

**ORIGINAL**



# **Emergency Operations Plan**

**2023**

**APPROVED**

Per the City of Smyrna  
Mayor and Council

Official Meeting Minutes

Date: \_\_\_\_\_

**SCANNED**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

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## Approval and Implementation

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This plan supersedes the City of Smyrna Emergency Operation Plan (EOP) dated \_\_\_\_\_, and is valid for a period of four years from the date signed, unless a revision is required sooner by the undersigned.

This EOP describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of City of Smyrna. This plan is also intended to clarify expectations for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services.

This EOP was developed by City of Smyrna, in conjunction with other local agencies, non-governmental organizations, and private sector partners and is aligned with the National Response Framework, the National Disaster Recovery Framework, and guidance from the Georgia Emergency Operations Plan. It was also developed with lessons learned from previous disasters and emergencies that have threatened the City of Smyrna, as well as exercises and training events.

The City of Smyrna Emergency Operations Plan delegates the mayor's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

- a. Mayor Pro Tem
- b. Most senior city council member
- c. Second most senior city council member
- d. Third most senior city council member

\_\_\_\_\_  
Derek Norton  
Mayor, Smyrna, Ga

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Heather K. Peacon-Corn, City Clerk

Approved as to form:

\_\_\_\_\_  
Scott Cochran, City Attorney

CITY SEAL



## Signature Page

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**Record of Changes**

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Change #	Date	Part Affected	Date Posted	Who Posted

# Record of Distribution

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

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### **1.1 Purpose**

The City of Smyrna Emergency Operations Plan (EOP) is based on the hazards as listed in the Hazard Identification and Risk Assessment (HIRA) which includes all natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of the City of Smyrna. The EOP clarifies the actions taken for an effective response and describes the integration of the processes and procedures detailed in the National Response Framework (NRF), National Disaster Recovery Framework, as well as serving as a guide for all municipal Emergency Operations Plans.

The City of Smyrna EOP supports the five major mission areas set forth in the National Preparedness Goals; Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county's efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation.

The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure.

The EOP provides the framework for interaction with other county and municipal governments, the private sector, and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards, save lives, protect public health, safety, property, and the environment, and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP defines the actions and roles necessary to provide a coordinated response and provides a general concept of potential emergency assignments before, during, and following emergency situations to the Departments and Agencies within the City of Smyrna. It also provides for the systematic integration of emergency resources when activated for emergency situations and does not replace non-emergency operations plans or procedures.

### **1.2 Scope**

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

The EOP addresses the hazards and threats extracted from the City of Smyrna Hazard, Identification and Risk Assessment (HIRA) and the City of Smyrna Hazard Mitigation Plan.

The EOP introduces the fundamentals of mitigation and long-term recovery but is not the primary document for these activities. It also references activities occurring in all phases of the emergency management cycle. However, the primary focus of this document remains an operational plan which describes the basic strategies, assumptions, operational goals and objectives in coordinating and mobilizing resources to support emergency management response and recovery activities.

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

### **Key Concepts**

Key concepts that are reflected throughout the EOP are:

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

department or agency's own authorities.

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

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

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

- Base Plan
- Emergency Support Function Annexes (or Agency/Department/Organization Function Annexes)
- Support Annexes (may include Continuity of Government/Operations, Warning, Population Protection, Financial Management, Mutual Aid/Multijurisdictional Coordination, Private Sector Coordination, Volunteer and Donations Management, Worker Safety and Health, Prevention and Protection, and Communications.)
- Incident/Threat Specific Annexes (Weather related, Earthquake, Tornado, Flood/Dam Failure, HAZMAT, Epidemic, Terrorism, Active Shooter, etc.)
- Companion Documents (Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

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

The EOP is intended to capture and reflect the cooperative spirit of all senior elected and appointed leaders and their organizations to partner in a comprehensive emergency management program to protect the lives and property of all City of Smyrna residents and visitors. |

## **1.3 Situation Overview**

### **1.3.1 Characteristics**

#### **1.3.1.1 Location**

#### **1.3.1.2 Geographic**

|The City of Smyrna is located in Cobb County, Ga and lays between the City of Marietta to the north and the City of Atlanta to the south. Smyrna is approximately 15 square miles and includes roughlyly one mile of river-front property along the Chattahoochee River on the southern end of the city limits. |

#### **1.3.1.3 Demographic**

|The City of Smyrna has a population of 56,268 residents as of 2021. The average age of residents is 35 years old. Smyrna has 25,320 housing units to support its population. |

## Designated Areas of Interest

1. Taylor-Brawner Hall is a historical structure housing several Smyrna governmental organizations. Brawner Hall's front and side lawn also host Food Truck Tuesdays every Tuesday evening during late Spring, Summer, and early Fall.

2. Smyrna's Village Green city center offers shopping and regular city events. |

### 1.3.1.4 Special Events

1. In early September, The City of Smyrna holds its annual Taste of Smyrna event that draws roughly 10,000 attendees.

2. In early October, the City of Smyrna celebrates the Smyrna Birthday with a culture and heritage festival as well as a concert. The event usually draws greater than 20,000 attendees |

### 1.3.1.5 Economic Base and Infrastructure

**1.3.1.6** The City of Smyrna's economy is one of great diversity. Today's commercial and industrial manufacturing base is complemented by solid and growing trade and service sectors. Much tourism activity is centered around the city center location. This economic diversification has helped create new employment and smooth the impact of cyclical swings. As a result, unemployment rates have been low. Finances have improved with significant liberties and development opportunities. |

## 1.3.2 Hazard Profile

**1.3.2.1 Potential Hazards:** The City of Smyrna is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope. |

*Table 1: Hazard Identification and Grouping*

Natural Hazards		
<b>Severe Weather</b> <ul style="list-style-type: none"><li>• Thunderstorms</li><li>• High Winds</li><li>• Lightning</li><li>• Hail</li><li>• Tornado</li></ul>	<b>Severe Winter Weather</b> <ul style="list-style-type: none"><li>• Snow</li><li>• Extreme Cold</li><li>• Ice</li><li>• Blizzard</li><li>• Freezing Rain</li><li>• Sleet</li></ul>	<b>Tropical Cyclone</b> <ul style="list-style-type: none"><li>• Storm Surge</li><li>• High Winds</li><li>• Heavy Rainfall</li><li>• Tornado</li></ul>
<b>Infectious Disease</b> <ul style="list-style-type: none"><li>• Infectious Diseases</li><li>• Food Borne Diseases</li><li>• Agricultural Disease Outbreak</li><li>• Novel Disease Outbreak</li></ul>	<b>Drought Wildfire</b> <ul style="list-style-type: none"><li>• Extreme Heat</li><li>• Wildfires</li><li>• Smoke</li><li>• Water Shortage</li></ul>	<b>Inland Flooding</b> <ul style="list-style-type: none"><li>• River Flooding</li><li>• Flash Flooding</li><li>• Urban Flooding</li></ul>
<b>Geologic Hazard</b> <ul style="list-style-type: none"><li>• Sinkholes</li><li>• Earthquake</li><li>• Landslides</li></ul>		

