



CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

Cosby H. Johnson, Mayor
Julie T. Martin, Mayor Pro Tem
John A. Cason III, Commissioner
Felicia M. Harris, Commissioner
Kendra L. Rolle, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED COMMISSION MEETING
WEDNESDAY, DECEMBER 6, 2023 AT 6:00 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
&
STREAMED LIVE AT THE BELOW WEB ADDRESS:
<https://www.facebook.com/citybwkga>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption of December 6, 2023 Regular Scheduled Meeting Agenda.

PUBLIC COMMENT

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

ITEM(S) TO CONSIDER FOR APPROVAL

2. Consider Approval of November 15, 2023 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 1)*
3. Consider Approval of October 31, 2023 Financial Reports. *(K. Mills) (Encl. 2)*
4. Consider Approval Consider of Nine (9) Alcohol License Renewals; and Five (5) Renewal with Previous Violations. *(A. Brown) (Encl. 3)*
5. Consider Approval of Contract with Coastal Greenery, Inc. for Landscape Maintenance Services at City Parks and Public Areas along U.S. highway 17 Corridor. *(G. Alberson) (Encl. 4)*
6. Consider Approval of Glynn County and City of Brunswick Emergency Operation Plan. *(A. Eaton) (Encl. 5)*
7. Consider approval of Enterprise Zone Incentives for 1400-02 Newcastle Street. *(M. Hill) (Encl. 6)*
8. Consider approval of Enterprise Zone Incentives for 1615 Reynolds Street. *(M. Hill) (Encl. 7)*

EXECUTIVE SESSION

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, NOVEMBER 15, 2023
AT 6:00 P.M.**

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

<https://www.facebook.com/citybwkga>

PRESENT: Mayor Pro-Tem Julie Martin, Commissioner John Cason III, and Commissioner Felicia Harris

ABSENT: Honorable Mayor Cosby Johnson and Commissioner Kendra Rolle

CALL TO ORDER: Mayor Pro Tem Martin ~ *meeting began at 6:00 p.m.*

INVOCATION: Pastor Kamau Dickerson, Unity of the Bridegroom Church

PLEDGE OF ALLEGIANCE: Recited in unison by all in attendance.

APPROVAL OF AGENDA

1. Adoption of November 15, 2023 Regular Scheduled Meeting Agenda.

Commissioner Cason made a motion to adopt November 15, 2023 regular scheduled meeting agenda; seconded by Commissioner Harris. Motion passed unanimously.

PUBLIC COMMENT

- 1) Johnnie Hillery addressed the commission regarding flooding on the south side of Brunswick; he suggested ditches be cleaned out, made wider and deeper.
- 2) Joseph Francis addressed the commission regarding flooding in Dixville. He also reported that Dixville Coalition will be back up and running to assist in any way for the betterment of the Dixville community.

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

2. Proclamation Presentation to Chelsea Parker, Program Director for Zach's Place, Proclaiming the Month of November as National Runaway Prevention Month.

Proclamation accepted with gratitude.

POINT OF PRIVILEGE

Commissioner Harris addressed Mr. Hillery's comments regarding ditches in Dixville. She asked City Manager McDuffie to address the timeline for correcting the flooding issues. City Manager McDuffie stated she would investigate the flooding issues and report back to the Commission.

RENEWALS – ALCOHOL LICENSE(S) (*A. Brown*)

3. Consider of Eleven (11) Alcohol License Renewals; and One (1) Renewal with Violations.

Commissioner Cason made motion to approve the eleven (11) alcohol beverage license renewals (*list attached*); seconded by Commissioner Harris. Motion passed unanimously.

Commissioner Cason made a motion to approve alcohol license renewal for Stripling's Golden Isles; seconded by Commissioner Harris. Motion passed unanimously.

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of November 1, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Commissioner Cason made a motion to approve November 1, 2023 regular scheduled meeting minutes; seconded by Commissioner Harris. Motion passed unanimously.

CITY ATTORNEY’S ITEM(S)

5. Acknowledgment of October 25, 2023 Oaths of Office for Jason Clark and J. Wrix McIlvains as Judge Pro Tempore’s for Municipal Court of the City of Brunswick.
Matter of record only; no action required.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

Commissioner Cason made a motion to adjourn; seconded by Commissioner Harris. Motion by passed unanimously.

MEETING AJOURNED – *meeting adjourned at 6:22 p.m.*

/s/Julie T. Martin
Julie T. Martin, Mayor Pro Tem

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson
City Clerk



INTEROFFICE MEMORANDUM

DATE: November 22, 2023

TO: Honorable Mayor and Commissioners
City of Brunswick
Brunswick, GA

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of October 31, 2023 33.33%

**General Fund
October 31, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	2,555,529 *	11,368,816	56.08%	20,272,968	-22.75%
Expenditures	1,206,634	5,626,495	27.75%	20,272,968	5.58%
Net Revenues & Expenditures	1,348,895	5,742,321			
Cash Balance as of 10/31/2023	11,222,765	(Prime South \$624,999 GA Fund One \$10,597,766)			

* includes \$5,706,143 property tax billing in September
\$1,559,999 actually collected as of 10/31/2023

	LOST	LOST YTD	
Oct-23	755,836	3,534,691	August 2023 included a one-time adjustment of \$124,882 from Dept of Revenue for error on their part covering 09/22 thru 08/23
Oct-22	704,798	3,157,475	
Increase (Decrease)	51,038	377,216	
	7.24%	11.95%	

Capital Projects - SPLOST VI
As of October 31, 2023
(04/01/2017-09/30/2020)

	Total Expended as of 10/31/2023	Reimbursements Received	City Expended as of 10/31/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	8,008,516	3,380,766	4,627,750	4,627,750	4,627,750	0
Storm Drainage Improvements	4,060,553	242,814	3,817,739	3,243,750	4,551,750	734,011
Highway 17 Infrastructure	479,496	330,762	148,734	215,107	215,107	66,373
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Cemetery Restoration/Renovation	151,420	0	151,420	259,500	259,500	108,080
Sidney Lanier Park Improvements	399,307	0	399,307	519,000	519,000	119,693
Overlook Park Improvements	139,179	0	139,179	103,800	103,800	(35,379)
	13,393,471	3,954,342	9,439,129	9,228,407	10,536,407	1,097,278

a \$836,772 from DOT & \$2,543,994 from JWSC

b \$242,814 from Glynn County

c \$330,762 from GADOT Highway 17

Total Cash on Hand 10/31/2023 \$1,050,601

Capital Projects - SPLOST 22
As of October 31, 2023
(04/01/2023-03/01/2029)

	Tier 1 Budget	City Expended as of 10/31/2023	(Over) Under Budget - Tier 1
Mill and Pave Various Streets	7,660,000	7,402	7,652,598
Storm Drainage Improvements	10,500,000	0	10,500,000
Sidewalk Installation and/or Replacement	850,000	7,670	842,330
City Building Improvements	500,000	0	500,000
Trails and Boardwalks	2,500,000	7,651	2,492,349
Public Works Equipment and Infrastructure Upgrades	300,000	2,775	297,225
Public Safety Replacement of Vehicles, Equipment, etc.	550,000	0	550,000
Ritz Theater Renovations	350,000	0	350,000
Mary Ross Park Development Project	3,000,000	14,378	2,985,622
Recreation Facility Improvements	2,200,000	0	2,200,000
Historic Squares Improvements	250,000	0	250,000
Cemetery Restoration	0	0	0
Orange Park Improvements	250,000	14,746	235,254
Integrated Software	250,000	0	250,000
Technology Upgrades	100,000	0	100,000
	29,260,000	54,622	29,205,378

Total Cash on Hand 10/31/2023 \$3,420,534

includes \$39,889 interest income

Norwich Street Commons Fund

Original Balance (Sale of Property 05/13/13)

Demolition Fees

Interest Income

Revenues**Expenditures**

Demolition Projects

Infrastructure

Police Substation

Expenditures

Net as of 10/31/2023

Cash @ 10/31/2023

YTD f/y/e 06/30/2024	Total since inception
0	487,500
0	8,049
6,265	37,448
6,265	532,997

YTD 06/30/2024	Total since inception
0	40,012
0	130,546
0	6,750
0	177,308
6,265	355,689

\$ 355,689

Roosevelt Harris - Multipurpose Center**Total Budget:**

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net as of 10/31/2023

Cash Balance @ 10/31/2023

YTD f/y/e 6/30/2024
Cash Basis
439,347

111,857	
50,000	
3,227	
1,891	
45	Percent of Budget
167,020	38.02%
111,631	25.41%
55,389	
6,174	

ARPA Fund:

Initial Deposit received 06/07/2021

2nd Deposit received 06/21/2022

Interest Earned from inception

Total funds received as of 10/31/2023

4,606,131

4,606,131

387,063

9,599,325 *

See allocations below

Disbursements:

Infrastructure-Road Improvements

Mary Ross Park Site Improvements

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Covid Housing Relief

Wifi Upgrades

Revenue Recovery

Total funds disbursed as of 10/31/2023

1,450,479

121,416

611,771

117,000

40,000

9,007

1,162,000

3,511,673 **

Cash Balance as of 10/31/2023

\$6,087,652

Allocations (Preliminary)

Revenue Recovery

Storm Drainage Improvements

Housing Programs & Development

Homelessness Prevention

Business Support/Relief

Coastal Community Health Services

Transit Support

Facility Improvements

Road Improvements

Mary Ross Park Infrastructure

Unallocated Funds (includes interest earned \$359,017)

Total Funds received as of 10/31/2023

1,162,000

1,750,000

2,500,000

250,000

803,624

330,000

220,000

600,000

1,300,660

121,416

505,986

9,543,686 *

Allocations Spent

1,162,000

40,000

728,771

1,450,479

121,416

9,007

3,511,673 **

Sanitation Fund:**Year Ending 06/30/2024**

	Year to Date
Sanitation Billing	865,708
Franchise Fees	16,560
Bad Debt - recovery	-
Interest Earned (Funds)	7,893
Penalties & Interest Earned	399
Total Revenue (YTD)	890,560
Operating Exp. YTD:	446,096
Other Landfill Expenses	9,435
Total Expense (YTD)	455,531
Operating Income (Loss)	435,029
Total Available Cash on Hand @ 10/31/2023	341,474
Restricted for Landfill	199,165

