



LAWRENCEVILLE

GEORGIA

CITY COUNCIL WORK SESSION AGENDA

Tuesday, August 05, 2025
5:00 PM

Council Chambers
70 S. Clayton St, GA 30046

Call to Order

Prayer

Pledge of Allegiance

Agenda Additions / Deletions

Discussion of General City Business

There is no public comment during this section of the agenda unless formally requested by the Mayor and the Council.

- [1.](#) An Ordinance to Amend the City of Lawrenceville Zoning Ordinance 2020; ARTICLE 2 Supplementary Regulations
- [2.](#) Code Enforcement Updates
- [3.](#) Update of Residency Incentive Resolution
- [4.](#) Amendment to Chapter 18 of the Code of the City of Lawrenceville, Georgia to update provisions related to Emergency Management
- [5.](#) Approval of Crisis Management Plan

Executive Session - Personnel, Litigation, Real Estate

Final Adjournment



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AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	An Ordinance to Amend the City of Lawrenceville Zoning Ordinance 2020; ARTICLE 2 Supplementary Regulations
Department:	Planning and Development
Date of Meeting:	Tuesday, August 5, 2025
Presented By:	Todd Hargrave, Director of Planning and Development
Applicants Request:	Approval of Amendment
Planning & Development Recommendation:	Approval
Planning Commission Recommendation:	Approval with Staff Recommendations

Summary: An ordinance to amend the City of Lawrenceville Zoning Ordinance 2020, Article 2 Supplemental and Accessory Use Standards, by deleting Section 200.3.58 Personal Care Home, Family in its entirety, and replace with a new Section 200.3.58 Personal Care Home, Family.

Attachments/Exhibits:

- ORD-2025-XXXXX_ZO ART 2_SEC 200.3.58_06092025

ORDINANCE NO. ZON ORD-2025-**AN ORDINANCE TO AMEND****THE ZONING ORDINANCE OF THE CITY OF LAWRENCEVILLE**

The City Council of the City of Lawrenceville, Georgia hereby ordains the Zoning Ordinance of the City of Lawrenceville is amended as follows:

Section 1: That the Zoning Ordinance, Article 2 Supplemental and Accessory Use Standards of the City of Lawrenceville, Georgia is hereby amended to delete Section 200.3.58 Personal Care Home, Family in its entirety, and add replace Section 200.3.58 Personal Care Home, Family as follows:

200.3.58 PERSONAL CARE HOME, FAMILY**A. Special Use Permit**

A Personal Care Home, Family facility may be permitted in the AR, RS-180 and RS-150 zoning classifications with the approval of a Special Use Permit, pursuant to the City of Lawrenceville Zoning Ordinance, Article 9, Section 907. Rezoning and Special Use Permit Application Public Hearing Process.

B. Lot Size and Resident Capacity

Personal Care Homes shall be located on a lot of at least one acre in size, with a maximum resident capacity of six (6) individuals.

C. Architectural Consistency

The dwelling unit shall feature a residential facade which is architecturally consistent with the surrounding dwelling units.

D. On-Site Staffing

A qualified employee must always be present on the premises during operation.

E. Roadway Access

The Personal Care Home shall be located adjacent to and directly accessed from a roadway classified as an Arterial (Principal, Major, Minor) or Collector (Major, Minor). A Personal Care Home shall not be located adjacent to nor, directly accessed from a

ORDINANCE NO. ZON ORD-2025-

roadway classified as a Street - Local Residential, Street - Private Alley or Street - Private Utility Easement.

1. Street - Local Residential, Street - Private Alley or Street - Private Utility Easement shall be defined as follows:
 - a. Street - Local Residential - A surface street intended primarily to provide local access to adjacent residential development and not for through traffic.
 - b. Street - Private Alley or Street - A private access way having the same function as a public street, providing access to more than one property, but held in private ownership (as distinct from a “driveway”).
 - c. Street - Private Utility Easement - A private utility easement dedicated to a private Homeowners Association or Multifamily Professional Property Management and intended for vehicle traffic or over which the City of Lawrenceville may hold a prescriptive easement for public access.

F. Proximity Limitations

A Personal Care Home shall not be located within 1,000 feet of another Personal Care Home

G. Licensing and Compliance

The Personal Care Home shall be licensed by the State of Georgia and operate in full compliance with the rules and regulations of the Georgia Department of Community Health at all times.

H. Building Code and Zoning Compliance

The Personal Care Home shall comply with the International Building Code, as well as applicable City codes, ordinances and regulations.

ORDINANCE NO. ZON ORD-2025-

IT IS SO ORDAINED, this --th day of -----, 2025.

David R. Still, Mayor

Attest:

Karen Pierce, City Clerk



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AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	Code Enforcement Updates
Department:	Code Enforcement
Date of Meeting:	Tuesday, August 5, 2025
Fiscal Impact:	N/A
Presented By:	Aaron Harvey, Code Enforcement Manager
Action Requested:	No Action required. Discussion Only

Summary: The purpose of this presentation is to provide key updates and relevant information regarding the Code Enforcement department's organizational structure, recurring residential violations, multifamily ordinance inspections, boarding house enforcement, and the current commercial and residential case load.

Background: This presentation provides the City Council and staff with updates on departmental operations, including recent developments and ongoing Code Enforcement efforts. Focus areas include recurring residential violations, multifamily housing ordinance enforcement, and the regulation of unpermitted boarding houses. The presentation also outlines the department's organizational structure, priorities, and current commercial and residential caseloads. These updates support transparency and align with the City's strategic goals for housing, safety, and community standards.

Fiscal Impact: N/A

Concurrences: N/A

Attachments/Exhibits:

- Code Enforcement Update Presentation

CODE ENFORCEMENT UPDATE

Promoting Safe, Clean, and Vibrant Neighborhoods

Aaron Harvey

August 5, 2025



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AGENDA

- Organizational Structure
- Common Residential Infractions
- Commercial and Residential Caseload
- Multifamily Ordinance Inspections
- Boarding Houses

Organizational Structure

- Manager: Aaron Harvey
- Senior Code Officer: Todd Parry
- Code Officer: George Bowles, Derek Phillips, and Orlando Flores
- Administration Assistant: Brenda Chavas



Residential: Common Infractions

- Outdoor Storage
- Unpaved Parking
- More Than Four Vehicles
- Exterior Surface Treatment
- High Weeds and Grass



Residential : Process of Improvement

- Increased Officer Patrol
- Routine Neighborhood Compliance Sweeps
- Continued Community Outreach and Education
- Collaboration with Sanitation Department





Commercial and Residential Caseload: A Comparison of 2024 to 2025 (6 Months)

2024 January-June

- Commercial Properties
 - 300



2025 January-June

- Commercial Properties
 - 560

2024 January-June

- Residential Properties
 - 2,518



2025 January-June

- Residential Properties
 - 3,942



Multifamily Ordinance Inspections

2024 Phase 1-Completed

- 22% of apartment complexes (4 out of 18) received Multifamily Ordinance Inspection citations
- 100% compliance was achieved for the required 33%-unit inspections across all apartment complexes



Multifamily Ordinance Inspections

2025 Phase 2-In Progress

11.7% apartment complexes (2 out of 18) have completed their second phase of 33%-unit inspections

Note:

- Compliance deadline: December 31, 2025
- Notification letters were sent in March to all remaining properties regarding upcoming inspection requirements.
- We are currently conducting face to face meetings with all apartment complexes to assist them through the process to meet compliance.



Common Concerns from Leadership

- Boarding houses
- Home Business (Illegal)
- Commercial Vehicle in Residential Areas

Boarding House: Limitations and Challenges

Limitations

- A maximum of two unrelated individuals may reside in a single dwelling.
- Many renters are aware of our ordinance and use it to their advantage
- Regrettably, we have no authority to require residents to disclose accurate information about household occupants.

Challenges

- Residents are not required to present identification, even in the presence of law enforcement, to prove relation.
- Many renters have shown reluctance to cooperate with our investigation, which involves online search, officer patrols, and reports from resident.
- The presence of more than four vehicles in the driveway does not, on its own, constitute sufficient evidence to classify a residence as a boarding house.



Boarding House: Investigation

Renting Websites

- Zillow.com
 - Sparreroom.com
 - Facebook.com
 - Search for split pad renters
 - Search for room rentals
- To date, four potential boarding houses have been identified
 - Evidence is required to formally classify these properties
 - Renters are generally aware of regulations, though some provide inaccurate or incomplete information
 - Several renters have been deliberately evasive during our investigations



Home Business (Illegal): Challenges

- The number of vehicles at a property is not definitive evidence of a business
- Frequent visitors do not necessarily indicate business activity
- Limited vehicle movement or is not proof of a business
- Residents may not distinguish between remote work and operating a home-based business
- Clear evidence is required to confirm business activity without a Lawrenceville issued Occupational Tax Certificate



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2.

Any Questions ?



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2.

Thank you!



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AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	Update of Residency Incentive Resolution
Department:	Finance
Date of Meeting:	Tuesday, August 5, 2025
Fiscal Impact:	
Presented By:	Keith Lee, Chief Financial Officer
Action Requested:	Consideration to amend the Residency Incentive Program to include Rental property

Summary: The Residency Incentive Policy has been updated to introduce a new provision for employees who rent within the City of Lawrenceville. The revised policy now offers a one-time taxable incentive of \$1,000 to full-time employees who choose to lease a residential unit as their primary residence. The policy specifies that proof of a lease agreement is required, and the employee must reside in the unit for at least one year to retain the incentive, with prorated repayment if they leave employment or move earlier than required.

All other aspects of the Residency Incentive Policy remain unchanged, including the existing \$5,000 incentive for employees purchasing a home in Lawrenceville and the repayment provisions tied to the two-year primary residence requirement. Funding for all incentive types remains subject to annual Council appropriations and is available on a first-come, first-served basis. This update expands the program's reach, providing an immediate option for employees relocating to the city through rental housing, supporting the broader goal of encouraging more employees to live within Lawrenceville.

Background:

- The City adopted the Residency Incentive Program in 2022

Fiscal Impact:

- The City budgeted \$25,000 for this program

Attachments/Exhibits:

- FY 2022-01 Residency Incentive Policy – FY2026 Update.docx



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Policy: Residency Incentive Program
Policy Number: FY2022-01
Original Date: August 22, 2022
Update: August 2025
Authority: City Manager

Introduction

To provide an incentive for full-time employees to reside in the City of Lawrenceville. The City Council authorized the City Manager to offer a one-time taxable incentive payment. The incentive payments are not a part of the compensation of any new employee who receives the payment. The incentive is available to all full-time City Staff as approved by the City Manager.

Funding and availability

This funding is subject to annual Council appropriations and is on a first come first serve basis. Once the allotted budget is depleted during a fiscal year, the incentive will no longer be available for that fiscal year or until the Council allocates additional funding.