Human Caused Hazards		
<b>Cybersecurity Attack</b> <ul style="list-style-type: none"><li>• Hacking/Phishing</li><li>• Infrastructure Disruptions</li><li>• Ransomware/Malware Attacks</li><li>• Network Intrusion/Disruption Transportation</li></ul>	<b>Active Shooter</b> <ul style="list-style-type: none"><li>• Explosives/Improvised Explosive Devices</li><li>• Vehicle Ramming</li><li>• Sniper Attack</li><li>• Hostage Taking</li></ul>	<b>Radiological Release</b> <ul style="list-style-type: none"><li>• Radiological Release Technical</li><li>• Radiological Release Hostile</li></ul>
Hazardous Material Release <ul style="list-style-type: none"><li>• Transportation-Related</li><li>• Storage-Related, Spills, and Leaks</li></ul>		
Technological Hazards		
<b>Dam Failure</b> <ul style="list-style-type: none"><li>• Downstream Flooding</li><li>• Erosion</li><li>• Property Damage</li><li>• Environmental Damage</li><li>• Transportation Disruption</li><li>• Infrastructure Disruption</li></ul>	<b>Infrastructure Failure</b> <ul style="list-style-type: none"><li>• Communications</li><li>• Transportation</li><li>• Energy</li><li>• Public Works</li></ul>	

*Table 2: Hazard Identification Process*

Hazard of Concern	How and Why hazard was Identified
<b>Severe Weather</b> <ul style="list-style-type: none"> <li>• Thunderstorms</li> <li>• High Winds</li> <li>• Lightning</li> <li>• Hail</li> <li>• Tornado</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and NWS NCDC Storm Events Database</li> <li>• Smyrna routinely encounters severe weather at all times of year.</li> </ul>
<b>Inland Flooding</b> <ul style="list-style-type: none"> <li>• Rivers</li> <li>• Flash</li> <li>• Urban</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and NWS NCDC Storm Events Database</li> <li>• Smyrna has approximately 1 mile of river property and is subject to stormwater flooding in target areas.</li> </ul>
<b>Tropical Cyclone</b> <ul style="list-style-type: none"> <li>• Storm surge</li> <li>• High Winds</li> <li>• Heavy Rain fall</li> <li>• Tornado</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and NWS NCDC Storm Events Database</li> <li>• NWS hurricane data</li> <li>• Smyrna can be impacted by tropical cyclones as they move inland.</li> </ul>
<b>Severe Winter Weather</b> <ul style="list-style-type: none"> <li>• Snow</li> <li>• Ice</li> <li>• Freezing Rain</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database</li> <li>• Winter weather can have a significant impact on transportation and utilities.</li> </ul>

<b>Drought Wildfire</b> <ul style="list-style-type: none"> <li>• Extreme Heat</li> <li>• Wildfires</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical disaster declarations, NWS NCDC Storm Events Database, U.S. Drought Monitor and Drought Impact Reporter</li> <li>• The entire State of Georgia is subject to the effects of drought</li> </ul>
<b>Geologic Hazards</b> <ul style="list-style-type: none"> <li>• Sinkholes</li> <li>• Earthquake</li> </ul>	<ul style="list-style-type: none"> <li>• Review of historical data, including United States Geological Survey</li> <li>• Smyrna can be impacted by seismic events and sinkholes.</li> </ul>
<b>Infectious Diseases:</b> <ul style="list-style-type: none"> <li>• Infectious Diseases</li> <li>• Food Borne Diseases</li> <li>• Agricultural Disease Outbreaks</li> <li>• Novel Disease Outbreaks</li> </ul>	<ul style="list-style-type: none"> <li>• Smyrna population can be affected by infectious diseases.</li> </ul>
<b>Cybersecurity Attack</b> <ul style="list-style-type: none"> <li>• Hacking/Phishing</li> <li>• Infrastructure Disruptions</li> <li>• Ransomware/ Malware Attacks</li> <li>• Network Intrusion/ Disruption</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Most of Smyrna's critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident.</li> </ul>
<b>Active Shooter</b> <ul style="list-style-type: none"> <li>• Explosives/Improvised Explosive Devices</li> <li>• Vehicle Ramming</li> <li>• Sniper Attack</li> <li>• Hostage Taking</li> </ul>	<ul style="list-style-type: none"> <li>• Terrorist attacks can occur anywhere.</li> <li>• Smyrna routinely has multiple events that could be considered targets for active shooters.</li> </ul>
<b>Radiological Release (Technical, Hostile)</b> <ul style="list-style-type: none"> <li>• Individuals (Physical and Psychological Health)</li> <li>• Property</li> <li>• Environment</li> <li>• Infrastructure</li> <li>• Agriculture</li> <li>• Zoological</li> <li>• Economy</li> </ul>	<ul style="list-style-type: none"> <li>• Smyrna could be impacted by a release of radiological material while in transport by over-the-road or railroad.</li> </ul>
<b>Hazardous Material Release</b> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Loss of life</li> <li>• Property damage</li> <li>• Environmental damage</li> </ul>	<ul style="list-style-type: none"> <li>• Smyrna has multiple organizations with Tier II reporting responsibilities as well as 6 miles of heavily used railways.</li> </ul>
<b>Dam Failure</b> <ul style="list-style-type: none"> <li>• Downstream Flooding</li> <li>• Erosion</li> <li>• Property Damage</li> <li>• Environmental Damage</li> <li>• Transportation Disruption</li> <li>• Infrastructure Disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Smyrna has numerous registered dams and could be impacted from a failure of the Morgan Falls dam.</li> </ul>

<b>Infrastructure Failure</b> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Transportation</li> <li>• Energy</li> <li>• Water Wastewater</li> </ul>	<ul style="list-style-type: none"> <li>• Smyrna is home to numerous pieces of critical infrastructure across all identified sectors</li> </ul>
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### 1.3.2.2 Vulnerability Assessment

Vulnerability includes all populations and assets (environmental, economic, and critical facilities) that may be at risk from natural, human-caused, and technological hazards. Vulnerability analysis measures the level of assets, populations, or resources within a given region, city, or town. The vulnerability is a function of the built environment, local economy, demographics, and environmental uses of a given region.