	October 2023	YTD
Trash Pickup	126,473	505,736
Illegal Refuse Clean Up	13,247	41,870
Street Sweeping	1,211	3,872
	140,931	551,478

STORMWATER UTILITY FUND:**6/30/2024 (YEAR TO DATE)**

Stormwater Utility Fees	383,033
DNR Grant	900
Interest Earned	1,307
Penalties & Interest	399
Total Inflows	385,639
Expenditures:	
Operating	321,993
GMA Lease Payments	17,878
Total Outflows	339,871
Balance	45,768
Cash Balance @ 10/31/2023	\$251,055



Roosevelt Lawrence Center

Account	Account Description	Oct-23 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	2,607.18	31,883.91
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	40.50	1,610.37
51-2100	Group Insurance	864.33	3,457.32
51-2200	FICA	200.12	2,521.08
51 - Totals		\$3,712.13	\$39,472.68
52			
52-1250	Contractual Expense	.00	1,856.00
52-1300	Technical Services	79.00	253.04
52-2211	Repair / Maint Equipment	.00	201.50
52-3201	Cable	172.51	710.04
52-3205	Telephone	558.86	1,117.72
52-3600	Dues and Fees	30.06	332.86
52 - Totals		\$840.43	\$4,471.16
53			
53-1100	General Supplies/Materials	.00	117.59
53-1115	Uniforms	63.65	63.65
53-1135	Custodial Supplies	357.71	357.71
53-1210	Water/Sewerage	173.28	519.84
53-1230	Electricity	.00	.00
53-1300	Food/Misc	.00	.00
53-1600	Small Equipment	.00	.00
53-1700	Other Supplies	1,512.05	1,583.75
53 - Totals		\$2,106.69	\$2,642.54
54			
54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00
Function 6130 - Neighborhood & Community Service Totals		\$6,659.25	\$46,586.38

Alcohol License Renewals			
Name of Business	Business Owner/Manager	Business Address	Permit Type
A & S Market	Owner: Smitkumar Patel	1001 1 st Ave, Brunswick, GA	Retail sale of beer and wine.
Newcastle Wine Merchant	Owner: Brandon Boudreau	1328 Newcastle St, Brunswick, GA	Retail sales of wine only
El Potro Mexican Restaurant	Owner: Jose Martinez	3460 Cypress Mill Rd, Brunswick, GA	On premise consumption of beer, wine, and liquor
Tipsy McSway's	Owner: Susan Bates	1414 Newcastle St, Brunswick, GA	On premise consumption of beer, wine, and liquor
Basil Thai & Sushi Bar	Owner: Suzanne Daoheuang; Manager: Bountieng Daoheuang	1401 Newcastle St, Brunswick, GA	On premise consumption of beer, wine, and liquor
Solar 108	Owner: Darhan Patel	1008 Bay St, Brunswick, GA	Retail sales of beer and wine
Buffalo Wild Wings	Manager: Scott Pratt	718 Glynn Isles, Brunswick, GA	On premise consumption of beer, wine, and liquor
Indigo shanty	Owner: Judah Lynch	1402 Reynolds St., Brunswick, GA	On premise consumption of beer and wine
Golden Isles Liquor	Owner: Hasmukhbhai Patel; Manager: Sureshkumar Patel	1919 Glynn Ave. Ste. 116, Brunswick, GA	Retail package store sales of beer, wine, and liquor

Alcohol License Renewals with Previous Violations			
Longhorn Steakhouse	Manager: Matthew Leipau	1000 Glynn Isles Pkwy, Brunswick, GA	On premise consumption of beer, wine, and liquor
Olive Garden	Manager: Christa Benson	600 Glynn isles, Brunswick, GA	On premise consumption of beer, wine, and liquor
Marshside Grill	Owner: Marc Mercer; Manager: George Warwick	1200 Glynn Ave., Brunswick, GA	On premise consumption of beer, wine, and liquor
L Street Liquors	Owner: Rakesh Patel	1800 L St., Brunswick, GA	Retail sales of beer, wine, and liquor
Lucky 7	Owner: Ankur Patel	3021 Altama Ave., Brunswick, GA	Retail sales of beer and wine



SUBJECT: LANDSCAPE MAINTENANCE OF CITY PARKS ALONG HIGHWAY 17 CORRIDOR

COMMISSION ACTION REQUESTED ON: December 6, 2023

PURPOSE:

Approval of a contract with Coastal Greenery, Inc. for landscape maintenance services at the city parks and public areas along the U.S. Highway 17 corridor

HISTORY:

Several of the parks and public rights-of-way along the U.S. Highway 17 corridor have been improved over the last few years in order to beautify the corridor and enhance the view for visitors and local citizens as they enter the city along Highway 17 and visit the city's public parks.

FACTS AND ISSUES:

A request for proposals was published to solicit proposals for maintenance services. The scope of the project includes Liberty Ship Park, Anchor monument, Overlook Park, Monument sign, Visitors' Club, and City Hall / Joy Ringle Park, and Oak Grove Cemetery entrance. The selected contractor will be responsible for all aspects of the maintenance of the squares including regularly-scheduled mowing and trimming, fertilization, pruning, irrigation, mulch, and other tasks.

Three responses were received in response to the RFP. One of the responses did not meet the minimum qualifications requested in the RFP. The pricing of the other two proposal is:

Coastal Greenery	\$71,760
Sea Island Landscape Services	\$74,520

The proposal from Coastal Greenery met all the minimum requirements listed in the RFP and was the lower priced proposal. Coastal Greenery also has a work history with the City of Brunswick as Coastal Greenery is currently maintaining the squares along Newcastle Street. The service from Coastal Greenery for the squares has been excellent. The Public Works department recommends moving forward with the Coastal Greenery proposal and agreement.

As part of the agreement for the landscaping services, the Public Works department will have selected staff members working closely with the contractor in order to learn more about plant care and some of the maintenance practices that are required at the City's parks and squares. This will allow the staff members to gain valuable experience and knowledge so that the department will be better equipped to handle the landscape maintenance tasks in-house.

BUDGET INFORMATION:

The costs of this landscape maintenance agreement will be paid through the General Fund budget. Sufficient funds were budgeted in the FY 24 budget for this service.

OPTIONS:

1. Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.
2. Do not authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.

DEPARTMENT: Engineering & Public Works

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.



City Manager

11-28-2023

Date



CLIENT AGREEMENT

THE TOTAL CARE PROGRAM

Prepared for: City of Brunswick Parks Landscape and Maintenance

Prepared by: Terry Godwin

Date: November 2, 2023





City of Brunswick Parks Landscape and Maintenance

Maintenance Proposal

Thank you for your interest in Coastal Greenery, Inc. Over the past 29 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

Landscape Maintenance Agreement

THIS AGREEMENT is made this day 10/2/2023 12:00:00 AM , by and between:

City of Brunswick Parks Landscape and Maintenance

525 Lakewood Ave.

Brunswick , Georgia 31520

(hereinafter referred to as "the Client")

and

Coastal Greenery, Inc.

(hereinafter referred to as "the Contractor")

NOW, IN CONSIDERATION of the mutual promises contained in this Agreement, the parties agree as follows: The term of this Agreement shall commence on December 1, 2023, and shall continue until November 30, 2024 unless sooner terminated by either party with 30 days written notice. Written notice of termination shall be addressed as follows:

Coastal Greenery Inc.
1242 Old Jesup Road
Brunswick, Georgia 31520

Turf Healthcare Application #1

Turf areas will be treated with a Pre-emergent Herbicide to prevent weeds prior to their establishment. Turf weeds (Winter) will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #2

Turf areas will be treated with a liquid Insecticide for control or emerging Spring insects. Turf weeds will be spot treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #3

Turf areas will be fertilized with a Nitrogen based granular fertilizer at a rate of One (1) Pound Nitrogen per Thousand (1,000) square feet. Insects in turf will be treated with a granular insecticide to control turf eating insects only. Turf weeds will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #4

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #5

Turf areas will be fertilized with a liquid turf fertilizer using minor nutrients for plant growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following

Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #6

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #7

Turf areas will be treated with a Pre-emergent Herbicide as to prevent weeds prior to their establishment. Turf weeds will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #8

Turf areas will be winterized with a potash application for root growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Plant/Shrub Healthcare Application #1

Evergreen plants/shrubbery will be fertilized with a nitrogen based granular fertilizer for plant growth promotion. Trees and perennials/annuals are not included.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

Plant/Shrub Healthcare Application #2

Evergreen plants/shrubbery will be treated with a liquid insecticide to control an over population of insects on plant material. The best methods of Integrated Pest Management will be followed. Trees and perennials/annuals are not included.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

Soil Test

In the month of December a soil test will be completed on your landscape. The soil will be sent to a certified lab to analyze proper fertilization and pest requirements for your landscape in the upcoming season. A copy of the results will be provided.

Water Management Services

Weathermatic SmartLink Water Management System: Coastal Greenery Inc. will install a Weathermatic SmartLink water and site management systems irrigation controller and weather sensor. This system will become property of the client. Included in the Weathermatic SmartLink Controller is a Total Equipment Protection Warranty which is an all-inclusive warranty that includes protection against lightening, theft or physical damage and provides a fixed cost of ownership. This warranty is valid as long as the client is a customer of Coastal Greenery Inc.

24 Hour System Management - Coastal Greenery Inc. will install a cellular Air Card and will monitor on a 24-hour basis and will contact the Client and/or Client Agent if there are any issues with water allocation. Coastal Greenery Inc. will program the system in a manner that promotes efficient use of water and healthy plant growth. Coastal Greenery Inc. retains ownership of the cellular communication equipment (Air Card).