City of Lawrenceville Incentive

- (1) Purchase of a home within the City of Lawrenceville:
 - a. The City will provide a one-time taxable incentive payment of \$5,000 for all new full-time employees who do not currently own a residential property within the City of Lawrenceville. This incentive payment must be utilized to assist in the purchase of a primary home located within the City of Lawrenceville. The home must serve as the employee's primary residence for two (2) years from the date of purchase as evidenced by the application of homestead exemption by the employee.
- (2) Rehabilitation of a home within the City of Lawrenceville:
 - a. The City will provide a one-time taxable incentive payment of \$5,000 to rehab a single-family home located in the City of Lawrenceville as a primary residence for the employee. Rehabilitation includes roof repair, ingress improvements, mechanical repairs, cosmetic improvements, window replacement or similar type improvements. The home must serve as the employee's primary residence for two (2) - years from the date of purchase as evidenced by application of homestead exemption by the employee.
- (3) Rental of a residential unit within the City of Lawrenceville:
 - a. The City will provide a one-time taxable incentive payment of \$1,000 for all full-time employees who do not currently own a residential property within the City of Lawrenceville. This incentive payment must be utilized to assist in the rental or lease of a residential unit located within the City of Lawrenceville. The property must serve as the employee's residence for one (1) year from the date of rental or lease agreement as evidenced by lease or rental agreement by the employee.



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Repayment Schedule of Incentive

- (1) The incentive for the purchase or rehabilitation of a home in Lawrenceville shall be 100% forgivable if the employee remains an employee with the City for two (2) years and lives at the location for (2) years. Should the employee leave employment, reduce on-call status or move within two (2) years of receiving the incentive, then the employee shall reimburse the City a percentage based on the remaining months left in the two (2) year term. The reimbursement term shall not exceed 24 months.
- (2) The incentive for the rental or lease of a residential property in Lawrenceville shall be 100% forgivable, if the employee remains an employee with the City for one (1) year and lives at the location for (1) year. Should the employee leave employment, reduce on-call status or move within one (1) year of receiving the incentive, then the employee shall reimburse the City a percentage based on the remaining months left in the one (1) year term. The reimbursement term shall not exceed 12 months.

City Manager

Date



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AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	Amendment to Chapter 18 of the Code of the City of Lawrenceville, Georgia to update provisions related to Emergency Management
Department:	Office of Communications and Marketing
Date of Meeting:	Tuesday, August 5, 2025
Fiscal Impact:	N/A
Presented By:	Melissa Hardegree, Chief Communications and Marketing Officer
Action Requested:	Approval to Amend Chapter 18 of the Code of Ordinances of the City of Lawrenceville, Georgia related to Emergency

Summary: The proposed update to Chapter 18 formalizes the City of Lawrenceville's Crisis Management Plan and outlines its integration with Gwinnett County's emergency operations. Updates clarify the City's authority and responsibilities during declared emergencies, including continuity of operations, internal coordination, and emergency powers of the Mayor.

Background:

- Updates to Chapter 18 formally establish the City's **Crisis Management Plan** as the internal operational framework for emergency response, crisis communication, continuity of operations, and recovery.
- The ordinance aligns City of Lawrenceville emergency procedures with the **Gwinnett County Emergency Operations Plan** and supports compliance with the **Georgia Emergency Management Act**.
- Clarifies the **Mayor's emergency powers**, including the authority to declare a local emergency, implement curfews, waive procedures and fees, and enact temporary emergency measures to protect life and property.
- Codifies departmental responsibilities for plan development and execution and incorporates annexes such as facility-level and incident-specific protocols.

- **Project scope** includes interdepartmental coordination with public safety, communications, public works, and administrative leadership, under the direction of the Executive Management Team.
- No **citizen participation** is required in the plan's development, but the ordinance supports public protection, essential services, and legal clarity during emergencies.
- **Workload impact** is minimal, as the framework is already integrated into departmental operations.
- Adoption supports **compliance, transparency, and readiness** for local, regional, or multi-jurisdictional emergencies.

Fiscal Impact: N/A

Concurrences: City Manager, Chief Communications and Marketing Officer, Assistant City Managers, Chief Financial Officer, Police Chief, City Clerk, City Attorney

Attachments/Exhibits:

- CHAPTER_18_EMERGENCY_MANAGEMENT CLEAN DRAFT AMENDED CODE
- CHAPTER_18_EMERGENCY_MANAGEMENT REDLINED AMENDED CODE

PART II - CODE
Chapter 18 EMERGENCY MANAGEMENT

Chapter 18 EMERGENCY MANAGEMENT¹

Sec. 18-1. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Annex means any facility-specific or incident-specific emergency plan approved by the City Manager and considered a component of the City of Lawrenceville Crisis Management Plan.

The Crisis Management Plan means the City of Lawrenceville's internal operational framework for emergency response, crisis communication, continuity of operations, and recovery, which is developed and maintained under the direction of the Executive Management Team and approved by the City Manager. ~~The Executive Management Team is comprised of the City Manager, Assistant City Managers, Chief Communications and Marketing Officer, Chief Financial Officer, Chief of Police and Public Works Director.~~

Curfew means a temporary prohibition against any persons walking, loitering, standing, bicycling, motoring, or similar activities upon any sidewalk, street, public property, vacant premises or any public place within the city, or some designated part or parts of the city, except, however, those persons whose official duties require them to be present.

Disaster means a severe or prolonged incident that threatens life, property, the environment or critical systems including, but not limited to, fire, flood, snowstorm, ice, ice storm, heat, tornado, hurricane, windstorm, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous material incident, epidemic, pandemic, air contamination, drought, infestation, explosion, or hostile military or para-military action or similar occurrences resulting from terrorist activities, riots, or civil disorders.

Emergency means an incident, natural or human-caused, that requires responsive actions to protect life, property, environment, critical systems, or major disruption of routine community affairs or business or government operations.

Emergency management means the preparation for the carrying out of all emergency functions other than functions for which military forces are primarily responsible to prevent, minimize, and repair injury and damage resulting from emergencies, energy emergencies, public health emergency, disasters, or the imminent threat thereof, of manmade or natural origin caused by enemy attack, sabotage, acts of domestic or international terrorism, civil disturbance, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, pandemic, air contamination, blight, drought, infestation, explosion, riot or other hostile action, radiological action, or other causes. These functions include, without limitation, firefighting services; police services; emergency medical services; rescue; engineering; warning services; communications; defense from radiological, chemical, biological, and other special weapons to include weapons of mass destruction; evacuation of persons from stricken areas; emergency welfare services; consequence management functions to include victim services; emergency transportation; plant protection; temporary restoration of public utility services; and other functions related to civilian protection,

¹Ord. No. 2020-5, § 1, adopted Sept. 28, 2020, amended Ch. 18 in its entirety to read as herein set out. Former Ch. 18, §§ 18-1—18-7, pertained to similar subject matter and derived from Ord. No. 2005, §§ 16-101—16-107.

together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions.

Executive Management Team is comprised of the City Manager, Assistant City Managers, Chief Communications and Marketing Officer, Chief Financial Officer, Chief of Police and Public Works Director.

Local emergency management director means the person nominated by the county and appointed by the state emergency management director with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the county.

Local state of emergency means a declaration by the appropriate official(s) of Gwinnett County or by the mayor of the City of Lawrenceville.

State emergency management director means the person appointed by the Governor to head the state emergency management agency.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec 18-1-12. Crisis Management Planning and Operational Preparedness

- (a) There is hereby established the City of Lawrenceville Crisis Management Plan, which shall serve as the city's internal operational framework for the coordination of emergency response, crisis communication, continuity of operations, and recovery activities.
- (b) The City Manager shall have overall responsibility for the coordination of citywide emergency preparedness and the activation and execution of the Crisis Management Plan.
- (c) The Crisis Management Plan shall be developed and maintained under the direction of the Chief Communications and Marketing Officer, in coordination with the Executive Management Team, department directors, emergency services personnel, and other designated stakeholders. The City Manager may designate additional teams or personnel to support the development, maintenance, and execution of the Crisis Management Plan, including but not limited to planning committees, functional response teams, and department-level coordinators.
- (d) The Crisis Management Plan may be activated independently or in conjunction with a declared local emergency and shall be implemented in alignment with the Gwinnett County Emergency Operations Plan.
- (e) Departmental and facility-level emergency response plans, including but not limited to building evacuation and incident-specific protocols, shall be considered annexes to the Crisis Management Plan. These annexes shall be developed under the guidance of the Chief Communications and Marketing Officer and the Chief of Police and approved by the City Manager.
- (f) Crisis Management Plan Review and Adoption.
 - (1) The City of Lawrenceville Crisis Management Plan shall be reviewed no less than once every three years, or following any major emergency event, significant organizational restructuring, or change in operational requirements.
 - (2) Plan updates shall be coordinated by the Chief Communications and Marketing Officer, in consultation with department directors and other designated personnel.
 - (3) Updates to the plan shall be approved by the City Manager.
 - (4) Adoption of the initial plan and subsequent revisions by resolution of the City Council is recommended to ensure citywide compliance and departmental alignment.

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(Supp. No. 10)

Sec. 18-23. Local organization for emergency management.

- (a) In agreement with the governing officials of Gwinnett County and the other cities within Gwinnett County, there is hereby established the county emergency management agency. The board of commissioners of the county, with concurrence of the governing officials of the cities within the county, shall nominate for appointment by the state emergency management director, a director of the county emergency management agency. Upon appointment, the director of the county emergency management agency shall have direct responsibility for the organization, administration, and operations of the county emergency management agency, subject to the direction and control of the governing officials of the county and shall serve at the pleasure of such governing officials.
- (b) The director of the county emergency management agency is charged with the following duties:
- (1) Represent the governing officials of the county and cities therein on matters pertaining to emergency management.
 - (2) Assist county and city officials in organizing county and city departments for emergency operations.
 - (3) Develop, in conjunction with county and city departments, the Gwinnett County Emergency Operations Plan for emergency functions. Such plan shall be in consonance with the Georgia Emergency Operations Plan and shall be submitted to the governing officials of the county and the cities therein for approval and, thereafter, to the state emergency management agency for approval.
 - (4) Maintain the emergency management agency and carry out the day-to-day administration of the county emergency management program, including the submission of required reports to the state emergency management agency.
 - (5) Submit reports as required by the governing officials of the county and cities therein in keeping with good management practices; e.g., financial, daily activity, etc.
 - (6) Obtain, with the authority of the governing officials of the county, a facility to be used as the Gwinnett County Emergency Operations Center.
 - (7) Coordinate the activities of the Gwinnett County Emergency Operations Center staff during periods of an emergency and under the supervision of the county commissioners.
 - (8) Exercise the powers and discharge the duties conferred upon the emergency management agency, including implementation of the emergency operations plan, coordination of the emergency response of public and private agencies and organizations, coordination of recovery efforts with state and federal officials, and inspection of emergency or disaster sites.
 - (9) The director or his designee is authorized to enter at a reasonable time upon any property, public or private, for the purpose of investigating and inspecting sites involved with emergency management functions. The director is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf of the county; however, any such document shall be later presented for ratification by the county commissioners.
- (c) The City of Lawrenceville shall develop and maintain a Crisis Management Plan for the coordination of city departmental emergency response operations, internal communications, continuity of government, and recovery activities.
- (d) The Crisis Management Plan shall serve as the city's internal operational guide and shall be implemented in support of, and in alignment with, the Gwinnett County Emergency Operations Plan.
- (e) Coordination with Gwinnett County Emergency Management shall occur through the City Manager or their designee during joint emergency response activities.

