f.   Execution of Proposal Form
  g.   Addenda Acknowledgement Form and any addenda issued
  h.   Proposer's Certification and Non-Collusion Affidavit
  i.   Drug-Free Workplace Affidavit
  j.   Georgia's Security and Immigration Compliance Act Affidavit (E-Verify)
  k.   Contactor's Affidavit

l. Subcontractor's Affidavit (if applicable)
m. Local Small Business Initiative Affidavit (if applicable)
n. Proof of Insurance/Certification of Insurance as stipulated in the bid document
o. Completed W9
p. Copy of valid business license where corporate office is registered
q. Copy of professional licenses or certifications (if applicable)
r. Bid Bond (if applicable)

11. Technical Waivers. Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any non-material irregularities or informalities in any submittal or in the submittal policy, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel solicitations at any time.

    Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

12. Disqualification of Bids.
    a. Bids **may** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
       i. Failure to return all required documents with signature where applicable.
       ii. Failure to follow the bid schedule to include excluding mandatory pre-bid attendance submittal deadline.
       iii. Failure to return applicable compliance/specification sheets.
       iv. Failure to acknowledge receipt of applicable addenda.
       v. Failure of bidder to sign all required documents excluding the Vendor's Price Proposal Form.
       vi. Failure of the bidder to extend pricing beyond the required 90 days.
       vii. Failure to meet specified delivery requirements.
       viii. Prices of services or items exceed the departments budgeted amount allowed for these items.

    b. Bids **shall** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
       i. Failure to follow solicitation schedule for mandatory pre-bid attendance and response submittal.
       ii. Failure to provide bid bond, where required.
       iii. Failure to hold firm pricing.
       iv. Failure to sign and submit the Vendor's Price Proposal Form. The Bidder/Proposer may submit other pages to complete their price proposal along with this form.

13. Vendor Responsibility. It is the responsibility of each vendor to read and understand all requirements in the solicitation documents. If an item is unclear, the vendor should submit questions to the Purchasing Department. Vendors shall submit all required documentation, fully executed, as directed in the solicitation document. Additionally, vendors should be familiar with all Federal, State and Local rules, regulations, policies and procedures pertaining to each solicitation. Furthermore, vendors performing work in Dawson County are required to register with the Dawson County Planning & Development Department. Out of County bidders are not required to register as part of a bid submittal. Only the successful, awarded vendor is required to register their business license.

14. Negotiations. If the department has selected a vendor but pricing or deliverables need to be negotiated, an invitation will be sent via email to the vendor. Enough notice shall be given to ensure the vendor can make reasonable accommodations to participate.

    a. Generally, there should be only three rounds of negotiations with the selected vendor.

    b. If a price is not agreed upon, the best and final offer phase should be opened to all proposers deemed responsive and responsible.

15. Best and Final Offers. Best and final offers, or BAFO, are formal requests being made for more information, confirmation, revisions, and/or to obtain better pricing or value. BAFO are not mandatory and should be used rarely. This method allows bidders to amend their proposal. Value engineering is not considered a reasonable cause to enter into best and final offers. All bidders whose proposals are deemed reasonable susceptible for further consideration or award should be invited to BAFO discussions. Any rejected bidders are not invited. The Purchasing Department will email an Invitation for Best and Final Offer Negotiations to the responsive, responsible bidder(s) deemed susceptible for award based on the criteria set forth in the solicitation document.

16. Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. At no time should competing bids/proposals, technical or cost, be discussed with bidders. Do not discuss where bidders are in the standing. Teleconferences are allowed if the evaluation committee feels this method fosters open dialogue and all questions can be addressed. There are times in-person discussions will be requested.

17. The County will identify which offerors shall participate in the negotiations in one of the following ways:
    a. Identify in the solicitation document the methodology that will be used to identify offerors to participate in negotiations. This may include, but is not necessarily limited to, a methodology that establishes a competitive range based on offerors" rankings following proposal evaluations.
    b. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors to participate in negotiations.
    c. Negotiate with all responsive responsible offerors following bid/proposal evaluations.

18. After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations, and will provide details concerning the format and due date for the supplemental proposals. The County may in its sole discretion terminate negotiations and/or the solicitation at any time.

19. The offeror that ultimately wins a contract may not be the lowest cost offeror because the higher quality of the winning bidder's technical proposal may offset an increased cost or because no agreement could be reached as to contract terms and conditions. The final decision and all documentation is considered open records upon award.