Quarterly Inspections- Coastal Greenery Inc. will check the client's water system, quarterly using a SmartLink mobile inspection app. Every valve is opened, and the system is inspected thoroughly. At this time, Coastal Greenery Inc. will reset zone times according to seasonal changes. Coastal Greenery Inc. will provide the Client with photos documenting any major repair items needed and will note and report to client any symptoms of inadequate or excessive irrigation, drainage problems, etc

Annually - Coastal Greenery Inc. will recalibrate each zone following Cooperative Extension Service recommendations.

Repairs or system service beyond the above scope will require a charge at an hourly rate per man plus materials. The client or client's agent will be notified, and approval given before repairs beyond the above scope are made. The Client understands that for Coastal Greenery Inc. to perform routine maintenance and repairs to the water system, it may be necessary to operate the system during Coastal Greenery Inc's. regular business hours. It is further acknowledged by Client that this is also the case when certain fertilizers and chemicals are applied. Coastal Greenery Inc. shall not be held liable for cleaning vehicles or any other items that get wet during

operation of the irrigation system.

Irrigation controllers: Oak Grove Cemetery entrance on little house, beds only. Liberty Park on block construct at base of bridge footing. Visitor's Center has controller on side of building. Monument sign area has controller on backside of monument. City Hall controller is shared with Newcastle Squares on corner of Newcastle and Gloucester.

Weekly Landscape Maintenance

Mowing, Edging and Trimming: All turf areas shall be mowed during the growing season not to exceed the specified number of visits per year. During the dormant season, mowing will be done as needed. Clippings will be left on the lawn with no visible clumps remaining on the surface 24 hours after mowing. All hardscape areas (sidewalks, fences, driveways, parking areas) and softscape areas (tree rings, plant beds) will be edged with a steel blade edger, monofilament line trimmers and/or chemicals twice per month during the growing season. Grass clippings will be blown from sidewalks, curbs, and roadways after mowing and/or trimming. In periods of drought stress or dormancy, mowing, edging, and weedeating may be suspended.

Pruning (Growing Season): Plants and shrubs will be pruned during the growing season as intended to remove new growth only and to maintain the intended shape of the plant. Pruning is done by hand snips or powered shears. Tree pruning will be done once per year and is limited to branches below Seven (7) feet height. Additional fees will apply to pruning of trees over Seven (7) feet height. For safety, no trees will be pruned in or under utility lines. Branches will be pruned just outside the branch collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.

Pruning (Dormant Season): Pruning during the dormant season is intended to reshape, thin or invigorate plant material. Evergreen hedges, hollies, roses, etc. will be hard pruned as needed. Crape Myrtles, if needed, will be pruned by only removing cross branches and seed heads. Perennials will be cut back to promote spring growth. No guarantee that perennials will flush. Ornamental grasses such as Miscanthus, Muhly, and Pampas grass will be cut back to promote new growth. This type of pruning will be done January- March.

Weed Control: Weeds will be treated with post-emergent applications of herbicides in all plant beds or mulched areas using a target spray technique and/ or hand pulling. Weeds in hard surfaces (paved) areas will be controlled with line string trimmers or chemical treatments.

Blowing: Blowers are used to clean hard and soft surfaces of particle debris. Any debris that will not be absorbed will be picked up.

Spring Leaf Removal: Leaves on lawn areas, in shrubs, groundcovers and along curb lines will be picked up. During leaf drop all surfaces will be cleaned. Disposal of debris and leaves will conform to the client's desire. No on-site disposal will be done without prior approval.

Palm Pruning

All Sabal (Cabbage) Palms and Washingtonia Palms over seven (7) feet in height will be trimmed once per year after seed heads have produced in the months of August and September. Trimming includes removal of seed heads, low hanging palm fronds and dead. Shucking of the tree bark will be completed at an additional charge if necessary. For safety, no palm trees will be pruned in or under utility lines. Palm trees with two (2) or more years of growth will require an additional upfront fee for pruning. Palms over twenty-two (22) feet in height will be an additional charge/fee.

Note: 81 palms counted as of 10/11/23. (Liberty - 2, Anchor - 8, Overlook - 39, Monument - 9, Visitor's - 19, City Hall - 4.)

Spring Mulching Anchor Monument , Monument Sign

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Spring mulch will be installed during the months of February/March/April. Excess old mulch will not be removed. If this is needed, additional fees may result.

Note:

Mulching Anchor Monument , Monument Sign

Spring Pinestraw

All pinestraw areas shall be replenished with pinestraw at a depth not to exceed two (2) inches. Spring pinestraw will be installed during the months of February/March/April. Excess old pinestraw will not be removed. If this is needed, additional fees may result.

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

Fall Mulching Anchor Monument , Monument Sign

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Fall mulch will be installed during the months of September/October/November. Excess old mulch will not be removed. If this is needed, additional fees may result.

Note:

Mulching Anchor Monument , Monument Sign

Fall Pinestraw

All pinestraw areas shall be replenished with pinestraw at a depth not to exceed two (2) inches. Fall pinestraw will be installed during the months of

September/October/November. Excess old pinestraw will not be removed. If this is needed, additional fees may result.

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

Agreement Terms and Conditions

I. CONTRACTOR'S RESPONSIBILITY:

A. Performance: The Contractor shall be responsible for the performance of all work agreed upon in accordance with the "Scope of Work" but shall not be responsible for any condition caused by an act of God i.e. tropical storms, hurricanes, or any unforeseen intervening factor which may arise during the term of this Agreement, or subsequent time thereafter. In the event that weather prevents work from being performed on any day or date agreed to in this Agreement, the Contractor will strive to perform the work as soon thereafter as the Contractor is reasonably able to perform.

The Contractor reserves the right to amend this Agreement when the Scope of Work is affected by changes to any local, state, and/or federal law, regulation or ordinance that goes into effect after this Agreement is signed.

The Contractor shall amend this Agreement, in writing, when any additions or deletions occur to the landscape and /or irrigation system within the Scope Of Work set forth within this Agreement. The Contractor will obtain written or verbal permission before performing any additional work outside the Scope of Work and the Contractor will invoice the Client accordingly.

The Contractor will schedule the Scope of Work according to the requirements of the Client and will in no way interfere with the normal routine of the Clients tenants, visitors, and/or employees.

B. Workforce: The Contractor shall assign a trained workforce with experience in the "Scope of Work" being provided. The workforce will be presentable and identifiable at all times. The workforce shall be competent, qualified, drug-free, and U.S. citizens or legally authorized to work in the United States. The Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

C. Materials: All materials shall conform the bid specifications. The Contractor will meet and comply with all agricultural licensing and reporting requirements. The Contractor shall pay all sales taxes on materials where applicable.

D. Licenses and Permits: The Contractor will maintain State of Georgia Level 1A Soil and Erosion Licenses as required by law, State of Georgia Category 24 Ornamental & Turf Pest Control Licenses as required by law, and state certification in CPR & First Aid from the American Red Cross. Furthermore, the Contractor will comply with all other licenses and permits required by county, state and federal governments whereas the Scope of Work necessitates.

E. Insurances: The Contractor will maintain \$2,000,000 General Liability Insurance and Full Workers Compensation Insurance on all workforce and any other insurance at the discretion of the Contractor or required by law. Additionally, the Contractor will require the same of any sub-contractor and will provide certificates of insurance upon Client request.

F. Liability: It is understood and agreed that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the Contractor, its agents, contractors, or

employees, including but not limited to: death or decline of plant material due to improper selection, placement, planting or maintenance before the time of this Agreement; damage due to improper irrigation components in existence at the time of this Agreement execution; exposed cables/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative components provided it reported these to the Client, irrigation restrictions imposed by local water management authorities or civil authorities or lack of irrigation and/or coverage; damage caused by any item hidden in the landscape and not clearly guarded or marked; and damage due to vandalism. Notwithstanding anything to the contrary herein, Contractor shall at all times be liable for the negligence and willful misconduct of its agents, employees, representatives, and contractors.

G. Underground Utilities: The Contractor will notify the Georgia Utilities Protection Agency prior to any installation project for the purpose of marking underground public utilities. Every effort will be made to avoid damaging any underground utilities. The Contractor will not be held liable for damage to telephone, electric, gas or water lines if they are not located where marked. Furthermore, the Contractor will not be held liable for damage to invisible fencing, irrigation systems, cable, phone, or private utilities such as, but not limited to, lamppost and outdoor lighting lines if these are not properly marked. Fees to repair any damage will be the responsibility of the Client. Non-public utility lines may be marked by the Contractor who installed them.

H. Invoicing: The Contractor will submit monthly invoices for work performed within the Scope of Work included in this Agreement. All work will be invoiced on a per agreement basis and are due Thirty (30) days from the date of the invoice.

Any services performed outside the Scope of Work specified in this Agreement will be approved, completed, and invoiced separately. All additional work performed will be invoiced and due upon receipt of the invoice.

II. CLIENT'S RESPONSIBILITY:

A. Utility Usage: The Client shall allow the Contractor, its agents and employees, the usage of the utilities on site if needed. Utilities used but not limited to: water and electricity.

B. Payment: Client will receive an invoice at the end of every month, for the upcoming month's service to be performed and is due Thirty (30) days from the invoice date. Any additional services outside of this Agreement approved by the client will be billed separately. This payment plan is considered to be a "Balanced Billing Plan" and doesn't necessarily reflect the amount of work performed during the month that it was invoiced. Should a cancellation of this Agreement occur a reconciliation of services rendered shall be provided and any services rendered and not paid shall be paid in full to the Contractor within Thirty (30) days of cancellation date.

The Client is considered delinquent if the payment has not reached the Contractor's office by the due date on the invoice. If an invoice becomes forty-five (45) days past due, the Contractor reserves the right to suspend services immediately by giving written notice of action for nonpayment. After sixty-five (65) days past due, the Contractor will proceed with

legal action they deem necessary to collect the balance due on the Client's account. The Client will then be responsible for the balance on the account plus all expenses associated to collections, but not limited to court filings and attorney fees.

C. Corrections: The Client shall give the Contractor at least thirty (30) days to correct any problem or defect discovered in the performance of the Scope of Work contained in this Agreement. The Contractor may provide compensation at its discretion if defects are not correctable to the satisfaction of the Client.