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(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~34~~. Declaration of local emergency by the chairman of the county board of ~~commission~~commissioners.

- (a) In the event of an actual or threatened occurrence of a disaster or emergency which may result in the large-scale loss of life, injury, property damage or destruction; or in the major disruption of routine community affairs, business or governmental operations in the county; and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private resources, the chairman of the county board of commissioners may issue an emergency or disaster declaration for the unincorporated areas of the county and the affected cities within the county upon the execution of an intergovernmental agreement between the county and the affected cities.
- (b) The declaration of local emergency shall continue until the chairman of the county commissioners finds that emergency conditions no longer exist, at which time the chairman shall execute and file with the clerk of the county board of commissioners a document marking the end of the state of emergency. No state of emergency shall continue for longer than 30 days, unless renewed by the chairman. The county board of commissioners may, by resolution, end a state of emergency at any time.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~45~~. Declaration of local emergency by the mayor of the city.

- (a) In addition to any other emergency powers set forth in the ordinances of the city, the mayor, as chief executive of the city, shall have the emergency power to declare an emergency to exist when, in the mayor's opinion, any one or more of the following conditions exist:
 - (1) There is extreme likelihood of danger of destruction of life or property due to unusual conditions;
 - (2) Unusual or extreme weather conditions, making use of city streets or areas difficult or impossible;
 - (3) There is a major disruption of routine community affairs, business or governmental operations in the city;
 - (4) Civil unrest, commotion or uprising is imminent or exists; or
 - (5) There is a stoppage or loss of a public utility affecting a major portion of the city.
- (b) The declaration of local emergency shall continue until the mayor finds that emergency conditions no longer exist, at which time the mayor shall execute and file with the city clerk a document marking the end of the state of emergency. No state of emergency shall continue for longer than 30 days, unless renewed by the mayor. The city council may, by resolution, end a state of emergency at any time.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~56~~. Effect of declaration of emergency.

- (a) *Activation of emergency operations plan.* The Gwinnett County Emergency Operations Plan, developed in conjunction with county and city departments, is always in effect, and elements can be implemented as needed on a flexible, scalable basis to improve response capabilities. The resolution to adopt the Gwinnett County Emergency Operations Plan serves as the authority for deployment of personnel to respond to the

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emergency and for the 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. Activation of the Gwinnett County Emergency Operations Plan is not dependent upon a declaration of local emergency.

- (b) *Emergency powers.* Following a declaration of an emergency and during the continuance of such state of emergency, the mayor, separately or jointly with the chairman of the county board of commissioners and the mayors or designees of other affected cities, is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control. In exercising this authority, the mayor may cause to become effective any of the following sections of this article as appropriate: section 18-9 (registration of building and repair services), which shall become effective if the Governor declares a state of emergency; and section 18-6 (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 city clerk and shall be in effect until the declaration of local emergency has terminated.
- (c) *Authority to waive procedures and fees.* Pursuant to a declaration of emergency, the mayor is authorized to cause to be effective any of the subsections of section 18-7-9 as appropriate. The implementation of such subsections shall be filed in the office of the city clerk.
- (d) *Additional emergency powers.* The mayor shall have, and may exercise for such periods as such emergency or disaster exists or continues to exist, the following additional emergency powers:
 - (1) To utilize all available resources of the city and subordinate agencies over which the city has budgetary control as reasonably necessary to cope with the emergency or disaster;
 - (2) 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 purpose;
 - (3) To transfer the direction, personnel or functions of any city departments and agencies or units thereof for the purpose of performing or facilitating emergency services;
 - (4) To utilize public property and/or the property of citizens when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health and welfare;
 - (5) To make provision for the availability and use of temporary emergency housing, emergency shelters, and/or emergency medical shelters;
 - (6) To temporarily suspend any law, code provision or regulation prescribing the procedures for conducting county business, or any ordinance, resolution, order, rule or regulation of any city agency, if strict compliance with such 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, efforts shall be made to avoid adverse effects resulting from such suspension;
 - (7) 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;
 - (8) To prescribe routes, modes of transportation, and destinations in connection with evacuation;
 - (9) To suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives and flammable liquids and substances;
 - (10) To close any or all city-owned buildings and other facilities to the use of the general public;

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- (11) To close streets and sidewalks in delineated areas; and
- (12) To perform and exercise such other functions, powers and duties as may be deemed necessary for the preservation of life, limb or property or 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

(e) The City of Lawrenceville Crisis Management Plan may be implemented prior to, during, or following the issuance of a local emergency declaration by the mayor, for the purpose of supporting coordinated operations, internal communications, and continuity of government services.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~67~~. Closed or restricted areas and curfews during emergency.

- (a) Upon issuance of an emergency or disaster declaration, the mayor, separately or jointly with the chairman of the county board of commissioners and the mayors of other affected cities, may institute a curfew when it is determined necessary to protect and safeguard the people and property of the city.
- (b) To preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander or stroll in or upon the public streets, highways, roads, lanes, parks, or other public grounds, public places, public buildings, places of amusement, eating establishments, vacant lots or any other place between hours specified by the mayor until the curfew is lifted.
- (c) The provisions of this section shall not apply to persons acting in the following capacities:
- (1) Authorized and essential law enforcement personnel;
 - (2) Authorized and essential health care providers;
 - (3) Authorized and essential personnel of the city or Gwinnett 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;
 - (8) Authorized and essential utility repair crews;
 - (9) Citizens seeking to restore order to their home or business while on their own property or place of business;
 - (10) Other authorized and essential persons as designated on a list compiled and maintained by the county emergency management agency, the county police department, and/or the city police department.
- (d) *Enforceability.* This section shall be enforced by 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 authorized by state law.
- (e) *Effective date.* This section shall become effective only upon the signing of a declaration of emergency by the mayor.

(Ord. No. 2020-5, § 1, 9-28-2020)

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(Supp. No. 10)

Sec. 18-78. Authority to waive procedures and fee structures.

- (a) *City business and meetings.* Upon declaration of an emergency or disaster by the Governor or mayor, the affairs and business of the city may be conducted at places other than the regular or usual location, within or outside of the city, when it is not prudent, expedient or possible to conduct business at the regular location. When such business occurs outside of the city, all actions taken by the city council shall be as valid and binding as if performed within the city. City council meetings may be called by the mayor, and the formal procedures required by law for meeting notices may be modified. Official meetings of the city council and any other agency, authority, board, or commission of the city may conduct meetings by teleconference or video conference during the emergency or disaster declaration.
- (b) *Public works contracts.* Upon declaration of an emergency or disaster by the Governor or mayor, the city may contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract; provided, however, that the emergency must be of such nature that immediate action is required and that the action is necessary for the protection of the public health, safety and welfare. Any public works contract entered into pursuant to this subsection shall be entered on the minutes of the city as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e).
- (c) *Purchasing.* Upon declaration of an emergency or disaster by the Governor or mayor, the city procedures for soliciting and advertising projects pursuant to the city's purchasing ordinance may be suspended during the period of emergency. City officials shall, however, continue to seek to obtain the best prices during the state of emergency.
- (d) *Code enforcement.* Upon declaration of a state of emergency or disaster by the Governor or mayor, the city council may temporarily suspend the enforcement of the ordinances of the city, or any portion thereof, where the emergency is of such nature that immediate action outside the code is required, such suspension is consistent with the protection of the public health, safety and welfare, and such suspension is not inconsistent with any federal or state statutes or regulations.
- (e) *Fees.* Upon declaration of a state of emergency or disaster by the Governor or mayor, the city council or its designees may temporarily reduce or suspend any permit fees, application fees or other rate structures as necessary to encourage the rebuilding of any areas impacted by the disaster or emergency. The term "fees" include fees or rates charged by the city for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits and other fees relating to the reconstruction, repair and cleanup of areas impacted by the disaster or emergency. The term "fees" does not include fees collected by the city on behalf of the state or federal government or fees charged by the county pursuant to a state or federal statute or regulation. The temporary reduction or suspension of fees under this section in no way suspends or exempts the related inspections related to any required permit.
- (f) *Temporary dwellings.* Upon the declaration of a state of emergency or disaster by the Governor or mayor, the city council or its designees may issue temporary mobile home, trailer, recreational vehicle or other temporary dwelling structures or parks in any zoning district, even though not otherwise permitted by zoning ordinance or development code, while the primary dwelling is being repaired, provided that such temporary dwellings or parks are designed by an engineer and the plans are approved by the county health department and planning department. The temporary permit shall not exceed six months in duration. In the case of a continuing hardship, and in the discretion of the city council or its designees, the permit may be extended for a period of up to an additional six months. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

~~66~~(Ord. No. 2020-5, § 1, 9-28-2020)

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(Supp. No. 10)

Sec. 18-~~89~~. Volunteers.

All persons, other than officers and employees of Gwinnett County and the cities within Gwinnett County, performing emergency functions pursuant to this article, shall serve with or without compensation. While engaged in such emergency functions, duly assigned volunteers shall have the same immunities as county and city officers and employees. Immunity does not apply in cases of willful misconduct, gross negligence or bad faith.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~9~~10. Registration of building and repair services.

- (a) In accordance with O.C.G.A. § 38-3-56, before building, constructing, repairing, renovating or making improvements to any real property, including dwellings, homes, buildings, structures or fixtures within an area in the city designated in a declared emergency or disaster, any person, firm, partnership, corporation or other entity must register with the city planning department and secure a building permit that is posted at the work site. Each day any such entity does business in the city without complying with this article constitutes a separate offense. Any person, firm, partnership, corporation, or other entity that submits a registration for a building permit shall comply with contractor licensure requirements in accordance with O.C.G.A. title 43, ch. 41 (O.C.G.A. § 43-41-1 et seq.).
- (b) The registration is nontransferable. The cost of the emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.
- (c) When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application providing the following information:
 - (1) Name of applicant;
 - (2) Permanent address and phone number of applicant;
 - (3) Applicant's 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;
 - (9) Copy of business license from the Secretary of State, if required;
 - (10) License number.
- (d) *Effective date.* This section shall become effective only upon a declaration of emergency by the Governor or mayor. Unless otherwise specified in the declaration of emergency or otherwise extended by the city council, the provisions of this section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

(Ord. No. 2020-5, § 1, 9-28-2020)

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(Supp. No. 10)

Sec. 18-~~10~~11. Unlawful acts during emergencies.