The damage and/or destruction of any of the City of Smyrna's six (6) critical lifeline sectors (Communications, Emergency Services, Energy, Information Technology, Transportation Systems, and Water/Wastewater Systems) represents enormous economic, social, and general functional costs to a community, while also impeding emergency response and recovery activities.

A nonfunctional road can have major implications for a community: general loss of productivity; disruption of physical access preventing residents from getting to work or other daily activities; prevention of emergency vehicles from reaching destinations; associated health and safety implications; and potential access difficulties causing the disruption of important lifeline supplies, such as food and other deliveries to the community.

Damaged or destroyed utility lines and facilities, including electricity, computer and satellite links, gas, sewer, and water services can cripple a region after a disaster. Power lines are often badly damaged or destroyed, resulting in the loss of power for days, weeks, or even months. This is particularly critical considering modern societies' dependence on electricity. In addition to basic modern household appliances being affected, public water supplies, and water treatment and sewage facilities can also be impacted. Electric pumps cannot pump drinking water into an area without power, and even if they could, the water delivery system could be breached in several areas. The loss of level elevated water tanks also results in a lack of safe drinking water. Even disaster victims who do get water may have to boil it to eliminate waterborne pathogens introduced to the supply in breached areas.

Although not a complete representation of all the possible types of facilities, this dataset is a good representation of critical facilities in the City of Smyrna. |

*Table 3: Types of Facilities*

<b>Jurisdiction Owned Holdings:</b>	24
<b>Interstate roads within Jurisdiction (in miles)</b>	1
<b>State Maintained Roads (in miles)</b>	7
<b>County Maintained Roads (in miles)</b>	6
<b>Bridges</b>	11
<b>Law Enforcement Agencies:</b>	1
<b>Fire Stations:</b>	5



Hospitals:	1
Dispatch Centers	1
First Responder's Communication Towers	1
TV Digital Station Transmitters	0
AM Transmission Towers	0
FM Transmission Towers	0
Cellular Towers	6
City Halls:	1
Housing Units	25,320
Mobile Homes	0
Airports:	0
Dams:	4
Fishing and Boating Access/Marinas:	0
Power Substations	2
Water/Wastewater Stations	0

### 1.3.3 Planning Assumptions

1. A disaster may occur within the City of Smyrna with little or no warning and may escalate more rapidly than the City of Smyrna can handle.
2. Incidents are typically managed at the lowest possible organizational and jurisdictional level. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
3. During a State of Emergency, the EMA Director, as the individual responsible for carrying out the City of Smyrna's emergency management programs, has command and control authority over all operational areas necessary to help the City of Smyrna respond to, recover from, and mitigate against natural and manmade emergencies.
4. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the City of Smyrna. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastating. For this reason, planning efforts are made as generally as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
5. Agencies/departments/offices assigned responsibilities in the EOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.
6. Agencies are prepared to fulfill assigned responsibilities from the EOP, supporting plans and joint operational or area plans.
7. Mutual Aid to the affected jurisdiction by response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when the County officials determine their own resources to be insufficient.

8. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by local jurisdictions.
9. It is the responsibility of elected officials and designated responders under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
10. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
11. When an emergency exceeds the City of Smyrna resource and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland Security Agency (GEMA/HS) if needed.
12. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested. This includes all agencies, departments and offices in support of this EOP as well as any neighboring jurisdictions.
13. Incidents, including large scale emergencies or events, require full coordination of operations and resources, and may:
  - a. Require significant information sharing across multiple jurisdictions and between the public and private sectors;
  - b. Involve single or multiple jurisdictions and/or geographic areas;
  - c. Have significant local and/or statewide impact and may require significant inter-governmental coordination;
  - d. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
  - e. Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
  - f. Require resources to assist individuals with access and functional needs;
  - g. Impact critical infrastructures across multiple sectors;
  - h. Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
  - i. Attract a sizeable influx of public, private, and voluntary resources; including independent and spontaneous volunteers;
  - j. Require short-notice asset coordination and response; and
  - k. Require prolonged incident management operations and support activities for long-term community recovery and mitigation.
14. Factors influencing the need for state involvement in response and recovery may include, but are not limited to:

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

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## **Concept of Operations**

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### **1.4 General**

Communications is maintained between affected jurisdictions and GEMA/HS Area Emergency Management and/or Homeland Security Field Coordinators. GEMA/HS personnel may respond to the jurisdiction to facilitate ongoing information exchange.

The mayor may declare local states of emergency and request State assistance. All requests for State assistance should be entered into WebEOC and coordinated with the assigned Area Field Coordinator to the State Operations Center (SOC).

City EOC will serve as a clearinghouse for response and recovery operations and for deployment of resources within the city.

This plan is based on three organizational levels of emergency management: local, state, and federal. Each level works together to provide a delivery system to meet the needs of the public. Emergency operations are initiated at the lowest level able to respond to the emergencies and disasters.

Supporting agencies and volunteer organizations are incorporated in this plan for a whole community approach.

### **1.5 Goals and Objectives**

#### **1.5.1 Goals**

1. Promote all phases of emergency management and provide the community with a coordinated effort in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from a localized or widespread disaster.
2. Facilitate effective use of all available resources during a disaster.
3. Maintain the quality of life for our citizens before, during and after a disaster.

#### **1.5.2 Objectives**

1. Meet the needs of disaster victims: Save human lives; treat the injured; warn the public to avoid further casualties; evacuate all who are potentially endangered; coordinate with other agencies to shelter and care for those evacuated.
2. Protect property: Take action to prevent damage of property; provide security for property, especially in evacuated areas; prevent contamination to the environment.

3. Restore the Community: Re-establish essential utilities, transportation routes, public infrastructure and facilities as well as encourage economic activity. |

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

1. The City of Smyrna has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout the City of Smyrna. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.

2. All of the City of Smyrna emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene is via an Emergency Management staff member located at the Incident Command Post.