20. Award

a. Timeline. The appropriate body or Office must make the decision regarding a sealed solicitation within sixty (60) days of the bid opening if bonds are in effect and ninety (90) days of the bid opening if bonds are not required. In the unlikely event the County needs additional time to evaluate responses; the Purchasing Manager will contact each vendor and request additional time. If approval is garnered by each vendor then the solicitation award may be delayed to a time specific. If approval is not given by all vendors, Purchasing will submit an agenda packet to the County Manager asking for the rejection of the bid submittals and a re-bid shall be released. Only the Board of Commissioners can decide regarding sealed solicitations if the purchase is not budgeted, $0.01 over budget, if a highway, bridge, ferry or public works solicitation no matter the anticipated costs or if the lowest bidder or highest scored proposer is not recommended. Solicitations should never be allowed to expire without a formal decision. It is the responsibility of the Purchasing Manager to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.

The Board of Commissioners may choose to award Highways, Bridges, Ferries or Public Works projects with a not-to-exceed amount to streamline change orders.

b. Award to the lowest bidder. In the case of Invitation for Bids, for goods or services, if all proposals are not rejected the awarded shall be to the lowest, most responsive, responsible bidder unless legal justification can be articulated to the Purchasing Manager and the County Manager.

c. Award to the highest rated proposal. In the case of Request for Proposals or Request for Qualifications, for goods or services, if all proposals are not rejected, the award may be to the highest rated proposal, taking into account the selection criteria. Construction or improvement of real property or buildings fall under Public Works/Construction rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.

d. Award to a single vendor. If all bids are not rejected, the award shall be to the most responsible, responsive bidder. However, in determining which is the most responsible bidder, the county may take into consideration the bidders responsiveness to the county's requirements, the price and/or quality of any of the articles to be purchased or leased, availability of parts and service, delivery time, and those factors listed in the solicitation document. If no criterion is listed, as in the case of IFBs, award will usually go to the lowest, responsive, responsible bidder.

e. Award to multiple bidders. The County may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point. The intention to do so must be indicated within the solicitation document.

f. Tie. In the event of a tie and all pricing and qualifications are equal, the vendors are contacted and notified of the status. The vendors are invited to Dawson County to watch the County Manager flip a coin to determine who wins. The second option is to open a new deck of cards and allow each to shuffle and then the County Manager deals one card to each vendor. The highest card wins the award.

g. As per O.C.G.A. § 36-10-1, all public works contracts entered into by the county governing authority with other persons on behalf of the county shall be in writing and entered on its minutes. The Board of Commissioners is the county governing authority.

As per O.C.G.A. § 32-4-61, all highway, bridges and ferries contract for work on all or part of the county road system shall be in writing and shall be approved by resolution shall be entered on the minutes of such county.

21. Presentation of Recommendation. Once a consensus has been met and a recommendation has been made, the Purchasing Manager will begin the Board of Commissioners agenda packet which consists of the Agenda Request Form, a PowerPoint presentation, contract and pricing as applicable. The presenter will be the Department Head, the subject matter expert. If the commodity crosses several departments it may be best for Purchasing to present. A representative from the requesting department should attend all presentations in order to answer subject matter questions from the Board. The Purchasing Manager shall present in the absence of the subject matter expert. The CFO shall present in the absence of both the subject matter expert and the Purchasing Manager.

22. Purchase Orders.

a. A requesting department may request a purchase order for goods or services if in budget. A Quote Analysis Form must be completed and returned with quotes between $3,000.00 and $24,999.99. No Purchase Order will be issued for any item/service not budgeted, $0.01 over budget or a Highways, Bridges Ferries or Public Works project without first being approved by the Board of Commissioners, unless the procurement is for items listed under Section 2-114 or Section 2-111(11). Requests should not be submitted if budget is not approved or available. All account information must be provided at the time of submittal. Purchase requisitions shall be submitted to Purchasing at least one week prior to the proposed purchase. A purchase order is considered a binding contract.

b. A Purchase Order must be issued for all equipment over $5,000 (capital asset), whether new, used or procured under emergency protocols.

c. Blanket orders may be issued for a contracted or frequently used vendor as a matter of convenience. Departments may request the issuance of a blanket PO for a specified budget amount. This amount will be encumbered but can be adjusted as needed. Blanket orders are only good for one calendar year and will need to be re-requested if additional fiscal years are needed.

d. Every Purchase Order (PO) contains terms and conditions which can be found on the County's website under Contracts. A PO is to be considered as an official contract.