Notwithstanding any other city ordinance regulation, county, state or federal law, it shall be unlawful for any person to commit any of the following acts during an emergency:

- (1) Willfully obstruct, hinder or delay any member of the emergency management corps in the enforcement of any lawful rule or regulation issued pursuant to this article or in the performance of any duty imposed by virtue of this article.
- (2) Do any act forbidden by any lawful rules or regulations issued pursuant to this article if such act is of such a nature as to give assistance to the enemy; imperil the life or property of any inhabitant of this city; to prevent, hinder or delay the defense or protection thereof.
- (3) Wear, carry or display without authority any mark or identification specified by the emergency management agency.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~11~~12. Enforcement and remedies.

- (a) *Law enforcement.* In accordance with O.C.G.A. § 38-3-4, the city police department shall be authorized to enforce the orders, rules and regulations contained in this article and/or implemented by the mayor during a declared emergency.
- (b) *Penalties.* Failure to comply with any of the requirements or provisions of this article, or with any order, rule or regulation made effective by the mayor upon or after the declaration of an emergency, shall constitute a violation of this article. Any person who violates any provision in this article shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding \$1,000.00, imprisonment for a term not exceeding 60 days, or both, for each violation. Any person who assists in a violation of this article shall also be guilty of a misdemeanor and be subject to the same penalty. Each day during which a violation or failure to comply continues shall constitute a separate violation.
- (c) *Injunctive relief.* In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the county emergency management director is authorized to obtain an injunction to restrain a violation of any law, code section, order, rule or regulation which is contained in the Georgia Emergency Management Act and/or this Code, and/or which is implemented by the local governing authority during a declared emergency.
- (d) *Enforcement.* Except as otherwise provided in this article, this article may be enforced by the city police department or the county police department.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-~~12~~13. Liberality of construction.

This chapter shall be construed liberally in order to effectuate its purpose.

18-12.1 Plan Review and Adoption

- (a) The City of Lawrenceville Crisis Management Plan shall be reviewed no less than once every three years, or following any major emergency event, significant organizational restructuring, or change in operational requirements.

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(Supp. No. 10)

- ~~(b) Plan updates shall be coordinated by the Chief Communications Officer, in consultation with department directors and other designated personnel.~~
- ~~(c) Updates to the plan shall be approved by the City Manager.~~
- ~~(d) Adoption of the initial plan and subsequent revisions by resolution of the City Council is recommended to ensure citywide compliance and departmental alignment.~~

Commented [MH1]: Sets plan review schedule and update process

(Ord. No. 2020-5, § 1, 9-28-2020)

Chapter 18 EMERGENCY MANAGEMENT¹

Sec. 18-1. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Annex means any facility-specific or incident-specific emergency plan approved by the City Manager and considered a component of the City of Lawrenceville Crisis Management Plan.

The Crisis Management Plan means the City of Lawrenceville's internal operational framework for emergency response, crisis communication, continuity of operations, and recovery, which is developed and maintained under the direction of the Executive Management Team and approved by the City Manager.

Curfew means a temporary prohibition against any persons walking, loitering, standing, bicycling, motoring, or similar activities upon any sidewalk, street, public property, vacant premises or any public place within the city, or some designated part or parts of the city, except, however, those persons whose official duties require them to be present.

Disaster means a severe or prolonged incident that threatens life, property, the environment or critical systems including, but not limited to, fire, flood, snowstorm, ice, ice storm, heat, tornado, hurricane, windstorm, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous material incident, epidemic, pandemic, air contamination, drought, infestation, explosion, or hostile military or para-military action or similar occurrences resulting from terrorist activities, riots, or civil disorders.

Emergency means an incident, natural or human-caused, that requires responsive actions to protect life, property, environment, critical systems, or major disruption of routine community affairs or business or government operations.

Emergency management means the preparation for the carrying out of all emergency functions other than functions for which military forces are primarily responsible to prevent, minimize, and repair injury and damage resulting from emergencies, energy emergencies, public health emergency, disasters, or the imminent threat thereof, of manmade or natural origin caused by enemy attack, sabotage, acts of domestic or international terrorism, civil disturbance, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, pandemic, air contamination, blight, drought, infestation, explosion, riot or other hostile action, radiological action, or other causes. These functions include, without limitation, firefighting services; police services; emergency medical services; rescue; engineering; warning services; communications; defense from radiological, chemical, biological, and other special weapons to include weapons of mass destruction; evacuation of persons from stricken areas; emergency welfare services; consequence management functions to include victim services; emergency transportation; plant protection; temporary restoration of public utility services; and other functions related to civilian protection, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions.

¹Ord. No. 2020-5, § 1, adopted Sept. 28, 2020, amended Ch. 18 in its entirety to read as herein set out. Former Ch. 18, §§ 18-1—18-7, pertained to similar subject matter and derived from Ord. No. 2005, §§ 16-101—16-107.

Executive Management Team is comprised of the City Manager, Assistant City Managers, Chief Communications and Marketing Officer, Chief Financial Officer, Chief of Police and Public Works Director.

Local emergency management director means the person nominated by the county and appointed by the state emergency management director with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the county.

Local state of emergency means a declaration by the appropriate official(s) of Gwinnett County or by the mayor of the City of Lawrenceville.

State emergency management director means the person appointed by the Governor to head the state emergency management agency.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec 18-2. Crisis Management Planning and Operational Preparedness

- (a) There is hereby established the City of Lawrenceville Crisis Management Plan, which shall serve as the city's internal operational framework for the coordination of emergency response, crisis communication, continuity of operations, and recovery activities.
- (b) The City Manager shall have overall responsibility for the coordination of citywide emergency preparedness and the activation and execution of the Crisis Management Plan.
- (c) The Crisis Management Plan shall be developed and maintained under the direction of the Chief Communications and Marketing Officer, in coordination with the Executive Management Team, department directors, emergency services personnel, and other designated stakeholders. The City Manager may designate additional teams or personnel to support the development, maintenance, and execution of the Crisis Management Plan, including but not limited to planning committees, functional response teams, and department-level coordinators.
- (d) The Crisis Management Plan may be activated independently or in conjunction with a declared local emergency and shall be implemented in alignment with the Gwinnett County Emergency Operations Plan.
- (e) Departmental and facility-level emergency response plans, including but not limited to building evacuation and incident-specific protocols, shall be considered annexes to the Crisis Management Plan. These annexes shall be developed under the guidance of the Chief Communications and Marketing Officer and the Chief of Police and approved by the City Manager.
- (f) *Crisis Management Plan Review and Adoption.*
 - (1) The City of Lawrenceville Crisis Management Plan shall be reviewed no less than once every three years, or following any major emergency event, significant organizational restructuring, or change in operational requirements.
 - (2) Plan updates shall be coordinated by the Chief Communications and Marketing Officer, in consultation with department directors and other designated personnel.
 - (3) Updates to the plan shall be approved by the City Manager.
 - (4) Adoption of the initial plan and subsequent revisions by resolution of the City Council is recommended to ensure citywide compliance and departmental alignment.

Sec. 18-3. Local organization for emergency management.

- (a) In agreement with the governing officials of Gwinnett County and the other cities within Gwinnett County, there is hereby established the county emergency management agency. The board of commissioners of the county, with concurrence of the governing officials of the cities within the county, shall nominate for appointment by the state emergency management director, a director of the county emergency management agency. Upon appointment, the director of the county emergency management agency shall have direct responsibility for the organization, administration, and operations of the county emergency management agency, subject to the direction and control of the governing officials of the county and shall serve at the pleasure of such governing officials.
- (b) The director of the county emergency management agency is charged with the following duties:
 - (1) Represent the governing officials of the county and cities therein on matters pertaining to emergency management.
 - (2) Assist county and city officials in organizing county and city departments for emergency operations.
 - (3) Develop, in conjunction with county and city departments, the Gwinnett County Emergency Operations Plan for emergency functions. Such plan shall be in consonance with the Georgia Emergency Operations Plan and shall be submitted to the governing officials of the county and the cities therein for approval and, thereafter, to the state emergency management agency for approval.
 - (4) Maintain the emergency management agency and carry out the day-to-day administration of the county emergency management program, including the submission of required reports to the state emergency management agency.
 - (5) Submit reports as required by the governing officials of the county and cities therein in keeping with good management practices; e.g., financial, daily activity, etc.
 - (6) Obtain, with the authority of the governing officials of the county, a facility to be used as the Gwinnett County Emergency Operations Center.
 - (7) Coordinate the activities of the Gwinnett County Emergency Operations Center staff during periods of an emergency and under the supervision of the county commissioners.
 - (8) Exercise the powers and discharge the duties conferred upon the emergency management agency, including implementation of the emergency operations plan, coordination of the emergency response of public and private agencies and organizations, coordination of recovery efforts with state and federal officials, and inspection of emergency or disaster sites.
 - (9) The director or his designee is authorized to enter at a reasonable time upon any property, public or private, for the purpose of investigating and inspecting sites involved with emergency management functions. The director is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf of the county; however, any such document shall be later presented for ratification by the county commissioners.
- (c) The City of Lawrenceville shall develop and maintain a Crisis Management Plan for the coordination of city departmental emergency response operations, internal communications, continuity of government, and recovery activities.
- (d) The Crisis Management Plan shall serve as the city's internal operational guide and shall be implemented in support of, and in alignment with, the Gwinnett County Emergency Operations Plan.
- (e) Coordination with Gwinnett County Emergency Management shall occur through the City Manager during joint emergency response activities.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-4. Declaration of local emergency by the chairman of the county board of commissioners.

- (a) In the event of an actual or threatened occurrence of a disaster or emergency which may result in the large-scale loss of life, injury, property damage or destruction; or in the major disruption of routine community affairs, business or governmental operations in the county; and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private resources, the chairman of the county board of commissioners may issue an emergency or disaster declaration for the unincorporated areas of the county and the affected cities within the county upon the execution of an intergovernmental agreement between the county and the affected cities.
- (b) The declaration of local emergency shall continue until the chairman of the county commissioners finds that emergency conditions no longer exist, at which time the chairman shall execute and file with the clerk of the county board of commissioners a document marking the end of the state of emergency. No state of emergency shall continue for longer than 30 days, unless renewed by the chairman. The county board of commissioners may, by resolution, end a state of emergency at any time.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-5. Declaration of local emergency by the mayor of the city.

- (a) In addition to any other emergency powers set forth in the ordinances of the city, the mayor, as chief executive of the city, shall have the emergency power to declare an emergency to exist when, in the mayor's opinion, any one or more of the following conditions exist:
 - (1) There is extreme likelihood of danger of destruction of life or property due to unusual conditions;
 - (2) Unusual or extreme weather conditions, making use of city streets or areas difficult or impossible;
 - (3) There is a major disruption of routine community affairs, business or governmental operations in the city;
 - (4) Civil unrest, commotion or uprising is imminent or exists; or
 - (5) There is a stoppage or loss of a public utility affecting a major portion of the city.
- (b) The declaration of local emergency shall continue until the mayor finds that emergency conditions no longer exist, at which time the mayor shall execute and file with the city clerk a document marking the end of the state of emergency. No state of emergency shall continue for longer than 30 days, unless renewed by the mayor. The city council may, by resolution, end a state of emergency at any time.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-6. Effect of declaration of emergency.