3. If the incident affects multiple agencies and jurisdictions, a transition may occur from a single Incident Commander to a Unified Command structure. Unified Command may appoint a single spokesperson to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations. |

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

### **1.6.1 EOC Operating Levels**

1. Active Monitoring: Minimal staff on duty for monitoring of daily activities.

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

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

### **1.6.2 Field Operations**

1. The EMA staff is on call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.

2. Small-scale incidents or emergencies may be mitigated on scene, without opening the EOC.

3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.

4. Once an incident has escalated and all typical mission specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be

dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.

5. All EMA staff are cross trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.

6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM representative will contact the remaining EM staff for additional support.

7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control.

### **1.6.3 Activation of the Emergency Operations Plan (EOP)**

1. The mayor is responsible for the City of Smyrna and functions as their representative. The mayor oversees the city's activities relating to an emergency or disaster. The mayor may designate these responsibilities to the EMA Director.

2. The mayor oversees the city's activities relating to an emergency or disaster. The mayor may designate these responsibilities to the EMA Director.

3. The EMA Director will make a recommendation to the mayor regarding the activation/implementation of the EOP. In the event the mayor is not available, the Mayor Pro Tem has the authority to order the activation. If the Mayor Pro Tem is not available, then the most senior city council member has the authority to order the activation.

4. When the EOP is implemented, all city resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility.

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

6. The EMA will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.

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

#### **1.6.4.1 General**

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

#### **1.6.4.2 Location**

The City of Smyrna EOC is located at 642 Concord Rd SE, Smyrna, Ga 30080. If an alternate EOC is needed it will be designated by the EMA Director or Deputy Director at the time of the event. 2620 Atlanta Rd SE, Smyrna, Ga 30080

### 1.6.4.3 Activation Options

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

1. **Partial Activation** occurs during small-scale incidents requiring minimal resources and personnel, but still not requiring full activation of the EOC. The EMA Director or Deputy Director will determine which ESFs are needed and the hour of operations.

2. **Full Activation** occurs when all ESFs are fully manned and operating 24 hours a day. This will occur during major emergencies and disasters and will be the priority activity in the county when activated.

Once the emergency or disaster necessitating the EOC activation is over, the EMA Director or Deputy Director, with the mayor's authorization, will determine the means of deactivation of the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

### 1.6.4.4 Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are as indicated:

*Table 4: ESF Primary and Alternate Responsible Agencies*

ESF	Function	Primary	Support
ESF-1	Transportation	Smyrna Public Works	Smyrna Parks & Recreation
ESF-2	Communications	Smyrna 911	Cobb County 911
ESF-3	Public Works	Smyrna Public Works	Smyrna Water & Sewer, Smyrna Community Development, Cobb County Marietta Water Authority
ESF-4	Firefighting	Smyrna Fire Department	Cobb County Fire & Emergency Services, Georgia Mutual Aid Group, Marietta Fire Department
ESF-5	Information & Planning	Smyrna Emergency Management Agency	Cobb County Emergency Management Agency
ESF-6	Mass Care	Cobb County	Cobb Douglas Public

		Department of Family and Children's Services	Health
ESF-7	Resource Support	Smyrna Emergency Management Agency	Smyrna Government, Cobb County Emergency Management Agency
ESF-8	Public Health	Cobb Douglas Public Health	Wellstar Health System
ESF-9	Search & Rescue	Smyrna Fire Department	Smyrna Police Department, Cobb County Fire & Emergency Services, Cobb County Police Department, Cobb County Sheriff's Office, Marietta Fire Department, Marietta Police Department
ESF-10	HAZMAT	Cobb County Fire & Emergency Services	Smyrna Fire Department, Georgia Mutual Aid Group, Marietta Fire Department
ESF-11	Agriculture	Cobb County Extension Office	Cobb County Animal Control
ESF-12	Energy	Smyrna Public Works	Atlanta Gas Light, Cobb EMC, Georgia Power
ESF-13	Public Safety	Smyrna Police Department	Cobb County Police Department, Cobb County Sheriff's Office, Marietta Police Department
ESF-14	Recovery	Smyrna Emergency Management Agency	Support Smyrna
ESF-15	Public Affairs / External Affairs	Smyrna Community Relations	Smyrna Government

#### 1.6.4.5 Activation

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

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

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

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

#### **1.6.4.6 EOC Organization Structure**

1. Executive Group is composed of the following:

- a. Smyrna Mayor
- b. Mayor Pro Tem
- c. City Administrator
- d. Deputy City Administrator/Finance Director
- e. Assistant City Administrator
- f. Fire Chief/EMA Director
- g. Police Chief

Executive Group may operate in an extension of the Emergency Operations Center (virtual or physical)

2. Command is composed of the following:

- a. Fire Department Battalion Chief
- b. Police Department Shift Sergeant
- c. Public Works Assistant Director
- d. EMA Specialist/EOC Manager

3. Operations Section is composed of the following ESF:

- a. ESF – 2 Communications
- b. ESF – 3 Public Works
- c. ESF – 4 Firefighting



- d. ESF – 5 Emergency Management
  - e. ESF – 8 Public Health
  - f. ESF – 9 Search & Rescue
  - g. ESF – 10 Hazardous Material
  - h. ESF – 11 Agriculture
  - i. ESF – 12 Energy
  - j. ESF – 13 Law Enforcement
4. Planning Section is composed of the following ESF:
- a. ESF – 5 Information & Planning
  - b. ESF – 14 Recovery
5. Logistics Section is composed of the following ESF:
- a. ESF – 1 Transportation
  - b. ESF – 2 Communications
  - c. ESF – 5 Emergency Management
  - d. ESF – 6 Mass Care
  - e. ESF – 7 Resources Support
6. Finance Section is composed of the following:
- a. Designated City Finance Department personnel |

#### **1.6.4.7 Situation Reports (SITREP)**

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

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

- 1. Type of disaster
- 2. Date and time of disaster
- 3. Status of mobilization of county/municipal resources
- 4. Initial damage
- 5. Immediate support required of state government
- 6. Casualties/Fatalities – Number dead, injured and missing
- 7. Roads and bridges damage or destroyed
- 8. Utility status – locations and number of homes/facilities without power, water, gas,

communications, etc

9. Public facility damage

10. Critical Infrastructure damage (Communications, Emergency services, etc)

11. Status of local government

12. POD status

13. Shelter status

14. School status

15. Other damage

Upon review and approval by the EOC Manager the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events, and titled the City of Smyrna SITREP the beginning of each operational period. |

#### **1.6.4.8 Briefings Schedules**

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

2. Once the EOC becomes operational, the EOC Manager will conduct regularly scheduled situational briefings. Briefing times will be determined at the beginning of activation and will be based on type and speed of incident. All ESFs may be expected to give a brief description of their priority issues as related to the EOC objectives and any unresolved concerns they have.