23. Special Issues.

   a. Non-Performance.

      i. In the event a vendor is awarded a bid or proposal by the Board of Commissioners and the selected vendor fails to fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the second most responsive, responsible bidder without rebidding if within the 90 days of the bid opening. If the second vendor cannot fulfill the conditions of the award, the Board of

Commissioners at their discretion may award the bid or proposal to the third most responsive, responsible bidder without rebidding. If the third vendor cannot fulfill the conditions of the award, the goods or services will be rebid. If expending Federal and/or State funds, the Purchasing Department is to work with the affected department to seek direction from the grantor of these types of funds.

ii. If substantial work has been performed and the vendor cannot fulfill the conditions of the award, the Purchasing Department will immediately notify the County Manager who will take the necessary steps to ensure the safety of the public and the County.

b. Cancellation and Rejection of Bids.

i. Solicitations may be canceled or may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County. The reasons shall be made part of the formal bid file. Only the Board of Commissioners may rule on the final disposition of sealed solicitations, be it approve, reject or cancel.

Sec. 2-113. – Protest Policy.

If a vendor has a grievance regarding this Policy, their bid or proposal, or award, potential or actual, the vendor must first file a written grievance with the Purchasing Department within ten (10) calendar days of the award. The Purchasing Department will make the County Manager aware of any protest immediately. The County Manager shall issue a final written decision within twenty (20) calendar days of receipt of such written grievance. If the County Manager cannot resolve the grievance in a satisfactory manner to the bidder, the bidder may appeal in writing to the Board of Commissioners, by way of the County Clerk, within ten (10) calendar days of the date of the final written decision of the County Manager.

If the protest is submitted to the Board of Commissioners, then a hearing shall be scheduled. This hearing may be a part of a regularly scheduled meeting. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a definite time.

No work or services shall begin under the awarded contract under protest until such time that the protest has been answered.

Sec. 2-114. – Exceptions.

1. Emergency Procurements.

a. Emergency procurements are defined as when a threat to public health, welfare or safety exist, or in a construction situation where a work stoppage would cause the County undue financial loss provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

b. In the event of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Department Head with the written consent of the County Manager may approve such emergency purchases as the situation requires up to $24,999.99. The County Manager shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor

or vendor shall accompany the purchase order and voucher with a copy to the County Manager and Purchasing Manager.

c. In the event of a situational emergency requiring immediate purchase of materials, supplies, equipment or services over $25,000.00, the Board of Commissioners may waive the requirement for sealed solicitation in an emergency when sufficient, written backup documentation is provided. In rare instances, the County Manager may notify and get verbal approval from the Board of Commissioners/from a Board majority to proceed prior to a Voting Session when the action can be ratified.

d. In the event of a local state of emergency, formally declared by the Chairman of the Board of Commissioners, the EMA Director and Public Works Director's approval limit shall be raised to $10,000.00 in order to expeditiously obtain goods and services to secure the lives and property of the citizens of Dawson County, Georgia. As soon as able, all purchases made under this exception shall be ratified by the Board of Commissioners via consent agenda.

2. Used Equipment.

The requesting Department Director shall submit a formal written opinion of the Fleet Director, if said equipment would be repaired by the Fleet Maintenance Shop, concerning the condition of the equipment and whether it is advisable to purchase pre-owned equipment rather than solicit for new. If other equipment is requested, a letter containing the same information as above will be completed by the Department Director requesting the purchase. A letter from the current owner must accompany the request to the Purchasing Manager, certifying the make, model, serial number, condition of equipment and details of the equipment, to include hours of operation, miles, etc. If procuring mobile property, a formal written opinion of the department head must accompany request to the Purchasing Manager as well as a letter from the current owner certifying the make, model, serial number, condition of mobile property, etc. The Purchasing Manager will formulate a Request to Procure Used Equipment or Mobile Property to the County Manager. The County Manager will either approve or disapprove request. If under $25,000.00, a Purchase Order will be issued for said item. If item is not budgeted or $0.01 over budget; an approval is required from the BOC.