III. OTHER TERMS:

A. Renewal: This Agreement is good for three (3) consecutive years with all of its terms and conditions, unless other arrangements are stated. A three percent (3%) annual pay increase will occur after the first 12 months and another after the first 24 months of this Agreement.

B. Wind/Hurricane Damage: Damage to landscape caused by winds, tidal surges, and or flooding such as broken limbs, down trees, yard debris will be cleaned by Coastal Greenery at an additional cost to this Agreement. This work will be invoiced at an hourly rate plus debris hauling/waste removal fees.

C. Quoted Price: The quoted agreement price within this Agreement shall be valid for a period of thirty (30) days from the date submitted.

D. Cancellation: This Agreement may be canceled by either party upon a thirty (30) day written notice. In the event this Maintenance Agreement is terminated within the first 12-months of the Smart Water Management Upgrade, a balance of five hundred dollars (\$500.00) will become due and payable immediately. In the event of the maintenance termination, the property would retain the smart controller(s) and weather station(s) which will continue to function in the same intelligent way, yet no longer have the cloud-based software, data/reporting and remote connectivity capabilities.

E. Independent Contractor: It is the express intention of the parties that the Contractor is an independent contractor and is not an employee, agent, joint venture or partner of the Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Contractor or any employee or agent of Contractor or for any other purpose. Contractor and its agents are not entitled to participate in any benefits that the Client provides for its employees. Contractor shall retain the right to provide similar services to other clients while currently engaged in an Agreement with the Client. Because of the Contractor's independent contractor status, no tax withholding shall be made from the payments contemplated in this Agreement. Contractor is responsible for paying all state and federal taxes as required by law.

F. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

IV. CONTRACT PRICING AND SIGNATURES:

Payments are to be made over 12 monthly installments.

AGREEMENT SUMMARY

SERVICES	OCCURS	PRICE
Turf Healthcare Application #1	1	\$385.87
Turf Healthcare Application #2	1	\$385.87
Turf Healthcare Application #3	1	\$385.87
Turf Healthcare Application #4	1	\$385.87
Turf Healthcare Application #5	1	\$385.87
Turf Healthcare Application #6	1	\$385.87
Turf Healthcare Application #7	1	\$385.87
Turf Healthcare Application #8	1	\$385.87
Plant/Shrub Healthcare Application #1	1	\$226.78
Plant/Shrub Healthcare Application #2	1	\$226.78
Soil Test	1	\$181.10
Water Management Services	4	\$4,742.68
Weekly Landscape Maintenance	52	\$47,525.40
Palm Pruning	1	\$3,565.71
Spring Mulching Anchor Monument , Monument Sign	1	\$5,300.55
Spring Pinestraw	1	\$801.73
Fall Mulching Anchor Monument , Monument Sign	1	\$5,300.55
Fall Pinestraw	1	\$801.76
TOTAL		\$71,760.00

PAYMENT SCHEDULE

INVOICE MONTH	PRICE
December	\$5,980.00
January	\$5,980.00
February	\$5,980.00
March	\$5,980.00
April	\$5,980.00
May	\$5,980.00
June	\$5,980.00
July	\$5,980.00
August	\$5,980.00
September	\$5,980.00
October	\$5,980.00
November	\$5,980.00
TOTAL ANNUAL COST	\$71,760.00

Coastal Greenery, Inc.

**City of Brunswick Parks
Landscape and Maintenance**

By



Terry Godwin

By

Date 11/2/2023

Date

BILLING INFORMATION:

Name: _____

Title: _____

Email Address: _____

Phone #: _____

Billing Address: _____

All invoices are emailed unless specified



SUBJECT: Glynn Co. & City of Brunswick EMA Plan

COMMISSION ACTION REQUESTED ON: 11/28/2023

PURPOSE: Introduce and adopt the new finalized emergency operation plan created by Glynn County EMA and City of Brunswick EMA

HISTORY: The Glynn County emergency management & homeland security agency maintains the Glynn County emergency operations plan and presents the plan to the Glynn County Commission and to the City of Brunswick for adoption. The Glynn County emergency operations plan was developed by the Glynn County emergency management & homeland security agency in coordination with each municipality within Glynn County, non-governmental organizations, and private sector organizations and is aligned with the national incident management system as well as the national response framework and the national disaster recovery framework. In addition, Glynn County emergency management & homeland security agency modified the emergency operations plan, its appendices, emergency support function annexes, support annexes, and incident annexes to incorporate lessons learned from exercises, training, incidents, and real-world events.

This plan supersedes all other versions of the Glynn County emergency operations plan.

FACTS AND ISSUES:

BUDGET INFORMATION:

OPTIONS:

**DEPARTMENT RECOMMENDATION ACTION: City of Brunswick Fire Department
EMA coordinator recommends signature and adoption of this plan.**

DEPARTMENT: City Of Brunswick Fire Department EMA

Prepared by: Alec Eaton

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie
City Manager

11/28/23
Date



EMERGENCY OPERATIONS PLAN 2023

Office of GCEMHS

W. Harold Pate Courthouse Annex
1725 Reynolds Street, Suite 231
Brunswick, GA, 31520
(912) 554-7111
glynncounty.org/EMA

Emergency Operations Center

Carl Alexander Public Safety Complex
157 Public Safety Boulevard
Brunswick, GA, 31525
(912) 554-7800

*Preparing as Partners
Training as a Team
Responding As One*

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Authority Letter

The foundational role of government lies in safeguarding the well-being and security of the populace. A proficient emergency management initiative stands as a vital component in assuring that Glynn County effectively upholds this duty, particularly when our community members and visitors face potential threats or are affected by unforeseen emergencies or disasters.

The Glynn County emergency operations plan (EOP) establishes the framework the county will use to organize and coordinate its emergency management activities when needed to save lives and to protect public safety, health, welfare, and property. This EOP is not intended to address specific emergency responses, scenarios, hazards, or threats. Functional and hazard specific annexes/guides to this EOP will outline specific response activities for response organizations.

This EOP accomplishes the following:

- Facilitates the synchronization of on-site reactions, encompassing the upholding of situational awareness, streamlining effective communication between governmental entities and operational hubs, guaranteeing the seamless flow of government functions, and actively interacting with sources of public information.
- Forms the overarching operational structure concerning the administration of incidents, emergencies, crises, disasters, and catastrophic events.
- Provides an adaptable structure for readiness and effective reaction to a diverse array of hazards, incidents, occurrences, and emergencies.

This plan establishes the emergency management responsibilities of county departments and other agencies and identifies how they will work with the Glynn County Emergency Management & Homeland Security Agency (GCEMHS) to ensure Glynn County is prepared to execute a well-coordinated, timely and consistent disaster response. The plan also addresses how the county's activities will be integrated with state and federal agencies and incorporate organizations from the private sector and non-governmental organizations.

This EOP continues Glynn County's compliance with the national incident management system (NIMS), the incident command system (ICS), the national response framework (NRF), and the national preparedness guidelines to include comprehensive preparedness guide 101: Developing and maintaining emergency operations plans. It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management.

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Approval and Implementation

The Glynn County emergency management & homeland security agency maintains the Glynn County emergency operations plan and presents the plan to the Glynn County Commission and to the City of Brunswick for adoption.

The Glynn County emergency operations plan was developed by the Glynn County emergency management & homeland security agency in coordination with each municipality within Glynn County, non-governmental organizations, and private sector organizations and is aligned with the national incident management system as well as the national response framework and the national disaster recovery framework. In addition, Glynn County emergency management & homeland security agency modified the emergency operations plan, its appendices, emergency support function annexes, support annexes, and incident annexes to incorporate lessons learned from exercises, training, incidents, and real-world events.

This plan supersedes all other versions of the Glynn County emergency operations plan.



Andrew Leanza

Director

Glynn County Emergency Management and Homeland Security Agency

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Record of Changes

Each update or change to the plan should be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change. Other relevant information could be considered.

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Record of Distribution

The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan, the agency to which the recipient belongs, the date of delivery, and the number of copies delivered. Other relevant information could be considered. The record of distribution can be used to prove that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan can be made available to the public and media without SOPs/SOGs, call-down lists, or other sensitive information.

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Signature Page

Wayne Neal, Chairman

Glynn County

Date:

William Fallon, County Manager

Glynn County

Date:

Cosby Johnson, Mayor

City of Brunswick

Date:

Regina McDuffie, City Manager

City of Brunswick

Date:

Scott Ebner, Director of Public Safety

Glynn County

Date:

Andrew Leanza, Director of Emergency Mgt. &
Homeland Security

Glynn County

Date:

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1.0 Introduction

1.1 Purpose

The Glynn County emergency operations plan (EOP) herein referred to as the “base plan” or EOP establishes a framework for the effective coordination of response and initial recovery operations during large-scale or complex emergencies and disasters.

This plan defines roles and responsibilities for emergency management functions, establishes the conditions under which resources are mobilized and describes the organizational concepts and structures used to coordinate actions.

The EOP reflects an all-hazards approach to planning, meaning a similar concept of operations can be applied to all types of emergency situations, regardless of the exact nature of the incident. An all-hazards approach allows for the fact that some incidents have unique planning and response considerations requiring special attention. Incident annexes to the base plan provide additional direction and guidance for specific type of emergencies or disasters.

1.2 Scope

This EOP provides guidance on response activities to Glynn County’s most likely and demanding emergency conditions. It does not supersede well-established operational policies and procedures for coping with and responding to day-to-day emergencies involving law enforcement, the fire service, medical-aid, transportation services, flood control, or other discipline-specific emergency response systems. It is intended as a supplement and compliment to such systems. Organizational response tactics and procedures may evolve over time and should be utilized by those departments. The EOP is considered an emergency response framework, not a tactical response document. This EOP does however place emphasis on those unusual and unique emergency conditions that will require extraordinary response beyond the ability of any one or common set of organizations to respond. Neither does this EOP include detailed response level operating instructions or procedures. Each organization identified in this EOP is responsible for, and expected to develop, implement, and test policies, instructions, and standard operating procedures (SOPs) or checklists that reflect the tactical, operational, strategic, and executive mission spaces and incident management concepts contained in this EOP. Coordinated response and support roles must be defined by these organizations to facilitate the ability to respond to and manage any given incident.