3. Additional briefings may be required depending on the circumstances. This may include briefings for VIPs, media, special visitors or newly arrived state or federal representatives. |

#### **1.6.5 Coordinating Local, State and Federal Operations**

1. Local responders are the first to arrive and the last to leave an emergency situation. All emergencies and/or disasters are managed at the local level. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to meet the emergency needs of victims.

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

3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.

4. The Governor or designee may execute the Georgia Emergency Operation Plan (GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

5. State level assistance activities normally will consist of coordination and support.

6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
7. To the extent that public law provides, any federal assistance made available to relieve the effects of an emergency or disaster in the City of Smyrna will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.
8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

#### **1.6.6 County/Local Logistical Staging Area (LSAs)**

For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area may be established. The LSA will receive, classify, and account for emergency relief and sustainment supplies. This area will be determined based on areas of damage and needs. |

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

##### **1.6.7.1 Preparedness**

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

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

##### **1.6.7.2 Response**

|Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social and economic structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual aid agreements and the ESF Annexes of this plan. |

##### **1.6.7.3 Recovery**

|Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term involves the total restoration of the county's infrastructure and economic base. For more information on recovery, please refer to the

#### **1.6.7.4 Mitigation**

Mitigation includes those activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation may include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury. |

#### **1.6.8 Public Information**

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

- a. In the event of an emergency or disaster, the City of Smyrna Community Relations Director will closely monitor the situation, receive information from the EMA Director or Deputy Director and disseminate timely written and verbal information to the public. The Community Relations Director will utilize all available media sources, to include radio, television, newspaper, social media and other internet sources, and any other sources that are feasible.
- b. The Community Relations Director's primary purpose is to provide information to the general public regarding the disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active disaster, pertinent information regarding evacuation, re-entry and recovery efforts.
- c. The Community Relations Director for the City of Smyrna will work closely with the Command Group and will be present for all strategic level meetings during emergency or disaster operations.
- d. Public Information operations will include the Executive Group, Community Relations Director, Community Relations Assistant, Fire Department Public Information Officer, and Police Department Public Information Officer.
- e. For information detailed information can be found in the ESF – 15 Public Information Annex.

##### **2. Coordination**

During an emergency or disaster, the City of Smyrna the designee as assigned will be the official spokesperson for the City. Coordination with all appropriate departments and jurisdictions will ensure proper emergency public information is being disseminated.

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

The Community Relations Director will be responsible for escorting media members into the Joint Information Center (JIC) and for arranging interviews with EOC Staff. The media will not be allowed in the EOC without prior approval from the EMA Director or Deputy Director. |

### **1.6.9 Alert and Notification**

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

1. Emergency Management Staff maintains several methods of communication for alert and notification. The primary communication method is cellphones which includes email and texting capability.
2. The EMA Director, or their designee, will coordinate with all appropriate department/agencies and organizations to ensure timely notification at the onset of a human-caused or natural incident.

#### **1.6.9.2 State Warning Point**

1. The primary method of notification for the State Warning Point is telephone at 1-800-TRY-GEMA (1-800-879-4362).
2. When notifying or alerting the State Warning Point, all reports will be done in accordance with the GEMA/HA Field Reporting Standard Operating Guide. |

### **1.6.10 Warning**

The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many methods to communicate emergency messages to the general public, the business community and transient population. Official warnings can come from the local, state and federal government.

The Smyrna Communications Center serves as the city Public Safety Answering Point (PSAP) for all incidents and is located at 2646 Atlanta Rd SE, Smyrna, Ga 30080. |

### **1.6.11 Evacuation**

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the city's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the City EOC.
2. The EMA Director, or designee, will coordinate the evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.
3. The EMA Director, or designee, will provide detailed evacuation information to the public, through the Community Relations Director, to facilitate the evacuation. |

### **1.6.12 Request for Assistance**

1. If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.
2. When it is determined that municipal resources are not adequate, additional resources may be requested through the EMA Director or the City EOC, if activated.
3. All needs must go through the process of being filled with local resources, resources

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

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

- a. Area Field Coordinator liaison
- b. Phone 1-800-TRY-GEMA (1-800-879-4362)
- c. [sheri.russo@gema.ga.gov](mailto:sheri.russo@gema.ga.gov) |

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## **Organization and Assignment of Responsibilities**

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### **1.7 General**

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. |

### **1.8 Organization**

- 1. Smyrna Elected Officials
- 2. ESF 1 – Transportation: Smyrna Public Works Department, Cobb County Department of Transportation, Smyrna Parks & Recreation Department
- 3. ESF 2 – Communications: Smyrna 911, Cobb County 911
- 4. ESF 3 – Public Works: Smyrna Public Works Department, Smyrna Water & Sewer Department, Smyrna Community Development Department, Cobb County Marietta Water Authority
- 5. ESF 4 – Firefighting: Smyrna Fire Department, Cobb County Fire & Emergency Services, Georgia Mutual Aid Group, Marietta Fire Department
- 6. ESF 5 – Information & Planning: Smyrna Emergency Management Agency, Cobb County Emergency Management Agency
- 7. ESF 6 – Mass Care: Cobb County Department of Family & Children Services, Smyrna Emergency Management Agency, American Red Cross
- 8. ESF 7 – Resource Support: Smyrna Emergency Management Agency, Smyrna Government, Cobb County Emergency Management Agency
- 9. ESF 8 – Public Health: Cobb Douglas Public Health, Wellstar Health System
- 10. ESF 9 – Search and Rescue: Smyrna Fire Department, Smyrna Police Department, Cobb County Fire & Emergency Services, Cobb County Police Department, Cobb County Sheriff's Office, Marietta Fire Department, Marietta Police Department

11. ESF 10 – HAZMAT: Cobb County Fire & Emergency Services, Smyrna Fire Department, Georgia Mutual Aid Group
12. ESF 11 – Agriculture: Cobb County Extension Office, Cobb County Animal Control
13. ESF 12 – Energy: Smyrna Public Works Department, Atlanta Gas Light, Cobb EMC, Georgia Power
14. ESF 13 – Public Safety: Smyrna Police Department, Cobb County Police Department, Cobb County Sheriff's Office, Marietta Police Department
15. ESF 14 – Recovery: Smyrna Emergency Management Agency, Support Smyrna
16. ESF 15 – External Affairs: Smyrna Community Relations Department, Smyrna Government