3. Exceptions to this Policy.

a. Reoccurring purchases such as utilities, debt service, previously contracted services, postage, insurance payments, credit card payments, some information technology resources and training expenses are exempted from these policies listed herein.

b. Information Technology Resources may be exempted by the Board of Commissioners. Information Technology Resources, for purpose of this section, means licensed, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contracts; web-based software and software as service (SaaS), platform as a service (PaaS) and infrastructure as a service (IaaS) applications or solutions.

An exemption letter shall be submitted to the County Manager if previously budgeted or to the Board of Commissioners if not previously budgeted or $0.01 over budget. Details on the purpose of the exemption and the dollar amount to be spent shall be included in the letter.

c. Other exceptions to the policy will be determined on a case-by-case basis by the County Manager which may follow the goods and services National Institute of Governmental Purchasing categories exempted by the Georgia Department of Administrative Services.

No exceptions will be approved to circumvent the quote or bid dollar limit threshold other than those listed under emergency purchases.

Sec. 2-115. - Contracts.

1. Contract Terms.

a. For purposes of this policy, the award of annual contracts shall be determined by the estimated annual value of the contract for the initial term of the contract. Terms shall be clearly defined in the solicitation document. Once approval is obtained, Purchasing will facilitate contract execution.

b. All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals. Term lengths, to include renewals, shall be no more than five (5) years. This determination will be made by the Purchasing Manager. When a contract exhausts all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners. From time to time but in rare and unique occasions, a contract may be extended on a one (1) year term. A new solicitation and contract shall be processed within the one (1) year extended term.

2. Execution of Contracts.

a. No contract shall be signed by County personnel other than the County Manager or the Board of Commissioners. No changes may be made to the contract without the written permission of the signing authority by way of a contract amendment issued by the Purchasing Department.

b. An original contract will be kept in the County Clerk's office for records. The requesting department will be given a copy of the contract once executed.

3. Contractual Claims and Invoice Disputes.

a. Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Manager and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Manager to the Board of Commissioners by providing written notice to the County Manager, within 15 days of the date of the decision. The Board shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision

shall be final. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods unless other terms are prescribed by contract.

b. Any changes to the overall dollar limit of the contracted amount must be approved by the County Manager and/or the Board of Commissioners. The final decision is with whoever approved the original contract.

c. It is the requesting department's responsibility to ensure invoices are correct prior to approval and payment. Invoices which are green stamped and approved for payment by the department head will be paid as reported. All invoice disputes should be handled at the department level unless there is a pattern of non-responsiveness or incorrectness that calls the contract into question.

4. Notice of Award.

When the board has voted to award a solicitation contract, the Purchasing Manager will issue a Notice of Award letter and a contract to the awarded vendor for execution.

5. Notice to Proceed.

When the contract(s) have been executed and required paperwork and bonds, if applicable, have been received by Purchasing; a Notice to Proceed letter will be issued to the contractor. The letter must contain the county staff contact information responsible for meeting with the contractor and the notice to proceed date of the contract work that will kick off the contract term. A copy of the NTP letter, executed contract, along with a purchase order showing budget has been encumbered will be forwarded to all parties involved in the contract. No work may begin prior to this documentation being obtained.

6. Change Orders.

Change orders are allowed in the event the scope of work has been changed or unforeseen occurrences arise. All change orders must be initiated in an amendment by the Purchasing Department and approved by the Project Manager and the County Manager, if change order is under the previously budgeted amount. If a change order total is or if the change order will increase the contract total to be over the budgeted amount and/or is not previously budgeted and/or a Highways, Bridges, Ferries or Public Works project, the approval must be made by the Board of Commissioners at a consent meeting. The invoice must reflect the change order by line item. Purchasing will update the original purchase order to reflect the change order once approved. Budget must be available for the change order prior to the request being submitted.

The Board of Commissioners may choose to award Highways, Bridges, Ferries or Public Works projects with a not-to-exceed amount to streamline change orders.

7. Termination.

It is the responsibility of the user department to notify Purchasing of non-performance issues with the vendor. All concerns need to be in writing. If at any point, the department recommends cancellation of a contract, the department should submit in writing the cause for the termination.

Purchasing will confirm whether the contract can be terminated early. Purchasing will send a letter to the vendor terminating the contract with an effective date. A copy will be sent to the department and the County Clerk. If a contract is terminated early, the user department will assist purchasing in writing the new solicitation to help protect for future occurrences.