- (a) *Activation of emergency operations plan.* The Gwinnett County Emergency Operations Plan, developed in conjunction with county and city departments, is always in effect, and elements can be implemented as needed on a flexible, scalable basis to improve response capabilities. The resolution to adopt the Gwinnett County Emergency Operations Plan serves as the authority for deployment of personnel to respond to the

emergency and for the 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. Activation of the Gwinnett County Emergency Operations Plan is not dependent upon a declaration of local emergency.

- (b) *Emergency powers.* Following a declaration of an emergency and during the continuance of such state of emergency, the mayor, separately or jointly with the chairman of the county board of commissioners and the mayors or designees of other affected cities, is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control. In exercising this authority, the mayor may cause to become effective any of the following sections of this article as appropriate: section 18-9 (registration of building and repair services), which shall become effective if the Governor declares a state of emergency; and section 18-6 (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 city clerk and shall be in effect until the declaration of local emergency has terminated.
- (c) *Authority to waive procedures and fees.* Pursuant to a declaration of emergency, the mayor is authorized to cause to be effective any of the subsections of section 18-8 as appropriate. The implementation of such subsections shall be filed in the office of the city clerk.
- (d) *Additional emergency powers.* The mayor shall have, and may exercise for such periods as such emergency or disaster exists or continues to exist, the following additional emergency powers:
 - (1) To utilize all available resources of the city and subordinate agencies over which the city has budgetary control as reasonably necessary to cope with the emergency or disaster;
 - (2) 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 purpose;
 - (3) To transfer the direction, personnel or functions of any city departments and agencies or units thereof for the purpose of performing or facilitating emergency services;
 - (4) To utilize public property and/or the property of citizens when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health and welfare;
 - (5) To make provision for the availability and use of temporary emergency housing, emergency shelters, and/or emergency medical shelters;
 - (6) To temporarily suspend any law, code provision or regulation prescribing the procedures for conducting county business, or any ordinance, resolution, order, rule or regulation of any city agency, if strict compliance with such 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, efforts shall be made to avoid adverse effects resulting from such suspension;
 - (7) 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;
 - (8) To prescribe routes, modes of transportation, and destinations in connection with evacuation;
 - (9) To suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives and flammable liquids and substances;
 - (10) To close any or all city-owned buildings and other facilities to the use of the general public;

- (11) To close streets and sidewalks in delineated areas; and
 - (12) To perform and exercise such other functions, powers and duties as may be deemed necessary for the preservation of life, limb or property or 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
 - (e) The City of Lawrenceville Crisis Management Plan may be implemented prior to, during, or following the issuance of a local emergency declaration, for the purpose of supporting coordinated operations, internal communications, and continuity of government services.
- (Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-7. Closed or restricted areas and curfews during emergency.

- (a) Upon issuance of an emergency or disaster declaration, the mayor, separately or jointly with the chairman of the county board of commissioners and the mayors of other affected cities, may institute a curfew when it is determined necessary to protect and safeguard the people and property of the city.
- (b) To preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander or stroll in or upon the public streets, highways, roads, lanes, parks, or other public grounds, public places, public buildings, places of amusement, eating establishments, vacant lots or any other place between hours specified by the mayor until the curfew is lifted.
- (c) The provisions of this section shall not apply to persons acting in the following capacities:
 - (1) Authorized and essential law enforcement personnel;
 - (2) Authorized and essential health care providers;
 - (3) Authorized and essential personnel of the city or Gwinnett 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;
 - (8) Authorized and essential utility repair crews;
 - (9) Citizens seeking to restore order to their home or business while on their own property or place of business;
 - (10) Other authorized and essential persons as designated on a list compiled and maintained by the county emergency management agency, the county police department, and/or the city police department.
- (d) *Enforceability.* This section shall be enforced by 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 authorized by state law.
- (e) *Effective date.* This section shall become effective only upon the signing of a declaration of emergency by the mayor.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-8. Authority to waive procedures and fee structures.

- (a) *City business and meetings.* Upon declaration of an emergency or disaster by the Governor or mayor, the affairs and business of the city may be conducted at places other than the regular or usual location, within or outside of the city, when it is not prudent, expedient or possible to conduct business at the regular location. When such business occurs outside of the city, all actions taken by the city council shall be as valid and binding as if performed within the city. City council meetings may be called by the mayor, and the formal procedures required by law for meeting notices may be modified. Official meetings of the city council and any other agency, authority, board, or commission of the city may conduct meetings by teleconference or video conference during the emergency or disaster declaration.
- (b) *Public works contracts.* Upon declaration of an emergency or disaster by the Governor or mayor, the city may contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract; provided, however, that the emergency must be of such nature that immediate action is required and that the action is necessary for the protection of the public health, safety and welfare. Any public works contract entered into pursuant to this subsection shall be entered on the minutes of the city as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e).
- (c) *Purchasing.* Upon declaration of an emergency or disaster by the Governor or mayor, the city procedures for soliciting and advertising projects pursuant to the city's purchasing ordinance may be suspended during the period of emergency. City officials shall, however, continue to seek to obtain the best prices during the state of emergency.
- (d) *Code enforcement.* Upon declaration of a state of emergency or disaster by the Governor or mayor, the city council may temporarily suspend the enforcement of the ordinances of the city, or any portion thereof, where the emergency is of such nature that immediate action outside the code is required, such suspension is consistent with the protection of the public health, safety and welfare, and such suspension is not inconsistent with any federal or state statutes or regulations.
- (e) *Fees.* Upon declaration of a state of emergency or disaster by the Governor or mayor, the city council or its designees may temporarily reduce or suspend any permit fees, application fees or other rate structures as necessary to encourage the rebuilding of any areas impacted by the disaster or emergency. The term "fees" include fees or rates charged by the city for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits and other fees relating to the reconstruction, repair and cleanup of areas impacted by the disaster or emergency. The term "fees" does not include fees collected by the city on behalf of the state or federal government or fees charged by the county pursuant to a state or federal statute or regulation. The temporary reduction or suspension of fees under this section in no way suspends or exempts the related inspections related to any required permit.
- (f) *Temporary dwellings.* Upon the declaration of a state of emergency or disaster by the Governor or mayor, the city council or its designees may issue temporary mobile home, trailer, recreational vehicle or other temporary dwelling structures or parks in any zoning district, even though not otherwise permitted by zoning ordinance or development code, while the primary dwelling is being repaired, provided that such temporary dwellings or parks are designed by an engineer and the plans are approved by the county health department and planning department. The temporary permit shall not exceed six months in duration. In the case of a continuing hardship, and in the discretion of the city council or its designees, the permit may be extended for a period of up to an additional six months. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-9. Volunteers.

All persons, other than officers and employees of Gwinnett County and the cities within Gwinnett County, performing emergency functions pursuant to this article, shall serve with or without compensation. While engaged in such emergency functions, duly assigned volunteers shall have the same immunities as county and city officers and employees. Immunity does not apply in cases of willful misconduct, gross negligence or bad faith.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-10. Registration of building and repair services.

- (a) In accordance with O.C.G.A. § 38-3-56, before building, constructing, repairing, renovating or making improvements to any real property, including dwellings, homes, buildings, structures or fixtures within an area in the city designated in a declared emergency or disaster, any person, firm, partnership, corporation or other entity must register with the city planning department and secure a building permit that is posted at the work site. Each day any such entity does business in the city without complying with this article constitutes a separate offense. Any person, firm, partnership, corporation, or other entity that submits a registration for a building permit shall comply with contractor licensure requirements in accordance with O.C.G.A. title 43, ch. 41 (O.C.G.A. § 43-41-1 et seq.).
- (b) The registration is nontransferable. The cost of the emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.
- (c) When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application providing the following information:
 - (1) Name of applicant;
 - (2) Permanent address and phone number of applicant;
 - (3) Applicant's 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;
 - (9) Copy of business license from the Secretary of State, if required;
 - (10) License number.
- (d) *Effective date.* This section shall become effective only upon a declaration of emergency by the Governor or mayor. Unless otherwise specified in the declaration of emergency or otherwise extended by the city council, the provisions of this section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-11. Unlawful acts during emergencies.

Notwithstanding any other city ordinance regulation, county, state or federal law, it shall be unlawful for any person to commit any of the following acts during an emergency:

- (1) Willfully obstruct, hinder or delay any member of the emergency management corps in the enforcement of any lawful rule or regulation issued pursuant to this article or in the performance of any duty imposed by virtue of this article.
- (2) Do any act forbidden by any lawful rules or regulations issued pursuant to this article if such act is of such a nature as to give assistance to the enemy; imperil the life or property of any inhabitant of this city; to prevent, hinder or delay the defense or protection thereof.
- (3) Wear, carry or display without authority any mark or identification specified by the emergency management agency.

(Ord. No. 2020-5, § 1, 9-28-2020)

Sec. 18-12. Enforcement and remedies.

- (a) *Law enforcement.* In accordance with O.C.G.A. § 38-3-4, the city police department shall be authorized to enforce the orders, rules and regulations contained in this article and/or implemented by the mayor during a declared emergency.
- (b) *Penalties.* Failure to comply with any of the requirements or provisions of this article, or with any order, rule or regulation made effective by the mayor upon or after the declaration of an emergency, shall constitute a violation of this article. Any person who violates any provision in this article shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding \$1,000.00, imprisonment for a term not exceeding 60 days, or both, for each violation. Any person who assists in a violation of this article shall also be guilty of a misdemeanor and be subject to the same penalty. Each day during which a violation or failure to comply continues shall constitute a separate violation.
- (c) *Injunctive relief.* In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the county emergency management director is authorized to obtain an injunction to restrain a violation of any law, code section, order, rule or regulation which is contained in the Georgia Emergency Management Act and/or this Code, and/or which is implemented by the local governing authority during a declared emergency.
- (d) *Enforcement.* Except as otherwise provided in this article, this article may be enforced by the city police department or the county police department.

Sec. 18-13. Liberality of construction.

This chapter shall be construed liberally in order to effectuate its purpose.

(Ord. No. 2020-5, § 1, 9-28-2020)



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, AUGUST 5, 2025

AGENDA CATEGORY: GENERAL CITY BUSINESS

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

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

Background:

- **Significant Impacts**

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

- **Citizen Participation**

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

- **Workload Impacts**

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

- **Purpose**

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

- **Project Work Scope**

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

- **Evaluation and Selection Process**

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

- **Conclusion**

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

Fiscal Impact: N/A

Concurrences:

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

Attachments/Exhibits:

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



Crisis Management Plan

DRAFT

City of Lawrenceville
June 2025

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CITY OF LAWRENCEVILLE CRISIS MANAGEMENT PLAN

1.0 PROMULGATION

The City of Lawrenceville hereby adopts this Crisis Management Plan as our official guide for responding to emergencies, disasters, and unexpected events. This plan establishes a clear structure for how we will work together to protect our residents, employees, and visitors when faced with a crisis.