## **1.9 Assignment of Responsibilities**

### **1.9.1 Chief Elected Officials**

1. Disaster declarations
2. Evacuation orders
3. Re-entry decisions
4. Other protective action decisions as necessary
5. Providing legal advice as required
6. Performing other necessary legal functions
7. Serving as a liaison with other legal and judicial agencies and sections of the government

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

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

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

Note that not all disaster or emergency incidents result in the activation of all ESFs. It is

possible that an incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

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

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

1. Support and assist municipal, county, private sector, and voluntary organizations requiring transportation.
2. Coordinate rail management with state and PSP partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure.
5. Debris management.
6. Damage and impact assessment.

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

1. Provide communication plans and systems for disaster response
2. Communications with telecommunication providers and operators
3. Coordination of restoration and repair of telecommunication systems
4. Protection, restoration and sustainment of cyber systems and resources
5. Damage assessment of critical communication systems in disasters

#### **1.9.2.3 ESF 3 – Public Works**

1. Water Sector Critical Infrastructure Assessment, Protection, and Technical.
2. Boil water advisories.
3. Infrastructure restoration and coordination.
4. Damage assessment to critical infrastructure system.
5. Water sample collection assistance.
6. Maintaining designated major streets and avenues, highways, and other designated routes of travel
7. Assisting with heavy rescue
8. Decontamination
9. Engineering services as required
10. Transportation
11. Debris removal



12. Inspection of shelter sites for safe occupancy
13. Inspection of damaged buildings, public and private, for safe occupancy
14. Enforcement of building codes
15. Maintenance of vehicles and other essential equipment of the various departments and agencies
16. Maintenance of a reserve supply of fuel
17. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits |

#### **1.9.2.4 ESF 4 – Firefighting**

1. Command and coordination of firefighting activities.
2. Search and rescue.
3. Decontamination.
4. Damage assessment. |

#### **1.9.2.5 ESF 5 – Information and Planning**

1. Coordination of emergency management program and EOP.
2. Staff and manage EOC.
3. Comprehensive all-hazard emergency preparedness planning.
4. Manage all-hazard emergency preparedness training and education.
5. Coordination of incident management and response efforts.
6. Disseminate emergency public information.
7. Preparation and management of Incident Action Plan.
8. Maintain situational awareness.
9. Coordinate assistance from other jurisdictions.
10. Coordinate resource requests through State Operation Center (SOC).
11. Financial management coordination in disasters.
12. Collection, compilation and dissemination of damage assessment reports. |

#### **1.9.2.6 ESF 6 – Mass Care**

1. Status reporting of mass care, shelter, human services activities to SOC.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues.
5. Providing personnel for shelter managers and staff.
6. Providing recreation plans for shelter occupants' use during shelter-stay period.

7. Coordinating transportation.
8. Supporting shelter managers.
9. Emergency welfare services.
10. Emergency lodging.
11. Emergency feeding.
12. Emergency clothing.
13. Emergency registration and inquiry.
14. Coordinating services for the area's homeless population.
15. Coordinating religious services.
16. Coordinating private welfare groups.
17. Identifying non-English-speaking persons and provisions for translation.
18. Identifying special needs population (by culture, language, or age-specific requirements).
19. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact. |

#### **1.9.2.7 ESF 7 – Resource Support**

1. Maintaining a list of suppliers, vendors, and items of critical emergency need.
2. Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support.
3. Logistics planning, management, and coordination (Mutual Aid).
4. Coordination of incident facilities, equipment and supplies in disasters.
5. Coordination of contract services in disasters (food, water, commodities, and transportation).
6. Status reporting of logistics and resource activities to the SOC. |

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

1. Emergency medical treatment and triage.
2. Emergency medical care information and coordination.
3. Emergency hospital treatment information and coordination.
4. Traditional hospital medical services.
5. Limited on-site decontamination.
6. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items.
7. Medical support to shelters.
8. Health advisories.

9. Inoculations for the prevention of disease.
10. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).
11. Assisting with special needs evacuation.
12. Hospital evacuation.
13. Emergency medical transportation.
14. Emergency interment coordination.
15. Sanitation and pest control as required. |

**1.9.2.9 ESF 9 – Search & Rescue**

1. Coordination of search activities in disasters.
2. Coordination of rescue activities in disasters.
3. Coordination of search and rescue resources. |

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

1. Coordination of hazardous material response activities.
2. Coordination of environmental protection and long term clean up. |

**1.9.2.11 ESF 11 – Agriculture**

1. Coordination with ESF 6 and County Board of Education for nutrition assistance.
2. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
3. Assurance of food safety and food security.
4. Coordination with ESF 6 and ESF 8 for the safety and well-being of household pets during an emergency response or evacuation.
5. Protection of natural and cultural resources and historic properties. |

**1.9.2.12 ESF 12 – Energy**

1. Assessment, repair and restoration of damaged energy systems and components.
2. Coordinate private sector energy industry and fuel industry restoration efforts.
3. Prepare energy forecast and assessments for disasters.
4. Coordination for fuel resupply of emergency vehicles & generators. |

**1.9.2.13 ESF 13 – Public Safety**

1. Maintaining law and order.
2. Traffic and crowd control.
3. Protecting vital installations.
4. Controlling and limiting access to the scene of the disaster.

5. Assist with movement restrictions, evacuation, and re-entry coordination.
6. Support transportation strike teams.
7. Supplementing communications.
8. Assisting with all evacuation efforts.
9. Assisting with search and rescue.
10. Security planning and technical resource assistance. |

#### **1.9.2.14 ESF 14 – Recovery**

1. Damage, social, and economic impact assessment in disasters.
2. Long-term community recovery assessment and coordination.
3. Analysis of mitigation program activities. |

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

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

#### **1.9.2.16 Local Emergency Planning Committee**

1. Furnish information, including maps or materials, as needed, for the EMA Director. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.
2. Augment EOC staff as necessary |

### **1.9.3 State Government Department and Agencies**

Support from other State government departments and agencies may be requested through the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) State Operations Center by submitting a Resource Request through WebEOC.