8. Payment.

All invoices associated to contracts shall be paid through AP billing and not on the county purchasing card (p-card). Doing so will ensure that vendors and purchases can be tracked and managed through the accounting software.

Section 2-116. – Contract Vendor Files.

Contract vendor files are to be maintained by Purchasing. A copy of the contract, purchase order, annual reviews (if warranted), E-Verify, W9 and certificate of insurance should be kept on file.

A W9 is required on all vendors when paid over $600 in one year or more than once a year. An updated W9 is required when the information has changed.

The State of Georgia under O.C.G.A. § 13-10-91 requires all contractors complete an E-Verify Affidavit if the following pertains:

For the purchase of services over $2,499.99, vendors must complete and return the E-Verify for each occurrence, not an annual accrual. If they have 1 or fewer employees, they are exempt but must complete the form with this information reported;

For bids, all vendors must be E-Verify compliant; or

For Contractors (individuals and not LLC or Corporation businesses as example) performing services under Title 26, Title 43 or the State Bar of Georgia are exempt. These Contractors must submit an exempt form and other forms of identification as required.

The E-Verify number is between four (4) and six (6) digits long devoid of letters.

A Certificate of Liability Insurance, or COI, should be kept on file for all vendors performing work on Dawson County property or in the name of Dawson County Government. Vendors should send updated COIs to the Purchasing department as the policy is renewed. In the event a large project or a project that creates a high liability for the County arises, a new COI may be requested to confirm insurance coverage.

If a bidder or vendor does not have workman's compensation insurance and it is believed that the County will pay a premium for the service on the next audit, Dawson County may add the amounts historically charged for those services to the County to the bid price for the purposes of identifying the low bid. It is understood this may result in another vendor being selected. Dawson County tries to limit risk and additional insurance costs.

Section 2-117. - Vendor Annual Review.

Annual reviews of each local contract should be performed by the Department Directors and Purchasing. Purchasing will send out yearly reviews to end-user departments for an honest review of the vendor's

performance over the last 12 month period. Departments should return reviews in a timely manner. If a vendor is not recommended for renewal, department should notify Purchasing immediately. These reviews may be in the form of emails between the Department Directors and Purchasing.

If a Department Director or their employees experience problems with the Contractor during the course of a term, notification to the Purchasing Department shall be sent immediately. Purchasing shall work with the Contractor to cure all issues. If issues do not warrant cancellation of the contract, Purchasing shall maintain the complaints in the contract file. These complaints should be considered during the renewal option process.

Section 2-118. - Records Management.

All requisitions, competitive bids, quotations, purchase orders, contracts and other pertinent documentation of purchasing shall be maintained by the Purchasing Department in accordance with regulations and procedures prescribed in the purchasing policy, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

Section 2-119. - Prohibited Actions.

1. Circumventing Bid Ordinance or Purchasing Policy.

   a. Personnel should never knowingly and/or intentionally take action that would circumvent the Bid Ordinance or Purchasing Policy.

   b. Personnel should not make purchases or split purchases between AP billing and their P-Card, to circumvent the Purchasing Policy.

2. Stringing.

   a. Stringing is defined as knowingly structuring the purchase of goods and/or services to avoid the purchase or contract being subject to competitive bidding requirements. This process is against the laws of the State of Georgia. The process does not require that the items, or the provider, be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.

   b. Purchases shall not be divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division or stringing shall be determined by the Purchasing Department and the County Manager has the final decision.

   c. If a single purchase includes both goods and services, the entire purchase will be treated as being in the category with sufficient written documentation as back up.

Section 2-120. – Nondiscrimination.

The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability or national origin of the bidder or offeror. It is the responsibility of County employees, particularly those employees involved in procurement, to ensure that all vendors are permitted

equal opportunity and access to participate in County procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

Section 2-121. - Local Small business initiative.

1. Purpose & Scope.

   a. Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts results in three times the economic benefit of bids fulfilled through national chains.

   b. Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

   c. The LSBI program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

2. Definition of Local Small Business.

   a. Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.

   b. Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.

   c. Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.

   d. Have a banking relationship with a bank located in Dawson County.

   e. Average annual gross receipts of five million dollars ($5,000,000.00) or less over the previous three years.

   f. Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

3. The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations.

   a. Goods or services provided under a cooperative purchasing agreement or inter-local agreement;

b. Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;

c. Purchases made or contracts let under emergency or non-competitive situations or for legal services;

d. Projects over $100,000.00

4. Affidavit.

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional information as necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

5. How Incentive Works.

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation of bid.