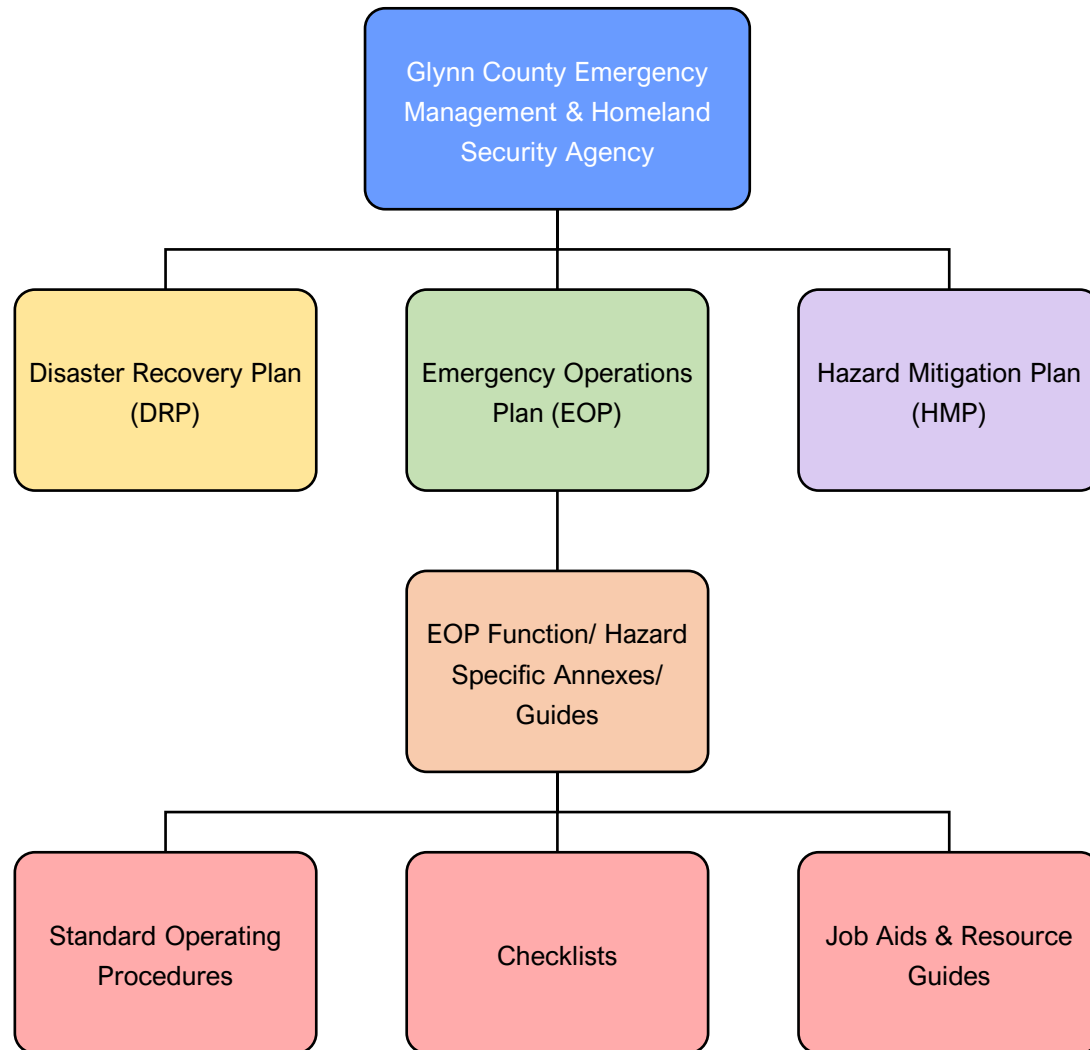
This document is not intended to be an overview of the emergency operations center functions, procedures, section responsibilities, or positions specific standard operating procedures.

1.2.1 Plan Components

- Base Plan: The base plan serves as the fundamental framework for countywide emergency management. It outlines the county’s hazard vulnerabilities, planning assumptions, and establishes the authorities, responsibilities, operational priorities, and general strategies for local emergency operations that apply regardless of the specific type of emergency or disaster.
- Emergency support function (ESF) annexes: county departments, as well as jurisdictional agencies and non-governmental agencies are organized into 15

functional groups called ESFs. Each ESF has an annex to the EOP that defines the ESF purpose, scope, identifies agencies assigned to the ESF, establishes their roles and responsibilities, and describes how they will coordinate during an emergency.

- Support Annexes: Support annexes address commonly required emergency functions that do not fall within the scope of ESFs. These annexes address the plans and coordination required from tasked agencies to support the functional area in an emergency. The support annexes are not incident-specific and are intended to be applicable to incidents of all types. Support annexes will be attached to this plan as they are created. New annexes and updates to annexes do not require re-adoption to this plan.
- Incident Annexes: While the EOP is an all-hazards plan, some incident types warrant additional attention based on the level of risk they present, unique planning requirements or regulations involved. Incident annexes are provided for those hazards that require consideration. Incident annexes will be attached to this plan as they are created. New annexes and updates to annexes do not require re-adoption to this plan.



Disaster Recovery Plan (RDP): This document describes “*how we recover*” by establishing a framework of organizations working together towards a common recovery goal, based on recovery support functions (RSFs).

Emergency Operations Plan (EOP): This document is the foundational document which describes “*who we are and what we are responsible for*” related to the applicable organization in regard to the incident management system, the guiding philosophies, doctrine, laws, and ordinances.

Hazard Mitigation Plan (HMP): This document describes “*what exists*” in relation to risks/ hazards to be addressed by the EOP and all its supporting documents.

EOP Function/ Hazard Specific Annexes/ Guides: These documents supplement the EOP and outline the “*what we do*” specifically regarding the primary identified hazards and functions required to effectively fulfill the responsibilities outlined in the EOP. Examples of hazard-specific annexes include hurricane, flood, etc. Examples of function-specific guides include sheltering, damage assessment, evacuation, etc.

Standard Operating Procedures, Checklists, Job Aids, and Resource Guides: These documents support the execution of the EOP and the function/ hazard specific annexes/ guides by providing the individual charged with executing the tasks with the “*what and how I do*” details specific to their roles and functions. Examples may include process guides for gathering situational awareness or resource ordering, or position specific EOC checklists.

1.3 Situation Overview/ Hazard Analysis

Glynn County, with an approximate population of 84,739 (U.S. Census Bureau 2021 estimate) is in southeast coastal Georgia, at approximately 81 - 30 - 00 north latitude and 31 - 15 - 00 west longitude, or about half-way between Jacksonville, FL. and Savannah, GA. and encompasses 439 square miles.

Hazards addressed in this plan were determined by the hazard mitigation planning team based on available data and consideration of hazard frequency and potential severity of damage. Where available, hazard frequency based on past occurrence data is used to suggest future probability. Further information regarding the hazards, risks and vulnerabilities can be referenced in the hazard mitigation plan.

1.3.1 Hazards

Natural Hazards	Technological Hazards	Adversarial Hazards
<ul style="list-style-type: none">• Drought• Earthquake• Extreme Heat• Flood• Infectious Disease• Sea Level Rise• Severe Weather• Severe Winter Storm• Tornado• Tropical cyclone• Wildfire	<ul style="list-style-type: none">• Cyber Attack• Hazardous Materials• Mass Casualty	<ul style="list-style-type: none">• Active Shooter/ Threat• Mass Casualty• Terrorism

1.3.2 Hazard Preparedness Actions

In order prepare the community for these potential events, actions can be taken in each of the five mission areas of preparedness.

- a. Mitigation
- b. Prevention
- c. Protection
- d. Response
- e. Recovery

	Natural Hazards	Technological Hazards	Adversarial Hazards
Mitigate	<ul style="list-style-type: none"> Drain improvements 	<ul style="list-style-type: none"> Structure hardening Redundant systems 	<ul style="list-style-type: none"> Structure hardening
Prevent	<ul style="list-style-type: none"> Flood zone regulations Land use ordinances Community outreach 	<ul style="list-style-type: none"> Zoning regulations Planning and coordination with private sector 	<ul style="list-style-type: none"> N/A
Protect	<ul style="list-style-type: none"> Enhanced warning systems Preemptive deployment 	<ul style="list-style-type: none"> Enhanced warning systems Community outreach 	<ul style="list-style-type: none"> Critical infrastructure security Enhanced warning systems
Respond	<ul style="list-style-type: none"> Preemptive deployment Coordinated response 	<ul style="list-style-type: none"> Technological response capabilities Coordinated response 	<ul style="list-style-type: none"> Tactical response capabilities Coordinated response
Recover	<ul style="list-style-type: none"> Coordinated Planning Stakeholder engagement 	<ul style="list-style-type: none"> Coordinated planning 	<ul style="list-style-type: none"> Coordinated planning

1.4 Planning Assumptions

These identify what the planning team assumes to be facts for planning purposes in order to make it possible to execute the document. During operations, the assumptions indicate areas where adjustments to the plan have to be made as the facts of the incident become known. These also provide the opportunity to communicate the intent of senior officials regarding emergency operations priorities. The following actions can be assumed when activating this plan:

- An emergency may occur at any time and may affect single or multiple jurisdictional areas. Some incidents will occur with enough warning to allow for activation and preparation prior to the onset of emergency conditions. Other incidents will be no-notice that occur without warning.
- All incidents begin and end locally. Municipalities maintain operational control and responsibility for emergency activities within their jurisdictions, unless otherwise superseded by ordinance, statute, or agreement.
- When an emergency exceeds local resource and response capabilities, local governments will request assistance from the county EOC. The county will then request assistance from neighboring jurisdictions and from the state.