### **1.9.4 Private Sector Organizations**

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies. |

#### **1.9.4.1 Roles**

The roles, responsibilities, and participation of the private sector during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

1. Impacted Organization or Infrastructure

Private-sector organizations may be affected by direct or indirect consequences of the

incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are significant to regional economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

## 2. Response Resource

Private-sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, equipment, and advanced technologies - through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.

## 3. Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

## 4. Emergency Organization Member

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

### 1.9.4.2 Responsibilities

Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an Emergency or disaster, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

### Response Resources

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The City Government maintains ongoing interaction with the critical infrastructure and key resource industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under law, private-sector representatives should be included in planning and exercises. In some cases, the government may direct private-sector response resources when they have contractual

relationships, using government funds. |

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

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

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

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

### **1.9.6 Citizen Involvement**

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The US Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

#### **Citizen Corps**

The Citizen Corps works through a Citizen Corps Council that brings together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

Citizen Corps Councils Implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen

involvement opportunities in support of response to major disasters and other emergencies.

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

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

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

The Smyrna mayor, with assistance from the EMA director, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.
2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for the protection and safeguarding of vital records and critical applications.
4. Maintaining essential communications resources.
5. Identification of alternate operating facilities and capabilities.
6. Priorities for recovery of processes, functions, critical applications, and vital records.

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

1. Mayor
2. Mayor Pro Tem
3. Most senior city council member
4. Next most senior city council member

### **1.11 Mission Essential Positions**

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

City of Smyrna.

1. City Administrator
2. Deputy City Administrator
3. Assistant City Administrator
4. Fire Chief/EMA Director
5. Police Chief
6. Public Works Director
7. Information Technology Director
8. Community Relations Director

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

### **1.12.1 Mission Essential Functions**

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

During activation of the COOP, all activities not identified as essential may be suspended to enable the City of Smyrna to concentrate on providing mission essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding restoration of the suspended functions with regular or expected users will be a priority.

The City of Smyrna's mission essential functions, organized by area of responsibility, are identified below in descending order of priority:

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



### **1.12.2 Mission Essential Processes**

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

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

1. Public Safety (Law Enforcement, Fire, EMS)
2. 911 Communications
3. Emergency Operations Center Activation
4. Public Affairs
5. Finance and Administration

Priority 5-9 processes can be deferred until post-event and reconstitution activities. Selected staffing resources supporting Priority 6-10 processes will be cross-trained and redeployed to support and sustain immediate needs to execute the City of Smyrna's role.

6. Civil Court Services
7. Business/Commerce Management
8. Non-essential City Operations (Tax assessment, Zoning commission, etc.)
9. Hazard Mitigation
10. Training

### **1.13 Relocation of Government**

#### **1.13.1 Alternate Facilities**

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

The primary alternative method, if possible, for performing mission essential functions will be virtual meetings/communications.

If it is determined that a physical alternate facility is needed, selection of the alternate facility for the City of Smyrna will be based on the identified capabilities to support mission essential functions. In addition, depending on the emergency conditions, the City of Smyrna also has access to additional facilities that could support essential functions.

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

Upon determining the need for an alternative location, the City of Smyrna will choose a facility based on the criteria below:

1. Located in an area that is close in proximity to geographical city while is also safe for inhabitants.
2. Existing security access controls.
3. Ready access via interstate highway.
4. Available configured space and utilities to support pre-positioned equipment and supplies, support center operations and large numbers of staff.
5. Minimum essential communications capabilities.
6. Capabilities for on-site housing, food service and health care of personnel for sustained operations.

### **1.13.2 Logistics Support**

Logistics support for the alternate site:

1. Cleaning, Sanitation, and trash removal at least once per day.
2. Inventory and prioritize records, documents, and information systems vital to COOP; provide for their security, access and redundancy as necessary.
3. Provide for the collection of data during the execution of COOP activities and post event analysis.
4. Develop an after-action report to document the chronology of events and lessons learned.
5. Update COOP plans based on actual operational experience.

### **1.13.3 Resources Requirements**

Resources requirements for the alternate site during COOP issues/incidents:

1. Expansion for temporary workstations to support additional state and/or federal partners (incident dependent)
2. Facility Management Services to include additional electrical power availability, increased HVAC operations due to the increased number of personnel working in the area, cleared access from the parking lots to the building entrances.
3. Security operations to confirm that all personnel entering the facility are authorized.

## **1.14 Vital Records and Data Management**

Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out governments legal and financial functions and the protection of legal and financial rights of citizens.

The City of Smyrna has identified vital records and databases, which must be available to support essential functions. The City of Smyrna has also identified vendors and

contractors available to support restoration of vital records, systems, and/or processes.

#### **1.14.1 Communications**

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

1. Primary: Internet-based telephone system and/or City of Smyrna issued cellular telephones, internet e-mail
2. Alternate: Public safety radios, walkie-talkies

#### **1.14.2 Information Technology**

1. Wireless network infrastructure support, to include network hardware and connectivity to available internet access.
2. Wired network infrastructure support includes network hardware, connectivity to vendor provided internet access.
3. Prepositioned phones and switches to support wired and wireless networks.
4. Establish alternate connectivity to agency resources if critical sites are inaccessible via the internet.

#### **1.14.3 Public Information**

1. Communicate key messages to help protect citizens.
2. Educate Smyrna residents on emergency preparedness.
3. Document important information for future use.
4. Provide Public Information Officers for website support, responding to media inquiries, and to be spokespersons for TV/Radio interviews.
5. Constituent/Elected Officials Liaison to respond to inquiries from elected officials and the general public.
6. Administrative support for information technology, publications and general administrative support to staff.

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

1. Initiates processing and tracking of expenditures.
2. Assists with the logistical efforts relative to purchasing and travel.
3. Provides internal direction for tracking staff overtime and compensatory time.
4. Provides coordination among affected state agency finance officers relating to event reimbursement process.
5. Ensure compliance with all local, state, and federal laws and regulations related to

local government purchasing.

#### **1.14.5 Vital Records (Safeguards)**

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

#### **Emergency Operating Records**

1. Records of critical functions related to the operation of the City of Smyrna are stored via internet, Cloud-based system.
2. Items essential to the functioning of the City of Smyrna's critical business processes are maintained in hard copies, on network servers and secured tape back-up system in accordance with the City of Smyrna IT procedures. These records include local emergency operations plans (LEOPs; documentation associated with declarations of state emergencies as determined by the Smyrna Emergency Management Agency; applications for a state or presidential disaster declaration; recall lists and process specific documentation such as Public Assistance generated document and electronic files for projects and associated financial records necessary for grant administration. These public assistance records are used in conjunction with the data and information available through FEMA.
3. Items essential to the execution of the City of Smyrna's emergency management mission including Geographic Information System (GIS) based data and information products created and maintained by other county and local organizations.