For any solicitation that is under $100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

6. Waiver.

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.

Section 2-122. – Purchasing Cards and Credit Cards for Dawson County Elected Officials.

1. Purpose.

This section is intended to comply with the policy requirements of O.C.G.A. § 36-80-24 regarding the use of County issued government purchasing cards and credit cards.

2. Definitions. As used in this Section 2-122, the term:

a. "Authorized Elected Official" means the following designated elected officials of Dawson County authorized by the Dawson County Board of Commissioners to use and be issued a County Purchasing Card or County Credit Card: 1) Clerk of State Court; 2) Clerk of Superior Court; 3) Coroner; 4) County Commissioner; 5) County Surveyor; 6) Magistrate Judge; 7)

Probate Judge; 8) Sheriff; 9) State Court Solicitor; 10) Tax Commissioner; 11) State Court Judge; and 12) Superior Court Judges - Northeastern Judicial Circuit.

b. "Card Administrator" means the County Purchasing Card and County Credit Card administrator designated by the Dawson County Board of Commissioners. The designated Card Administrator shall be the Dawson County Director of Administrative Services and CFO.

c. "Cardholder" means an Authorized Elected Official who is issued a County Purchasing Card and/or County Credit Card by the County for the purchase of items or services directly related to the Authorized Elected Official's public duties.

d. "County" means Dawson County and/or the Dawson County Board of Commissioners.

e. "County Purchasing Card," "County P-Card", or "County Credit Card" means a Financial Transaction Card issued by any business organization, financial institution, or any duly authorized agent of such organization or institution, to the County.

f. "Financial Transaction Card" means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).

g. "County Purchasing Ordinance" means Sections 2-105 through 2-124 of the Code of Ordinances, Dawson County, Georgia.

h. "User Agreement" means the required agreement that an Authorized Elected Official signs and accepts with the County issuing the County Purchasing Card or County Credit Card that restricts the use of such cards.

3. Designated Elected Officials.

The Dawson County Board of Commissioners authorizes the issuance of a County Purchasing Card and/or County Credit Card to those Authorized Elected Officials, as designated and defined in Section 2-122(a), to purchase items or services directly related to such elected official's public duties. No elected official of Dawson County may use or be issued a County Purchasing Card or County Credit Card on or after January 1, 2016 until and unless such official has been designated as an Authorized Elected Official by the County and has signed and accepted the County's User Agreement regarding the use of such cards. All purchases by an Authorized Elected Official using a County Purchase Card or County Credit Card are subject to and must comply with the terms of this Ordinance. The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this Ordinance.

4. Card Administrator.

The Board of Commissioners designates the Dawson County Director of Finances and   CFO as the Card Administrator. The CFO may designate this duty to a staff member within the   Finance Department. The responsibilities of the Card   Administrator   include:

a. Manage County issued purchasing cards and credit cards.

b. Serve as the main point of contact for all County purchasing card and credit card issues;

c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card;

d.   Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff;

e. Develop internal procedures to ensure timely payment of cards;

f. Assist authorized elected officials to dispute transactions when necessary;

h. Establish internal procedures to ensure compliance with this Ordinance, the County's Purchasing Ordinance, the User Agreement with the Authorized Elected Official, state law (including specifically, O.C.G.A. § 16-9-37 and 36-80-24), and applicable agreements with the business organization, financial institution, or duly authorized agent of such organization or institution issuing the Financial Transaction Card;

i. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards;

j. Audit and reconcile transactions monthly; and

k. Maintain records documenting the administration of County Purchasing Cards and County Credit Cards as provided by the County's retention schedule.