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- Incidents in Glynn County may occur simultaneously to events throughout the United States, constraining resources available and slowing or reducing the amount of outside assistance available to support.
- Governments, departments, and agencies will develop and maintain the necessary plans, standard operating procedures, contracts, and memorandums of understanding to execute emergency responsibilities assigned by the Glynn County EOP.
- Employees tasked with emergency duties that live and work within the affected area may be personally impacted by the incident and unable to report to work.
- Individuals, community-based organizations, and businesses will offer services and support in time of disaster in the form of spontaneous volunteers, supplies, and financial donations.
- 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 statewide and/or national 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 state agencies, local governments, NGO's, and private sector organizations;
 - 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.
- The negative cascading effects from natural disasters may rise due to increased urban development, industrial expansion, traffic congestion, and widespread use and transport of hazardous materials. These factors may increase the risk of human-caused emergencies such as hazardous materials accidents, power failures, resource shortages, and environmental contamination.

2.0 Concept of Operations

2.1 General

GCEMHSA identifies potential threats to life, property, and the environment, and then develops plans and procedures to respond to those. These plans and procedures will help to coordinate and support emergency response and recovery activities and will be tested through exercises and validated by the results of actual response. The goal is to maintain a robust incident management organization with strong collaborative ties among governments, community-based organizations, volunteers, public service agencies, and the private sector. Glynn County conforms to, and this EOP complies with NIMS, and ICS guidelines.

2.2 National Response Framework (NRF)

The NRF is based upon the premise that incidents are handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual-aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector, and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident or hazard-specific plans. The NRF is intended to facilitate coordination among local, state, tribal, and federal governments, and the private sector without impinging on any jurisdiction or restricting the ability of those entities to do their jobs. The NRF does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

The NRF and NIMS are designed to work in tandem to improve the nation's incident management capabilities and overall efficiency. Use of NIMS enables local, state, tribal, and federal governments and private-sector and non-governmental organizations (NGOs) to work together effectively and efficiently to prevent, prepare for, respond to, and recover from actual or potential domestic incidents regardless of cause, size, or complexity.

2.3 National Incident Management System (NIMS)

NIMS provides a comprehensive, whole community, whole government approach to incident management for all hazards and integrates existing best practices into a consistent nationwide approach to domestic incident management that is applicable to all jurisdictional levels and across functional disciplines. NIMS is based on a balance of flexibility and standardization that allows government and private entities at all levels to work together to manage domestic incidents, regardless of their cause, size, location, or complexity. Five major components make up this system's approach: preparedness; communications and information management; resource management; command and management; and ongoing management and supporting technologies.

2.4 Incident Command System (ICS)

A primary component of NIMS, ICS is a standardized on-scene emergency management system designed to allow for an integrated organizational structure equal to the complexity and demands of

single or multiple incidents without being hindered by jurisdictional boundaries. ICS addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications using a common organizational structure and standardized procedures.

2.5 Integrating Federal, State, and Local Systems

Taken together the NRF, NIMS, ICS, and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. It should be understood that field level emergency responders, emergency operations center (EOC) staff, department heads, elected officials, and public information officers all have a vital role in successful comprehensive incident management and make up the incident management enterprise.

2.6 Phases of Emergency Management

Emergency management functions are generally grouped into the four phases of mitigation, preparedness, response, and recovery. The grouping of emergency management functions is useful for classifying and conceptualizing activities. While useful for targeting efforts and resources, the phases of emergency management are not distinct activities, and each phase often overlaps with other phases. For example, recovery projects often include elements of mitigation (i.e., rebuilding structures using current building codes) and response often includes recovery measures (i.e., immediate debris removal). The phases are also cyclical in nature; lessons learned from an incident are applied in preparedness efforts for future emergencies and major disasters. The following sections provide examples of the types of activities that take place in each phase.

2.6.1 Mitigation

Mitigation activities occur before, during, and after incidents. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within Glynn County and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- Detailed plans to mitigate future hazards
- Land use planning
- Local ordinances and statutes (zoning ordinances, building codes, etc.)
- Structural measures
- Public information and community relations

2.6.2 Preparedness

Preparedness activities are taken in advance of an emergency and develop operational capabilities, enact protective measures, and enhance effective responses to a disaster. These activities can include emergency/disaster planning, training and exercises, and public education. Citizen preparedness activities are key elements in this phase and a significant factor in the success of a community in responding to an emergency. Members

of the incident management enterprise and local organization develop EOPs, SOPs, and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel are made familiar with these EOPs, SOPs, and checklists through periodic training in the activation and execution of procedures.

GCEMHSA maintains several contact lists of agencies and personnel critical to emergency operations. Those lists include city/jurisdiction EOC responders, key contacts within the city and county agencies, state agencies, and other organizational contacts.

2.6.3 Response

The response phase can be further broken down into three types of response—pre-emergency, immediate, and on-going emergency responses.

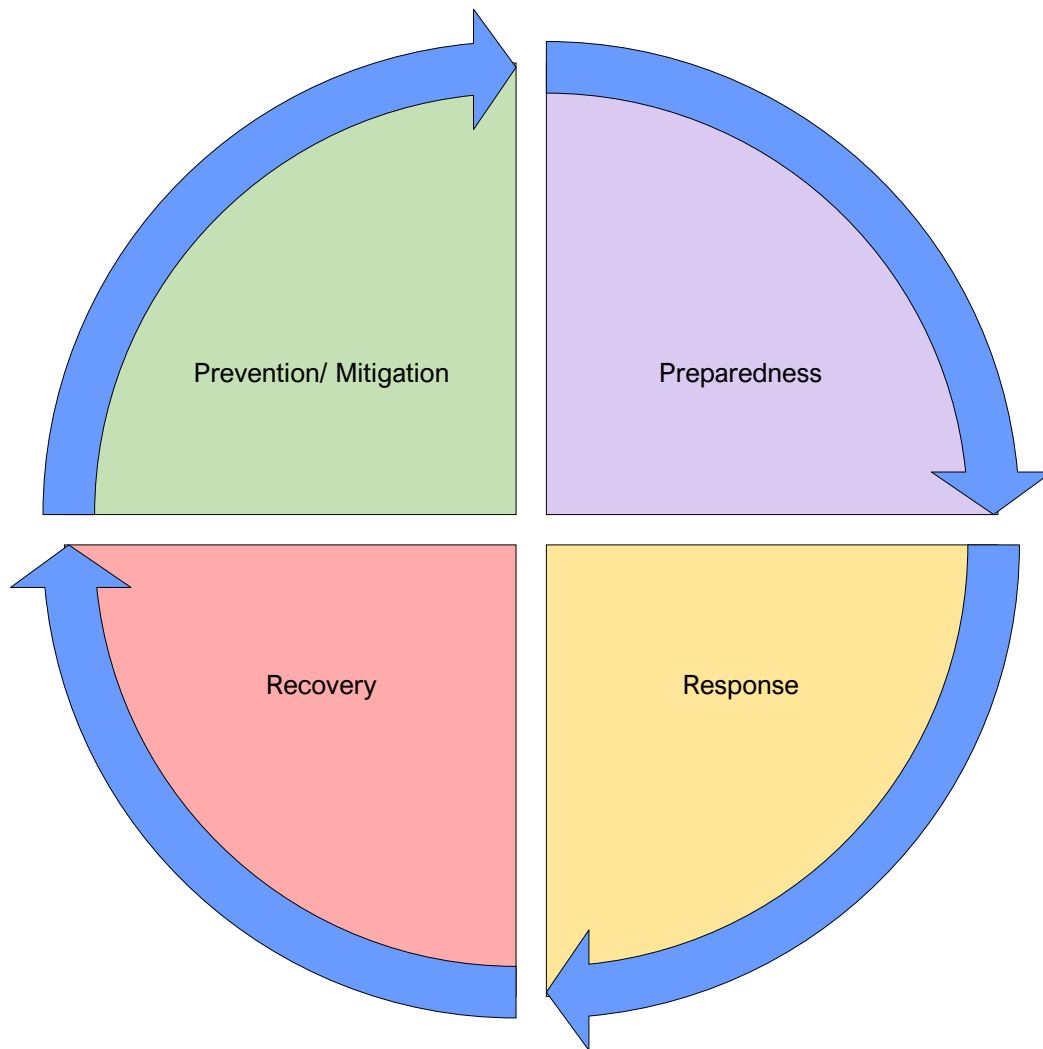
Pre-Emergency Response (or crisis response): if warning mechanisms exist for a particular hazard, then response actions to emphasize protection of life, property, and environment can be anticipated. Typical pre-emergency and crisis response actions may include:

- Alerting necessary agencies, placing critical resources on stand-by
- Warning threatened populations of the emergency and apprising them of safety measures to be implemented
- Evacuation of threatened populations to safe areas
- Identifying the need for mutual-aid
- Proclamation of a local emergency by local authorities

Immediate emergency response: during this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation, and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector. The primary activities are on-scene by first or early responders.

On-going (or sustained) emergency response: In addition to continuing preservation of life and property operations, mass care, relocation, public information, situation analysis, status, and damage assessment operations may be initiated. Ongoing response usually involves many organizations and the activation of the EOC.

Furthermore, GCEMHSA utilizes the NIMS Incident complexity typing guide to determine appropriate responses to incidents.