##### **1.14.5.1 Designation of the City of Smyrna Essential Records and Data**

The following records are designated as essential to the City of Smyrna's mission.

- a. Local Emergency Operations Plans and Mutual Aid Agreements
- b. COOP
- c. Declarations of Emergency
- d. Requests for and approved State or Presidential Disaster Declarations
- e. EOC Procedures and Protocols
- f. Master Contacts and Recall Lists
- g. Inventories for equipment, communications and IT systems
- h. Delegations of authority for (Name of Jurisdiction)
- i. Strategic and Domestic Preparedness Plans
- j. Threat and Vulnerability Analyses
- k. Training records
- l. Public Assistance regulations and associated documents

- m. Crisis Communication Plan
- n. Pre-scripted Press Releases
- o. Field Coordinator, School Safety, GA DOT road maps
- p. Demographic information on areas within the City of Smyrna
- q. Access to Master Contacts, and other databases
- r. Necessary financial management tools and documents (Munis)

**1.14.5.2 The Smyrna EMA Specialist/EOC Manager shall:**

1. Coordinate with state agencies designated as Priority Organizations to ensure that records and documents needed by those agencies to execute their ESF and EOC responsibilities are available at the EOC or alternate facility as needed.
2. Ensure suitable alternative site provides the functional capabilities for the City of Smyrna's mission critical applications and databases.

**1.14.5.3 Information Technology Recovery**

The Smyrna Information Technology Department is responsible for all the City of Smyrna's information and networking systems, The City of Smyrna is dependent upon the IT's ability to implement the IT Disaster Recovery Plan.

The City of Smyrna IT staff shall:

1. Create a "hot site" at the selected alternative facility site to provide functional capabilities for the City of Smyrna's mission critical applications and databases. This includes capabilities for remote access and networks. System requirements are specified in the City of Smyrna IT Recovery Protocol.
2. Ensure the backup of all servers based shared applications and associated databases supporting the EOC on a daily basis. |

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

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

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

- a. Mayor
- b. Mayor Pro Tem
- c. Most senior city council member |

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

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

Direction and control of disaster situations and other emergency operations will be coordinated from the City EOC, located at 642 Concord Rd SE, Smyrna, Ga 30080. |

### **1.16.2 Direction of Response**

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

1. The mayor has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
2. EMA Director will act as the chief advisor to the mayor during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's EMA Director will conduct emergency operations.
3. Personnel assigned to the following roles will be required to complete NIMS Incident Command System and position specific training within 1 year of being assigned to the position.
  - a. EOC Director
  - b. Incident Commander
  - c. Planning Chief
  - d. Operations Chief
  - e. Logistics Section Chief
  - f. Finance and Administration Chief
  - g. ESF Leads
4. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.

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### **Information Collection and Dissemination**

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

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

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### **Communications**

Communication protocols and coordination procedures are described in detail in the Smyrna Police Department's Communications Center policies and procedures. Please

refer to this plan for additional information. |

## **Administration, Finance, and Logistics**

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### **1.17 Appointment of Officials**

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

### **1.18 Administration**

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

### **1.19 Finance**

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

### **1.20 Logistics**

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

### **1.21 Local Agreements and Understandings**

1. Metro Atlanta Ambulance Service

## **Plan Development and Maintenance**

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### **1.22 Development**

1. The EMA Director is responsible for coordinating emergency planning.

2. ESF representatives for each agency are responsible for supporting emergency planning. |

## **1.23 Maintenance**

### **1.23.1 Requirements**

1. Changes should be made to plans and appendices when the documents are no longer current. Reasons to review and update a plan may include, but are not limited to:

- a. A major incident
- b. The impacts of an incident based on an exercise or AAR
- c. Change in operational resources or elected officials
- d. Change in the concept of operations for emergencies
- e. Change in warning and communications systems
- f. Change in hazards or threats
- g. Updated planning standards or guidance
- h. New and/or amended laws and
- i. Grammatical errors or programmatic changes

2. |The EMA Director will maintain, distribute, and update the EOP. Responsible officials in city departments should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.

3. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters. |

### **1.23.2 Review and Update**

#### **1.23.2.1 Review**

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be reviewed annually. Any plan “reviewed” will have three potential findings:

1. No Action Required,
2. Partial Update Required (Admin Update), or
3. Full Update Required (Operational or Organizational changes to plan)

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a “No Action Required” finding, then it will be given an automatic 12-month extension. If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an “Update Required” finding, then it will be scheduled for an (Partial or Full) update. Partial Updates will not change the approval date of the original plan.

#### **1.23.2.2 Update**

1. Partial update:



Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

## 2. Full Update:

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the Promulgation date. Based on the Review, the original Planning Lead or responsible Section Manager will determine the level or effort of the plan Update. Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. All Updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); "This version supersedes Full Name and Date of Plan, which is rescinded."

## 3. Rescind:

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. In consultation with the mayor, the EMA Director may recommend that applicable plan(s) be Rescinded. Any plan scheduled for Rescindment will require formal notification to all plan stakeholders stating that the plan is rescinded.

# Authorities and References

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## 1.24 Legal Authority

### 1.24.1 Federal

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

### 1.24.2 State

1. O.C.G.A. § 38-3 Emergency Management
2. O.C.G.A. § 51-1-29.2 Liability of Persons/Entities Acting During Catastrophic Acts of Nature

### 1.24.3 Local

1. City of Smyrna Code of Ordinances Article II Section 30 (*Emergency Management*)

## 1.25 References

### 1.25.1 Federal

1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.

2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
3. National Incident Management System (NIMS), December 2008.
4. National Response Framework, Federal Emergency Management Agency, January 2008.

#### **1.25.2 State**

1. Georgia Emergency Operations Plan (GEOP), 2017
2. State of Georgia Continuity of Government Plan, 2017
3. Georgia Emergency Management and Homeland Security Agency Plans Standardization and Maintenance, May 2018

#### **1.25.3 Local**

1. Georgia Emergency Management Agency-Homeland Security Statewide Mutual Aid and Assistance Agreement