5. Use of Cards.

a. Authorized Purchases. County Purchase Cards and County Credit Cards issued to Authorized Elected Officials may be used solely to purchase items or services directly related to the public duties of such Authorized Elected Official. All purchases using a County Purchase Card or County Credit Card by an Authorized Elected Officials are subject to the terms of this Ordinance, the User Agreement, the County Purchasing Ordinance, and the adopted budget.

b. No county elected official, other than an Authorized Elected Official, may use or be issued a County Purchase Card or Credit Card by the County. The cards may only be used by the Authorized Elected Official to whom such cards are issued and are not to be transferred to or used by any other individual, including employees of the elected official. The Authorized Elected Official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

c. Unless otherwise approved by the County or established in the User Agreement between the County and Authorized Elected Official, the transaction limits for County Purchase Cards and Credit cards are $500 per transaction, except for seminar and conference fees and allowable travel expenses incurred in accordance with the County Travel Policy, which shall be limited to meals, lodging, fuel, vehicles, parking, taxi, tolls, shuttle, and airfare expenses that are directly related to the elected official's public duties. Any purchases using a County Purchasing Card or County Credit Card are subject to sufficient funds remaining in the elected official's adopted budget to cover the expense of such purchases.

d. County Commissioners may be issued and use a County Credit Card for allowable and budgeted travel expenses incurred in accordance with the County Travel Policy while traveling to or from or attending budgeted events, seminars, and conferences that are located outside of Dawson County. No other use of a County Credit Card is permitted by County Commissioners unless such expense and activity is specifically approved and budgeted by the Board of Commissioners in advance. A report pertaining to the use of County Credit Cards by County Commissioners in the previous month may be generated.

6. Unauthorized Purchases.

County purchasing cards and credit cards shall not be used for personal use, cash advances, entertainment, alcoholic beverages, or for items or services that are not directly related to the public duties of the Authorized Elected Official. Elected officials shall not request or receive cash from suppliers or vendors as a result of exchanges or returns. All refunds or exchanges must be credited to the card account. Additionally, County Purchasing Cards and County Credit Cards shall not be used to avoid compliance with the County's Purchasing Ordinance, to purchase items or services that are not approved in the budget adopted by the County for that elected official, to purchase items or services exceeding the per transaction limit, or to purchase items or services not in compliance with the County Travel Policy or the User Agreement between the Authorized Elected Official and the County.

7. Receipts and Documentation.

Receipts, invoices and other supporting documentation of all purchases made with a County Purchasing Card or County Credit Card shall be obtained by the Authorized Elected Official and submitted to the Card Administrator by the 10th day of each month following the month in which the purchase is made. If an original cannot be produced, a duplicate shall be submitted. If neither an original nor a duplicate can be produced, a sworn affidavit of the Authorized Elected Official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.

8. Public Records.

All receipts and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

9. Review of Purchases and Audit.

   Proper documentation of purchases, internal controls and other measures assist in the prevention and detection of misuse or abuse of County issued Purchase Cards and Credit Cards. Authorized Elected Officials issued a County Purchase Cards or County Credit Card and the County employees that process payments for such cards shall cooperate and comply with the procedures established by the County.

   a. Review of Purchases.

      All purchases shall be reviewed according to the following procedure:

      (i) At the close of the monthly billing cycle, each Cardholder will receive a billing statement.

      (ii) The Cardholder shall be required to balance the statement to his or her receipts and complete an activity log provided by the Card Administrator.

      (iii) The activity log, statement, and all documentation shall be returned to the Card Administrator for payment.

      (iv) The Card Administrator shall review the activity log and receipts, obtain any additional information needed, and make payment on the account for purchases authorized by this Ordinance.

   b. Audits.
      The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials issued a County Purchasing Card or County Credit Card and staff shall cooperate with such review.

10. Violations.

   a. An elected official shall reimburse the County for any purchases made with a County Purchase Card or County Credit Card in violation of this Ordinance or the User Agreement.

   b. In the discretion of the County, failure to comply with the procedures outlined in this Ordinance may result in:

      (i) A warning to the Elected Official;

      (ii) Suspension of the elected official's privileges to use a County Purchase Card or County Credit Card; or

      (iii) Revocation of the Elected Official's Privileges to use a County purchase card or County credit card.

11. Nothing in this Ordinance shall preclude any other civil or criminal remedy under any other provision of law or preclude the County from reporting misuse or abuse of a County Purchasing Card or County Credit Card to the appropriate authorities for prosecution.

Section 2-123. - Repealer.

All purchasing policies or parts of purchasing policies in conflict with the terms hereof are hereby repealed.

Section 2-124. – Severability.

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this 18th day of February, 2021.

Attested:

_____   _____
Chairman, Board of Commissioners   County Clerk

Public Hearing Dates: Vote:
1. February 4, 2021   ___ Yes
2. February 18, 2021   ___ No
                                               ___ Abstained