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Type 5	<ul style="list-style-type: none"> • Under one Operational Period; • The only ICS position staffed is the Incident Commander; • The Incident can be handled with one or two single resources; • Command and general staff positions (other than the Incident Commander) are not activated; • Primarily local resources used; • The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene; • Additional resources or logistical support are not usually required; • Written incident action plan (IAP) is not required; • Examples: vehicle fire, an injured person, or a police traffic stop, single vehicle crash. 	GCEMHSA not involved unless requested
Type 4	<ul style="list-style-type: none"> • Under one Operational Period; • Command staff and general staff functions are activated only if needed; • Several resources are required to mitigate the incident; • The agency administrator included operational plans including objectives and priorities; • Command staff and general staff functions are activated only if needed; • Primarily local resources used; • Resources vary from a single resource to multiple resource task forces or strike teams. • The incident is usually limited to one operational period in the control phase; • Written IAP is not required, but a documented operational briefing will be completed for all incoming resources; • The agency administrator/ official may have briefings, and ensure the complexity analysis and delegation of authority is updated; • Examples: search and rescue, motor vehicle accidents, small fires, structure fires, small hazardous materials spills. 	GCEMHSA not involved unless requested
Type 3	<ul style="list-style-type: none"> • When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident; • Some or all of the command and general staff positions may be activated, as well as division/ group supervisor and/ or unit leader level positions; • Examples: large search and rescue, special events, large fires, large school incidents. 	GCEMHSA involvement discretionary

Type 2	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods; • Most or all of the command and general staff positions are filled; • A written IAP is required for each operational period; • Many of the functional units are needed and staffed; • Examples: industrial fires, VIP visits, lengthy search and rescue, multi-day special events, tornadoes, floods, events of regional interest. 	GCEMHSA involved
Type 1	<ul style="list-style-type: none"> • This type of incident is the most complex, requiring national resources for safe and effective management and operation; • All command and general staff positions are filled; • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000; • Branches need to be established; • A written IAP is required for each operational period; • The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority is updated; • Use of resource advisors at the incident base is recommended; • There is a high impact on the local jurisdiction, requiring additional staff or office administrative and support functions; • Example: hurricanes, natural disasters, events of national interest. 	GCEMHSA involved

2.6.4 Recovery

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery includes both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions. The recovery phase may also include cost recovery activities. The major objectives of the recovery period include:

- Reinstatement of family and community integrity
- Provision of essential public services
- Restoration of private and public property
- Identification of residual hazards
- Preliminary plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal public and individual assistance

2.7 All Hazards/ Comprehensive Emergency Management

Glynn County's emergency management philosophy aligns with the NRF, embracing an all-hazards, comprehensive perspective. This approach empowers the county to establish a communication,

coordination, and response framework for any emergency scenario. These interconnected actions, constituting the essence of emergency management, are meticulously designed to:

- Prepare, prevent, and protect against hazards;
- Respond to emergencies that occur;
- Recover and restore the community to a new normal; and
- Mitigate hazards.

Efforts related to the phases of emergency actions will take place on a continuous and scalable level based upon hazard identification, threat, vulnerability and risk to people, property, critical infrastructure, and the environment.

The overall goal is to minimize the impact caused by a disaster or an emergency, creating a more disaster resilient Glynn County. It is important to remember that the emergency management process is cyclical – it is not a one-time task. Preparedness and mitigation begin well before the onset of an emergency or a disaster. Emergency management is a continual and developing process using lessons learned from previous incidents and events to improve Glynn County's capacity to manage future incidents and events.

2.8 Operational Objectives

The EOP is based on the following operational considerations:

- Initially, incidents are appropriately managed at the lowest possible level.
- Glynn County will use all available resources to save lives, minimize injury to persons and minimize damage to property and the environment.
- Incident management activities will be initiated and conducted using the principles contained in NIMS.

2.9 Emergency Operations Center (EOC)

The EOC is a critical link in the emergency response chain, enabling incident commanders to focus on the needs of the incident, serving as an information conduit between incident command and the Executive Policy Group (EPG), promoting problem solving at the lowest practical level.

The EOC is the central location from which Glynn County provides inter-agency coordination and executive decision making in support of incident response and recovery operations. The EOC does not command or control on-scene jurisdictional response efforts, but does carry out the coordination functions through:

- Developing and maintaining situational awareness and a common operating picture for decision makers, incident commanders, and other emergency responders.
- Managing requests, procurement, and utilization of needed resources (to include people).
- Documenting and managing incident information.

2.9.1 EOC Locations

The Glynn County emergency management and homeland security agency (GCEMHTSA) EOC resides in the Glynn County public safety complex and shares space with the Glynn County police department. The physical address of the EOC is:

157 Carl Alexander Way, Brunswick, Georgia, 31525.

Supplies are maintained in a state of readiness for conversion and activation when needed. The EOC serves as the centralized location in which EOC/ emergency support function (ESF) and support staff will report for duty and assume their roles in the EOC. Emergency response activities and work assignments will be planned, coordinated, and delegated from the EOC.

If an alternate EOC is needed, it will be designated by the GCEMHTSA Director or Deputy Director at the time of the event. The alternate EOC location may be re-designated depending on the nature of the event and available space.

2.9.2 EOC Activations

The EOC may be activated for various reasons based on support requirements of a jurisdiction or organization, the context of a threat, the anticipation of events, or in response to an incident. Circumstances that might trigger activation include but are not limited to:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies;
- The Incident Commander indicates an incident could expand rapidly, involve cascading effects, or require additional resources;
- A similar incident in the past required center activation;
- The emergency management agency Director or an elected or appointed official directs the EOC be activated;
- An incident either planned and/or unplanned is imminent. Examples include but are not limited to: local scheduled special events, predictions/pending and/or forecasted hazardous/severe and tropical weather systems, anticipated flooding, and other elevated threat levels;
- The anticipated need for support requires acquiring additional resources;
- The event(s) meet thresholds outlined in the county EOP occur; and/or
- Significant impacts to the population for any other reason(s) are anticipated.

2.9.3 Activation Levels

The activation level of the EOC grows in size, scope, and complexity in concert with that of the incident. If the incident requires additional support and coordination, additional staff can be activated to involve more disciplines, mobilize resources, inform the public, address media inquiries, involve senior elected and appointed officials, and request outside assistance.

The EOC will function at one of three levels based upon the complexity of the incident and requirements of GCEMHSA management. A normal steady state of the EOC is the default and considered ready for activation at a moment's notice. During normal operations (steady state), emergency management personnel maintain operational readiness by monitoring and assessing potential threats and hazards; conducting routine and ongoing coordination with other departments and agencies; developing and executing plans, training, and exercises; and maintaining facilities and equipment.

Activation Level	Description of Conditions
LEVEL 3 Monitoring	GCEMHSA is operating under normal day-to-day operations. The E911 communications center is actively monitoring all events and reporting them to the appropriate personnel who respond accordingly.
LEVEL 2 Partial	All primary and alternate emergency coordinators, GCEMHSA staff, and local EMA staff are notified of elevated activation. The necessary state agency coordinators and necessary GCEMHSA staff are directed to report to and staff the EOC.
LEVEL 1 Full	All primary and alternate emergency coordinators, GCEMHSA staff, and local EMA staff are notified of full-scale activation. All ESFs and appropriate supporting state / volunteer agency coordinators are directed to report to and staff the EOC. All GCEMHSA EOC positions are staffed.

2.10 Levels of Emergencies and Declarations

There are two basic groups of emergencies, declared and non-declared.

2.10.1 Non-Declared County Emergencies/ Disasters

The Chairperson, Glynn County Commissioners, or designee may direct county departments and agencies to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be sufficient, and that no reimbursement of costs will be requested.

For significant events in Glynn County, the EOC may be activated to monitor the situation, coordinate activities among departments and agencies, and to ensure that the county is positioned to rapidly respond in the event of an incident.

2.10.2 Emergency Declarations

There are three levels of emergency declarations that may apply to a disaster or emergency depending upon the scope and magnitude of the event:

- County / local declaration: A local emergency declaration automatically activates the Glynn County EOP, the EOC and provides for the expeditious mobilization of county resources to respond to a major incident or event.

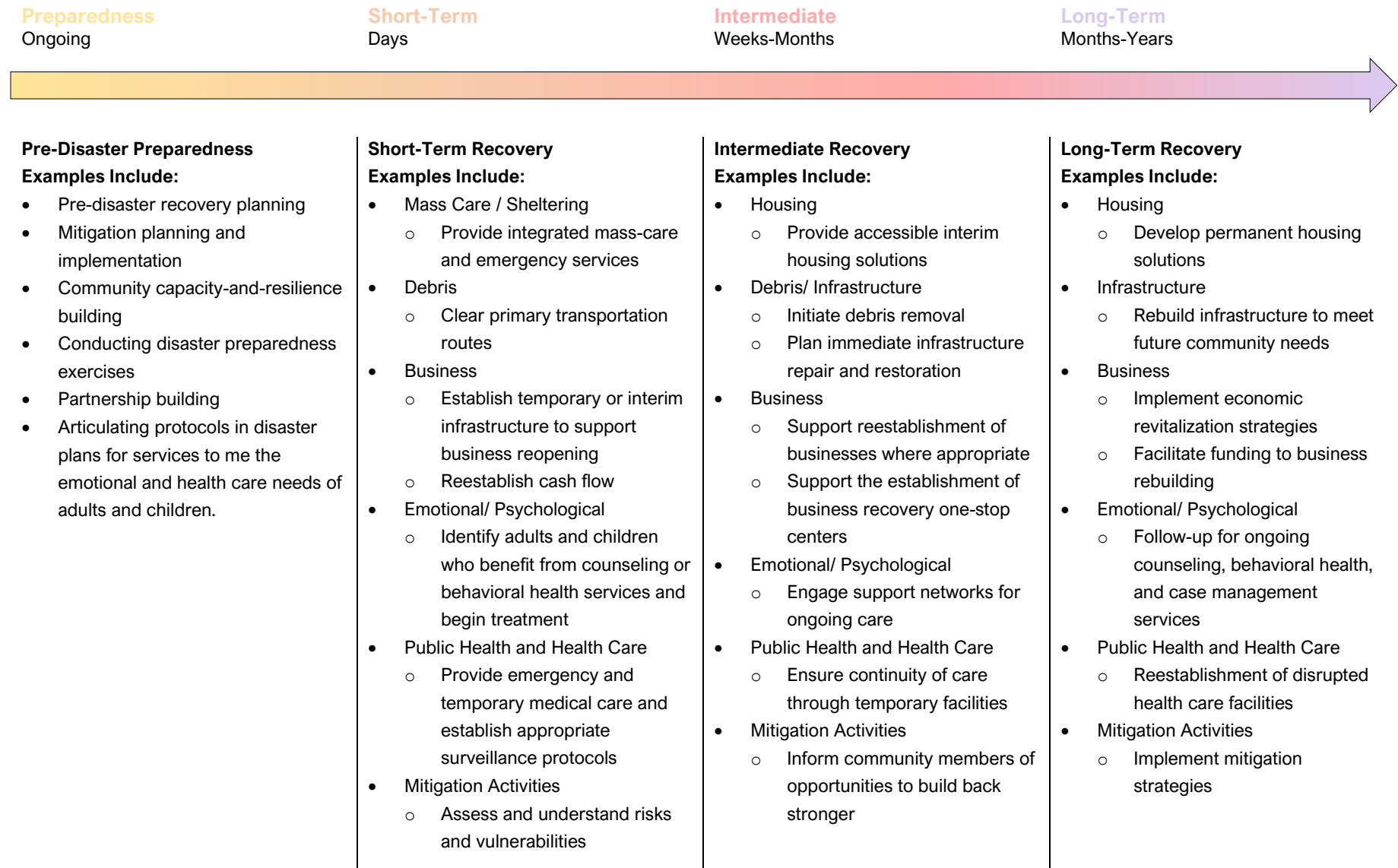
- State declaration: A declaration of an emergency by the Governor of Georgia that includes Glynn County, provides the county access to the resources and assistance of the departments and agencies of the state, including the national guard, in the event local resources are insufficient to meet the needs. These requests for assistance are coordinated by GEMA/HS after submittal by the county EOC.
- Federal declaration: The Governor of Georgia may request a federal emergency or major disaster declaration. In the event that Glynn County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the county and state. The state will coordinate state and federal assistance to Glynn County and the EOC will coordinate assistance throughout the county.