By putting this plan into place, we affirm our commitment to the responsibilities outlined within and to the coordination and communication required to respond effectively. We will continue to maintain and improve this plan to meet the evolving needs of our community.

Signed,

David R. Still
Mayor, City of Lawrenceville

Chuck Warbington
City Manager, City of Lawrenceville

Date

2.0 EXECUTIVE SUMMARY

City of Lawrenceville Crisis Management Plan

The City of Lawrenceville's Crisis Management Plan serves as the city's official guide for responding to emergencies, disasters, and critical incidents that threaten the safety, continuity, or reputation of the organization and community. This plan ensures a coordinated, scalable, and effective response across all departments, stakeholders, and partners.

2.1 PURPOSE AND SCOPE

The plan is designed to protect lives, property, and public trust during crisis events. It provides a flexible operational framework for elected officials, city executives, and department heads, outlining how the city will assess threats, direct emergency operations, communicate with the public, and restore normal operations.

This plan applies to a broad spectrum of hazards, including natural disasters, infrastructure failures, cyber incidents, major accidents, and organizational crises, while integrating support for internal needs, including employee safety and interdepartmental coordination.

2.2 LEADERSHIP AND COORDINATION

At the direction of the City Manager, an Executive Team—comprised of Assistant City Managers, the Chief Communications and Marketing Officer, Chief Financial Officer, Police Chief, and Public Works Director—will lead the response effort. Depending on the nature of the incident, an Incident Response Team may also be activated, and the Lawrenceville Police Department will establish incident command, often in coordination with Gwinnett County Emergency Services.

2.3 KEY PLAN COMPONENTS

- A) Hazard and risk summary: identifies categories of crisis events—natural, technological, human-caused, and organizational—and provides examples such as severe weather, utility outages, cyberattacks, and reputational harm.
- B) Assumptions: acknowledges the unpredictability of crises, the need for flexibility, and the critical role of designated essential employees during emergencies.
- C) Concept of operations: emphasizes using familiar personnel and processes during emergencies and preserving continuity of operations where possible.
- D) Assignment of responsibilities: defines specific roles and duties for all departments, ensuring clear chains of command, rapid response, and integrated support services.
- E) Response actions and priorities: establishes procedures for assessing threats, issuing public warnings, controlling access, and managing evacuations or shelter-in-place directives.

2.4 ANNEXES AND SUPPORT DOCUMENTS

The plan is supported by specialized annexes that provide detailed operational protocols for specific incidents or functions. Current annexes include:

- A) Occupational fatality or severe injury annex: A compassionate and comprehensive protocol for responding to employee fatalities or serious injuries during service.
- B) Support annexes: Incorporate or reference documents such as the Crisis Communication Plan, Police Critical Incident Policy, and in-progress planning efforts, including the Utility Readiness Plan, and Continuity of Planning, which include Continuity of Government, Business Plans, Succession Planning, and Essential Personnel Roster. It also includes Emergency Plans for each City building.

2.5 COMMITMENT TO CONTINUOUS IMPROVEMENT

The City of Lawrenceville is committed to maintaining and improving this plan through ongoing review, training, and updates. Future support documents and annexes will further enhance preparedness and ensure the city is well-positioned to respond to evolving threats with strength and resilience.

3.0 ABOUT THIS PLAN

The City of Lawrenceville's crisis management plan outlines how the city will respond to emergencies, protect people and property, and coordinate recovery. It supports a wide range of threats—natural, technological, and human-caused—and includes both citywide strategies and department-specific actions. This plan is designed to work in alignment with annexes, protocols, and building-level emergency procedures to ensure a clear, coordinated approach.

3.1 HAZARD AND RISK SUMMARY

This section identifies disruptive and unexpected situations that may require the application of the concepts presented in this plan. **This is not a comprehensive list of all situations in which this plan may be utilized.**

3.1.2 Natural Hazards

- a) Severe Weather Event

3.1.3 Technological/Infrastructure Failures

- a) Energy/Utility Incident
- b) Cyber Incidents
- c) Large Transportation-Related Incident
- d) Hazardous Materials Incidents

3.1.4 Human-Caused Events

- a) Police/Security Incidents
- b) Occupational Fatality or Severe Injury

3.1.5 Organizational/Operational Crises

- a) Crisis Communications Event
- b) Detriment to Organizational Reputation

3.2 ASSUMPTIONS

The following assumptions were taken into consideration during the development of the plan.

- a) Disasters, emergencies, and crisis incidents may occur at any time, with little or no warning, resulting in any and all of the following: casualties, fatalities, property loss, disruption of essential services, and damage to basic infrastructure and the environment, resulting in uncertainty and fear in the population.
- b) City departments and agencies assume responsibility for emergency operations and will commit available resources to save lives and minimize personal injury and property damage.
- c) Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required for those functions will be redirected by the agency concerned to accomplish the emergency task.
- d) As outlined in this plan, multiple positions will be designated as **essential employees**, critical to maintaining public safety and essential services during emergencies. These roles include first responders, public works, IT staff, and key administrators. They are required to work during crises, often under challenging conditions, and are trained in emergency protocols. Clear role definitions, expectations, and support are vital for their effectiveness. A list of essential employees can be found in the **Support Annexes** of this document.

3.3 CONCEPT OF OPERATIONS

The City maintains an Executive Team comprised of the City Manager, Assistant City Managers, Chief Communications and Marketing Officer, Chief Financial Officer, Police Chief, and Public Works Director. At the direction of the City Manager, the Executive Team may be convened to make broad policy decisions necessary to direct the overall response to a crisis situation.

This plan is based upon the concept that emergency functions for city departments will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. This plan may be activated as a response to a local state of emergency but is not a requirement.

Link to **Chapter 18 in Code of Ordinances**:

https://library.municode.com/ga/lawrenceville/codes/code_of_ordinances?nodeId=PTIICO_CH18EMMA

It is desirable, and always attempted, to maintain organizational continuity and assign personnel familiar tasks. In emergency situations, it may be necessary to draw on employees' basic capabilities and use them in areas of greatest need.

3.4 ASSIGNMENT OF RESPONSIBILITIES

Facility-specific procedures, including evacuation maps, shelter-in-place protocols, and internal safety roles, are maintained in the Support Annexes to this plan—such as the City Hall Emergency Plan. These annexes provide the tactical details necessary for implementing emergency actions at the department or building level and are activated and followed under the direction of the City Manager. This section provides an overview of the key functions and tasks departments will accomplish.

3.4.1 CITY LEADERSHIP

3.4.1.1 Mayor & City Council

- a) Elected officials will be briefed on impending events and any potential impact that may be anticipated. This briefing will normally be conducted by the City Manager.
- b) Following a briefing by the City Manager, governing officials may be involved in the following activities:
 - 1. Establish initial overarching priorities
 - 2. Communicate priorities with the City Manager
 - 3. Follow the Crisis Communications Plan protocols regarding the distribution of messaging to the public

3.4.1.2 Mayor

- a) The Mayor may be consulted by the City Manager for formal declarations or key messaging approval. The Mayor does not serve in an operational capacity but may be included in communications briefings during a crisis.
- b) The Mayor will determine, according to Chapter 18 of the Code of Ordinances, the need for a declaration of emergency or follow the declaration of a local emergency by the Chair of the Gwinnett County Board of Commissioners.
- c) The Declaration of an Emergency initiates a series of actions.

3.4.1.3 City Manager

- a) The City Manager has the sole authority to activate this plan.
- b) The City Manager briefs elected officials on impending events and any anticipated potential impacts.
- c) The City Manager establishes initial overarching priorities to Mayor and Council and addresses priorities previously outlined by them.
- d) The City Manager convenes the Executive Management Team.
- e) The City Manager directs emergency policy decisions.
- f) The City Manager considers altering day-to-day operations to support emergency response.

- g) The City Manager communicates decisions with city departments via the Executive Management Team as outlined below.

3.4.1.4 Assistant City Manager Community Development

- a) Coordinate with Code Enforcement Department
- b) Coordinate with Community & Economic Development
- c) Coordinate with Planning & Development Department

3.4.1.5 Assistant City Manager Operations

- a) Coordinate with City Clerk
- b) Coordinate with the Court System
- c) Coordinate with the Human Resources Department (HR)
- d) Coordinate with the Information Technology Department, GIS, and Data Processing
- e) Coordinate with the Risk Manager

3.4.1.6 Chief Communications and Marketing Officer

- a) Implement the Crisis Communications Plan as needed and as directed by the City Manager.
- b) Interface with the public and media and/or other agencies having event-related information requirements
- c) Manage social media requirements
- d) Develop accurate information on incident cause, size, and current situation for both internal and external distribution
- e) Develop material for use in media briefings
- f) Approve and coordinate information gathering and dissemination with appropriate stakeholders, ensuring consistency of messaging
- g) Notification of Key Partners

3.4.1.7 Chief of Police

- a) Coordinate all Police efforts and activities and implement the Police Department Critical Incident Plan as appropriate.
- b) Coordinate the request for mutual aid.

3.4.1.8 Chief Financial Officer

- a) Coordinate with the Customer Service Department
- b) Coordinate with the Financial Services Department
- c) Coordinate with Meter Department
- d) Coordinate with Purchasing Department

3.4.1.9 Public Works Director

- a) Coordinate with all Public Works Departments, including:
 1. Damage Prevention
 2. Electric
 3. Engineering & Stormwater
 4. Facilities & Grounds Maintenance

- 5. Fleet Management
- 6. Natural Gas
- 7. Street & Sanitation
- b) Implements the Public Works Utility Readiness Plan as appropriate.
- c) Coordinate the request for mutual aid.
- d) Provide key utility account notification

3.4.2 DEPARTMENTS

3.4.2.1 Community Development – Code Enforcement Department

- a) Provide support to other departments as needed.
- b) Support building inspectors as they conduct structural damage assessments

3.4.2.2 Community Development – Community & Economic Development Department

- a) Coordinate volunteer support and activities with community leadership and liaise with local agencies
- b) Collaborate with businesses and organizations regarding volunteers and donation management
- c) Assess and Prioritize recovery needs
- d) Direct economic and community recovery efforts
- e) Facilitate prioritization of economic assistance for businesses and individuals
- f) Establish and support community recovery assistance programs
- g) Function as a part of the Crisis Communications Team as needed and as directed by the Crisis Communications Plan.

3.4.2.3 Community Development - Planning & Development Department

- a) Conduct structural damage assessments
- b) Ensure any needed inspections are complete and appropriate permits are issued
- c) Provide building and shelter inspection

3.4.2.4 Office of Communications and Marketing

- a) Implement the Crisis Communications Plan as needed and as directed by the City Manager.
 - 1. Interface with the public and media and/or other agencies having event-related information requirements
 - 2. Manage social media requirements
 - 3. Develop accurate information on incident cause, size, and current situation for both internal and external distribution

4. Develop material for use in media briefings
5. Approve and coordinate information gathering and dissemination with appropriate stakeholders, ensuring consistency of messaging
6. Notification of Key Partners

3.4.2.5 Operations - Courts

- a) Follow the Criminal Justice Man-Made / Natural Disaster Policy to ensure all Georgia Crime Information Center (GCIC) materials, court records, and information obtained thereof are secured in the event of a man-made or natural disaster
- b) Follow Continuity of Planning Annexes, which may include virtual options for court
- c) Follow Standard Operating Procedures relating to all court procedures
- d) Work with Communications Department to ensure messaging is correctly distributed
- e) Follow City Hall Emergency Plan Annex

3.4.2.6 Operations – Human Resources Department

- a) Handle employee injury documentation and claims
- b) Maintain files on injuries and illnesses associated with the incident
- c) Coordinate changes to personnel policy

3.4.2.7 Operations – Information Technology Department, Data Processing and GIS

- a) Establish communication capability between incident facilities and stakeholders
- b) Develop back-up communications and information technology plans, procedures, and systems
- c) Create and distribute all GIS data pertinent to any planned events or unplanned incidents
- d) Data Processing/Payroll should ensure established incident code by Finance/HR is appropriately entered into the system so all documented time worked by city personnel associated with the incident can be properly captured and processed.

3.4.2.8 Operations – Risk Management

Complete all tasks related to building specific emergencies.

3.4.2.9 Financial Services (Including Purchasing and Meter Departments)

- a) Provide financial or administrative support
- b) Manage all financial aspects of the event
- c) Provide or procure specialized equipment and services
- d) Maintain information on actual costs incurred
- e) Process all administrative requirements associated with equipment rental/purchase
- f) Track equipment used and staff time for cost recovery

- g) Assist with damage assessment (Meter Department)
- h) Identification of payroll code for tracking purposes
- i) Finance and Human Resources should establish an incident code to be used to document time worked by all personnel associated with the incident. This is communicated to Data Processing/Payroll and Key Management.
- 1. Executive Utility Outage Readiness Plan

3.4.2.10 Customer Service

- a) Disseminate information to the public through the implementation of this plan and utilizing details provided by the Communications Department
- b) Ensure all actions are consistent with Crisis Communications Plan Annex

3.4.2.11 Police Department

- a) Execute Critical Incident Plan
- b) Initiate alerts to first responders and communicate incident response information
- c) Direct on-site incident management
- d) Gather, analyze, and process intelligence and information
- e) Provide intelligence products or relevant information to appropriate stakeholders
- f) Coordinate event security
- g) Provide entry/exit control
- h) Support search and rescue operations
- i) Direct evacuation or shelter-in-place for the general public
- j) Coordinate requests for mutual aid

3.4.2.12 Public Works – Damage Prevention Department

- a) Execute Utility Readiness Plan
- b) Assist with debris clearance
- c) Emergency locates for needed infrastructure repairs

3.4.2.13 Public Works – Electric Department

- a) Identify damaged infrastructure
- b) Identify entities affected by the loss of electric service
- c) Identify resources required to manage and restore electric service
- d) Prioritize restoration of electric service
- e) Disseminate information regarding prioritization and status of electric service restoration
- f) Initiate the process for getting appropriate personnel and equipment
- g) Execute the restoration of electric service using established priorities and Execute the Utility Readiness Plan as appropriate.
- h) Coordinate requests for mutual aid

3.4.2.14 Public Works – Engineering and Stormwater Department

Assess damage to civil infrastructure (roads, bridges, and stormwater facilities) and create a plan for mitigation and repair

3.4.2.15 Public Works – Facility and Maintenance Department

a) Assess damage to city facilities and create a plan for mitigation and repair.

3.4.2.16 Public Works – Fleet Department

- a) Maintain and repair vehicles and all ground equipment
- b) Supply fuel for all mobile equipment
- c) Respond to disabled vehicles
- d) Create plan for alternative city fueling operations.

3.4.2.17 Public Works – Natural Gas Department

- a) Identify damaged infrastructure
- b) Identify entities affected by the loss of gas service
- c) Identify resources required to manage and restore gas service
- d) Prioritize restoration of gas service
- e) Disseminate information regarding prioritization and status of gas service restoration
- f) Initiate the process for getting appropriate personnel and equipment
- g) Execute the restoration of gas service using established priorities and Utility Readiness Plan.
- h) Coordinate requests for mutual aid

3.4.2.18 Public Works – Sanitation Department

- a) Identify entities affected by the disruption of sanitation service
- b) Identify resources required to manage and restore sanitation service
- c) Prioritize restoration of sanitation service
- d) Disseminate information regarding prioritization and status of sanitation service restoration
- e) Initiate the process for getting appropriate personnel and equipment
- f) Execute the restoration of sanitation service using established priorities
- g) Coordinate requests for mutual aid

3.4.2.19 Public Works – Street Department

- a) Assist in clearing roadways of trees and debris
- b) Provide barricades and manpower for traffic control
- c) Identify entities affected by the closure of city streets
- d) Identify resources required to manage and restore access
- e) Prioritize restoration of city streets
- f) Disseminate information regarding prioritization and status of road closures
- g) Initiate the process for getting appropriate personnel and equipment

- h) Execute the repair/reopening of city streets using established priorities
- i) Execute process for large debris removal.
- J) Coordinate requests for mutual aid

3.4.3 PLANNING AND RESPONSE TEAMS

3.4.3.1 Crisis Planning Committee

- a) The City Manager may also designate a Crisis Planning Committee to assist in the ongoing development, maintenance, and testing of this plan. The committee may include representatives from the Executive Management Team, Communications and Marketing, Risk Management, Public Safety, and other departments as appropriate. Responsibilities may include reviewing and updating annexes, coordinating interdepartmental input, supporting preparedness efforts, and helping plan citywide training exercises or drills.
- b) Note: the Crisis Planning Committee functions as a standing team and remains active year-round to support preparedness efforts. The Incident Response Team and Functional Support Teams are activated in response to specific incidents at the direction of the City Manager.

3.4.3.2 Incident Response Team (IRT)

The incident response team (IRT) is activated by the City Manager during significant or evolving emergencies that require interdepartmental coordination, rapid decision-making, or deployment of specialized resources. It serves as the central coordination body for managing citywide response operations, ensuring alignment across departments and with any relevant outside agencies. The IRT is composed of key representatives from the Executive Management Team, public safety, risk management, public works, communications and marketing, and other departments as needed, based on the nature and scale of the incident. Upon activation, members are expected to convene in person or virtually to complete a situational assessment and determine immediate priorities, operational needs, and required support functions. Functional support teams (FSTs) may be activated under the IRT's structure to address specific tactical areas such as communications, law enforcement, utilities, or continuity of operations. The IRT coordinates and supervises the efforts of these teams to ensure a unified response. ***This team is not a standing body and is only activated when a situation requires cross-departmental coordination and executive-level decision-making.***

3.4.3.3 Functional Support Teams

Functional Support Teams (FSTs) are ad hoc tactical groups activated by the City Manager under the IRT framework to fulfill operational needs during a crisis. FSTs are staffed by department personnel with relevant expertise. Membership may overlap with day-to-day roles, with additional personnel added based on availability and technical needs. These teams may include the Crisis Communications Team, law enforcement task force, continuity of

operations group, and others designated for specific operational needs.

3.4.3.4 Crisis Team Structure & Activation Overview

<u>Team Name</u>	<u>Standing Or Activated</u>	<u>Activated By</u>	<u>Key Responsibilities</u>
Crisis Planning Committee	Standing	City Manager	Plan Maintenance, Training Coordination
Incident Response Team (IRT)	Activated	City Manager	Incident Coordination, Cross-Functional Management
Crisis Communications Team	Activated	City Manager or Chief Communications & Marketing Officer	Internal And External Messaging
Continuity of Operations Group	Activated	City Manager or Assistant City Manager	Maintain Essential Services
Law Enforcement Task Force	Activated	City Manager or Police Chief	Tactical Site Control, Threat Response

When activated, the City Manager will notify each team's lead. Teams must report to the designated Emergency Operations Center or other assigned location. Functional Support Teams may be deployed virtually or on-site depending on the incident.

3.4.3.5 Functional Support Teams Overview

Functional Support Teams (FST) are tactical groups activated by the City Manager as part of the Incident Response Team (IRT) structure. These teams carry out specialized responsibilities to support response and recovery operations. FSTs may be drawn from multiple departments and may change based on the nature of the incident.

The following are common examples of FSTs that may be activated depending on the specific needs of the event. This list is not exhaustive and may be modified at the discretion of the City Manager:

<u>Team name</u>	<u>Primary function</u>
Crisis Communications Team	Manages internal and external messaging, media coordination, and public updates

<u>Team name</u>	<u>Primary function</u>
Law Enforcement Task Force	Leads on-site tactical response and perimeter safety during incidents
Continuity Of Operations Team	Supports resumption of critical services and administrative functions
Public Works Response Team	Assesses infrastructure and coordinates utility, fleet, and street response
Damage Assessment Team	Conducts initial evaluation of city facilities, equipment, and public property
Volunteer/Donations Group	Coordinates spontaneous volunteers and resource donations (if needed)

Functional support teams are flexible by design and may evolve based on incident complexity.

3.5 DIRECTION, CONTROL, AND COORDINATION

This Section describes the framework for all direction, control, and coordination activities. It identifies who has tactical and operational control of response assets.

- a) The City Manager has the sole authority to activate this plan.
- b) At the direction of the City Manager, the Executive Management Team will be assembled.
- c) The Executive Management Team, under the direction of the City Manager, will execute the components of this plan. The City Manager may also activate the Incident Response Team and additional Functional Support Teams and implement the full Crisis Management Plan, depending on the scope and nature of the event.
- d) The Incident Response Team may consist of members of the Executive Team and Department Heads. The Police Department has overall responsibility for coordinating emergency response actions and will establish incident command. Gwinnett Fire and Emergency Services (EMS) will normally be included in a unified command.
- e) Incident Command/Joint Operations Center (JOC) for the city may be established at the Lawrenceville Police Department, 300 Jackson Street, Lawrenceville, GA 30046. The Continuity of Operations Plan will outline primary and backup location details.
- f) Additional response agencies will be added as appropriate for the event.
- g) Emergency incidents that can be managed with available personnel and resources may not require the activation of this plan.

- h) Public information functions during a crisis are managed through the Crisis Communications Plan, led by the Chief Communications & Marketing Officer in coordination with the City Manager.

3.6 RESPONSE ACTIONS AND PRIORITIES

3.6.1 Assessing hazards and threats

Hazard and threat assessment will be a joint effort between the Police Department and the Executive Team.

3.6.2 Determining protective actions

The Executive Team will decide on the appropriate course of action in the event of a threat or hazard.

3.6.3 Public Warnings

- a) In the event of an emergency, public warnings will be managed by the Executive Team.
- b) An Emergency Declaration will be coordinated with the Mayor through the City Manager.

3.6.4 Controlling access

The Police Department will be responsible for access control.

3.6.5 Coordinating evacuations or sheltering in place

The Police Department has overall authority, especially in situations of imminent threat. If time allows, decisions will be a joint effort between the Police Department and Executive Team. In the event of a hazardous materials incident, Gwinnett Fire and Emergency Services (EMS) will also be involved.

3.7 INCIDENT ANNEX - OCCUPATIONAL FATALITY OR SEVERE INJURY RESPONSE

An occupational fatality or severe injury is an incident that occurs while an employee is performing service to the public.

Overview – Task sequence

Please see Task Descriptions Section for greater details.

Task	Responsible Party
Request appropriate help (Police, Fire, and EMS, etc.)	Affected Department
Notify Department Director	Affected Department
Notify Key Constituents	Affected Department
Notify Family/Contacts of Occupational Fatality or Severe Injury	*City Manager, Human Resources Director, Department Director, Police Chief, Executive Team Member <i>*City Manager must be included in this action.</i>
Notify *Critical Incident Stress Management (CISM) team/ Coordinate EAP services for impacted employee work groups <i>*CISM – LPD Peer Support personnel (Voluntary); LPD Critical Incident Debriefing (State); ViewPoint Health Clinician (All Staff)</i>	Affected Department/ HR
Assign Hospital Liaison (with Human Resources (HR))	Affected Department/HR
Assign Family/Department Liaison (with Human Resources)	Affected Department
Honor Guard Activation	Police Department
Funeral Protocol	Family/Department Liaison

Flag Logistics and Funeral Flag Distribution (as appropriate)	Facility and Grounds & Police Department
Develop External Messaging	Communications and Marketing
Develop Internal Messaging	Communications and Marketing
Disseminate Messaging	Communications and Marketing
Media Relations	Communications and Marketing
Monitor News / Rumors	Communications and Marketing
Bereavement Notice	Communications and Marketing
Benefits Coordination	Family/Department Liaison/ Human Resources

3.8 DETAILED TASKS FOR OCCUPATIONAL FATALITY OR SEVERE INJURY RESPONSE

3.8.1 Task: Notify Department Director

The **employee's supervisor** shall notify the department director of the fatality or severe injury through the existing chain of command or reporting process in a timely manner.

3.8.2 Task: Notification of Key Constituents

The **Department Director** will notify HR, the City Manager, and other relevant departments as needed. City Manager will notify the Mayor and Council.

3.8.3 Task: Notification of Family

The **Department Director of the employee** and/or designated departmental representative (Executive Team Member, HR Director) **AND** the City Manager shall notify the family of the deceased or injured employee in a timely and compassionate manner. Should the situation involve a police officer, the Police Chief should also be included.

3.8.4 Task: Assign Hospital Liaison

The **Department Director of the employee** or Human Resources may assign a hospital liaison in the event of an employee's hospitalization. The liaison may provide support to the employee and family members and maintain administrative information for the department.

3.8.5 Task: Assign Family/Department Liaison

The **Department Director of the employee** and Human Resources may assign, to the extent the family desires, a family/department liaison to ensure the needs of the family are met. Duties will include, but are not limited to, assisting the family with personal matters, funeral arrangements, information concerning the death investigation, and providing travel and lodging assistance for out-of-town family members.

3.8.6 Task: Funeral Protocol

3.8.6.1 The **Family/Department Liaison** shall advise the family of the availability of City involvement in the employee's funeral and arrange to meet with the family at an appropriate time and place to discuss the extent to which the family desires to have the City involved.

3.8.6.2 The **Chief Communications and Marketing Officer** may publish an official period of mourning for a period of no less than seven days from the date of the employee's death. This decision will be made in conjunction with the Executive Team.

3.8.6.3 The **Director of Facility and Grounds** will ensure flags at all appropriate City facilities are flown according to flag protocol.

3.8.6.4 The **Police Department** may convene an honor guard for participation in the funeral and burial services in instances involving departments or offices with no standing honor guard, if desired by the family. The Police Department may arrange for an American flag to be provided to the family, as appropriate, for use during the funeral.

3.8.7 Task: Benefits Coordination

The Director of Human Resources and Benefits Coordinator will coordinate the timely payment for the beneficiary to receive death and retirement benefits, final paycheck, and remaining leave and compensatory time, if applicable. This process will adhere to all applicable state and federal laws, as well as internal HR policies. In addition, they will coordinate the recovery of city devices and city vehicles from the family, as well as coordinate the return of personal items, as appropriate, that may reside in city facilities.

3.9 OFFICE OF COMMUNICATIONS AND MARKETING

3.9.1 Task: Develop Internal Messaging

The **Chief Communications and Marketing Officer** will develop internal messaging with input from the City Manager, Human Resources, the City Attorney, and affected department(s), using tools such as City Link, email, and in-person briefings as appropriate.

3.9.2 Task: Develop External Messaging

The **Chief Communications and Marketing Officer** will develop external messaging with input from the City Manager, Human Resources, the City Attorney, and affected department(s).

3.9.3 Task: Disseminate Messaging

The **Chief Communications and Marketing Officer** will disseminate messaging using Information Technology Services external vendors for mass email and print, as appropriate. Social Media platforms, websites, and other relevant media will also be utilized.

3.9.4 Task: Media Relations

The **Chief Communications and Marketing Officer** and Public Information Officer will maintain open media relations

3.9.5 Task: Monitor News / Rumors

The **Chief Communications and Marketing Officer** will monitor news, social media, and rumors

3.9.6 Task: Bereavement Notice

The **Chief Communications and Marketing Officer** will have a bereavement notice posted with input from human resources.

4.0 HUMAN RESOURCES DEPARTMENT

4.0.1 Task: Notify family/contacts of occupational fatality or severe injury with the City Manager, Department Director, and Executive Management Team Member. In cases involving a police officer, the Police Chief will also participate.

The **Human Resources Department**, in conjunction with the department in which the employee worked and the City Manager, will notify family/contacts of occupational fatality or severe injury.

4.0.2 Task: Determine if applicable Benefit plans are applicable, work with necessary vendors to use the benefit

The **Human Resources Department** will determine employees' benefits and which plans will be applicable in the event of death or severe injury.

4.0.3 Task: Coordinate Employee Assistance Program services for impacted employee work groups

The **Human Resources Department** will coordinate EAP services for the impacted employee work groups

4.1 **KEY DEFINITIONS**

A) **Continuity of Operations (COOP)**

A set of procedures and planning actions that ensure essential government functions can continue during and after a major disruption.

b) **Crisis**

A situation that may disrupt city operations, damage public trust, or require targeted communications support to maintain confidence in city services or leadership.

c) **Emergency**

A sudden or potentially dangerous situation that requires immediate action to protect lives, property, and essential services.

d) **Executive Management Team**

A group of senior leaders designated by the City Manager—including Assistant City Managers, Chief Communications and Marketing Officer, Chief Financial Officer, Police Chief, And Public Works Director—responsible for strategic oversight during emergencies.

e) **Functional Support Teams (FSTs)**

Tactical response groups activated by the City Manager to carry out specialized responsibilities during emergency incidents.

f) **Incident Command System (ICS)**

A standardized approach to the command, control, and coordination of emergency response, providing a common hierarchy within which responders from multiple agencies can be effective.

g) **Incident Response Team (IRT)**

A cross-departmental coordination team activated by the City Manager during emergencies to manage response operations and resource deployment.

SUPPORT ANNEXES OVERVIEW

1. **CRISIS COMMUNICATIONS PLAN (EXISTING)**

The existing Crisis Communication Plan developed and managed by the Office of Communications and Marketing.

2. **LAWRENCEVILLE POLICE DEPARTMENT CRITICAL INCIDENT POLICY (EXISTING)**

The existing PD Critical Incident Policy developed and managed by the Police Department.

3. **UTILITY READINESS PLANS (IN-PROGRESS)**

These have not yet been finalized, but would also be supporting documents.

4. **CONTINUITY OF PLANNING ANNEXES (IN-PROGRESS)**

The following annexes will be created using the City's **Continuity of Government and Continuity of Operations Planning Guide** and will be integrated into the Crisis Management Plan upon completion:

- **Continuity of Government Plan** – Will outline succession, delegation of authority, and continuity of governance.
- **Continuity of Business Plans (COBPs)** – Department-level plans to sustain essential operations during disruptions.
- **Succession Planning Summary** – Citywide summary of executive and critical operational roles with designated successors.
- **Essential Personnel Roster by Position** – Consolidated list of essential staff by title and department, supporting response staffing and access decisions.

5. **EMERGENCY PLANS BY BUILDING (IN-PROGRESS)**

- a. *City Hall Emergency Plan*
- b. *Police Department Emergency Plan*
- c. *Public Works Emergency Plan*
- d. *Lawrenceville Arts Center Emergency Plan*



City of Lawrenceville Crisis Management Plan Overview

*Melissa Hardegree
Chief Communications and Marketing Officer*



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Why a Crisis Management Plan?

- Provides a clear, citywide framework for emergency response
- Protects residents, employees, and public trust
- Ensures service continuity during crises
- Aligns with county and state emergency plans



Development Timeline

- Initial planning began in late 2024
- Led by the City Manager and Executive Management Team
- Input gathered from department directors and key staff across divisions
- Draft finalized in June 2025 and reviewed by City Attorney
- Presented for adoption alongside Chapter 18 ordinance updates in August 2025



What the Plan Covers

- Leadership roles and responsibilities
- Department-specific emergency tasks
- Public communications protocols
- Coordination with outside agencies

Chapter 18: Emergency Management Ordinance

- Updates to Chapter 18 formally establish the Crisis Management Plan as the City's operational guide during emergencies
- Aligns City procedures with Gwinnett County and State of Georgia emergency management frameworks
- Clarifies the Mayor's authority during emergencies (e.g., declarations, curfews, waivers)
- Codifies existing internal response structures and departmental roles
- Ensures legal clarity, transparency, and continuity of operations

Implementation Highlights

- Plan applies to all City departments and facilities
- Executive Management Team leads strategic response and coordination
- **Incident Response Team (IRT):** Activated during major or cross-departmental events
- **Functional Support Teams (FSTs):** Tactical groups focused on specific needs—communications, utilities, logistics, etc.
- **Crisis Communications Plan & Continuity Process:** Activated to manage messaging and maintain essential services
- Supporting annexes will be finalized and implemented following adoption



Supporting Documents

What Supports the Plan?

- The Crisis Management Plan is the foundation.
- It is supported by annexes that provide detailed procedures for specific situations.
- These documents guide staff actions and ensure alignment across departments.
- Only the core plan is being presented for approval at this time.



What's Included or In Progress?

Key Supporting Materials

- Crisis Communications Plan
- Police Critical Incident Policy
- Utility Readiness Plan
- Continuity and Succession Planning
- Emergency Procedures for City Buildings



Next Steps

- Formal adoption of Crisis Management Plan
- Finalize and implement annexes (e.g., utility, building-specific)
- Conduct training and ensure staff alignment
- Maintain and review plan regularly



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5.

Questions?