2.11 Transition from Response to Recovery

The recovery process is best described as a sequence of interdependent and often concurrent activities progressively advancing a community toward a successful recovery. Decisions made and priorities set early in the recovery process, by a community, will have a positive cascading effect on the nature and speed of the recovery progress. In fact, decisions made before a disaster can also positively impact recovery. Additional information can be found in the disaster recovery plan (DRP).

*Figure 1 indicates how preparedness, response, and recovery functions are related:

Figure 1: Recovery Continuum – Description of Activities by Phase



The transition from response to recovery is a gradual process, the pace and timing of which will depend on the circumstances. As response activities diminish, recovery activities will increase.

If the scope of the disaster dictates, a recovery committee will be established to manage recovery operations. The EOC Manager and Planning Section Chief will assess the need for a separate recovery organization based on the impacts of the incident, in collaboration with the other ESFs, and will make a recommendation to the GCEMHSA Director to activate the recovery plan. The GCEMHSA Director will then make a recommendation to the Executive Policy Group who will activate the recovery plan.

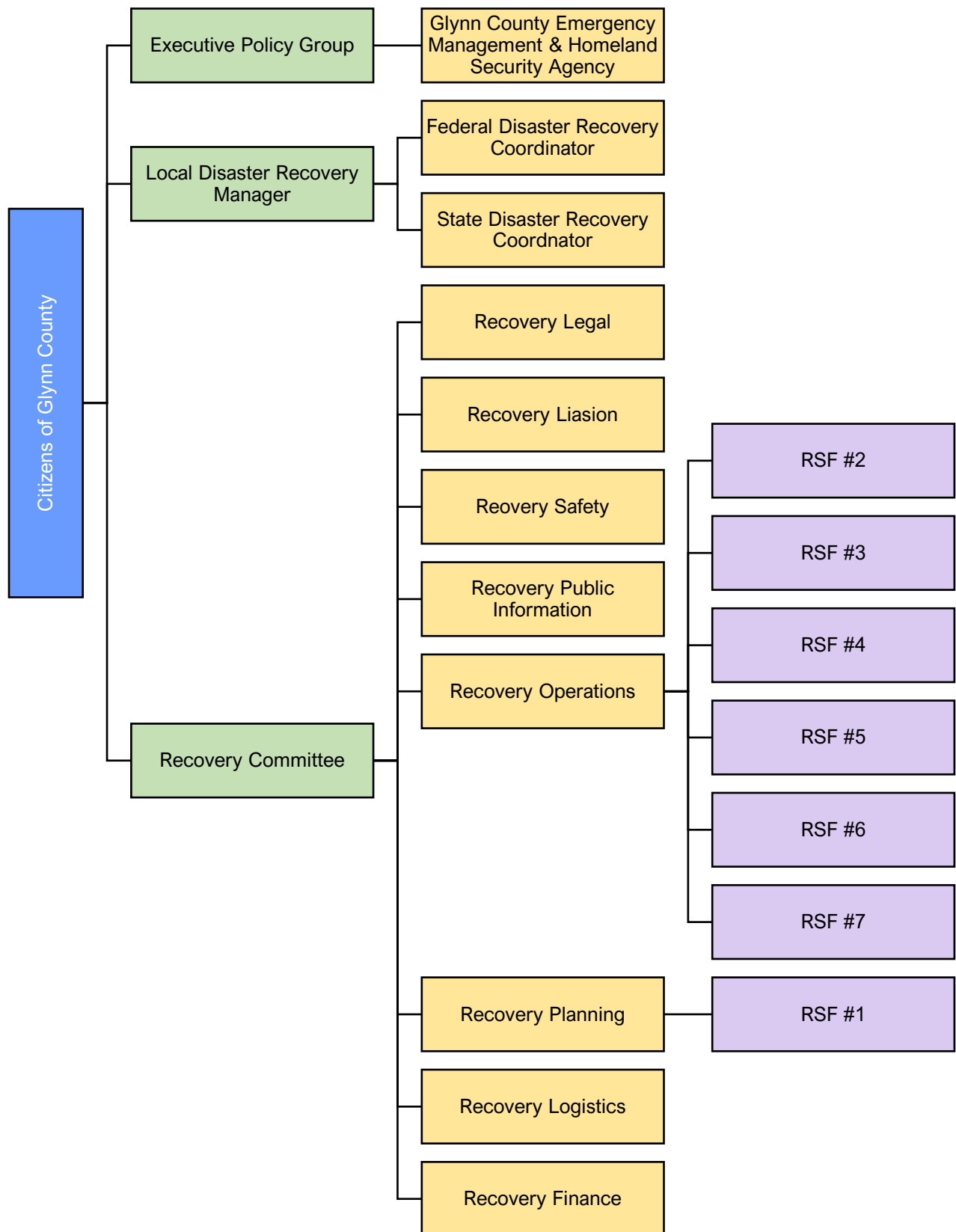
2.11.1 Recovery Timeframes

Since emergency management is a cycle, there will be overlap between response and recovery operations. Additionally, recovery operations for multiple events may take place simultaneously.

Recovery includes short-term, intermediate-term, and long-term phases.

- Short-term recovery concerns include managing and containing immediate impacts of an event on community systems and beginning to return these systems back to operating standards.
- Intermediate-term recovery involves returning individuals and families, critical infrastructure, and essential government or commercial services back to a functional state, although not necessarily to a pre-disaster state.
- Long-term recovery works to return to “near normal” conditions after a disaster or emergency, including restoring economic activity and rebuilding community facilities and housing. Long-term recovery can take several months or years.

2.11.2 Recovery Organization



3.0 Organization and Assignment of Responsibilities

3.1 General

County agencies and response organizations may have various roles and responsibilities throughout a major emergency or disaster's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The response organization of any local government is the responsibility of the jurisdiction's Chief Elected Official (CEO). It consists of all agencies and resources of that local government and applicable volunteer and private resources. The CEO may use the jurisdiction's resources and employees as necessary and alter functions of departments and personnel as necessary in response to an emergency event. The CEO maintains direction and control of all activities within that jurisdiction.

Upon activation of a local state of emergency, the Glynn County emergency operations plan becomes active as do prudent emergency protective ordinances. The GCEMHSA Director will coordinate actions between local governments and agencies as necessary and the direct response actions as determined by the EPG. In situations where local resources to contend with an emergency do not exist or have been depleted, the EPG, in coordination with the GCEMHSA Director, will request state assistance.

3.2 Executive Policy Group

During disaster situations, the GCEMHSA Director may request the assembly of jurisdiction CEOs to discuss incident information. This unified assembly is known as the Executive Policy Group. The EPG will coordinate with the GCEMHSA Director on all emergency event information, direction, and coordination. The GCEMHSA Director has the responsibility to lead the response effort through guidance and direction of the EPG.

The Executive Policy Group may change depending on the event, but typically includes the:

- Chairperson of the Glynn County Commission
- Vice-Chairperson of the Glynn County Commission
- Glynn County Manager
- Glynn County Chief Financial Officer
- Glynn County Attorney
- Glynn County Sheriff
- Glynn County Director of Public Safety
- City of Brunswick Mayor
- City of Brunswick Manager
- Superintendent of the Glynn County Public Schools
- Jekyll Island Executive Director

3.3 Continuity of Operations/ Government

Succession of county elected officials is outlined in a continuity of government (COG) plan. Each jurisdiction is encouraged to have an authorized COG plan that clearly states the orders of succession, limitations to authority and activation policy.

In the event of an incident within Glynn County, it may be necessary for county departments to activate their continuity of operations plans (COOP). During COOP activations, agencies and departments should focus on limiting the interruption of services outlined in their mission essential functions.

3.4 Assignment of Responsibilities (General)

This section describes responsibilities or capabilities of in general terms other entities beyond direct jurisdictional control that are known to support, or can support, disaster response or recovery within the jurisdiction.

3.4.1 Individuals and Households

Taking proper protective actions is necessary during emergencies. It is the responsibility of individuals and households to:

- Be aware of the different types of warning systems and how you may be notified of an emergency.
- Prepare to evacuate or shelter in place.
- Develop a family reunification plan.

3.4.2 Local Government

Local governments, whether the city or the county, are central organizations in emergency management since local government has the primary responsibility for public safety, including emergency response following an emergency or disaster.

The local government maintains control of all assets used in the response and recovery efforts, regardless of the source of those assets. Local governments must plan and prepare for this role with the support of the state and federal governments.

3.4.3 State Government

The primary role of GEMA/HS is to support local emergency management activities through local EMA directors. GEMA/HS provides routine assistance to local EMAs regarding grants, hazard mitigation projects, citizen corps programs, emergency management performance grant funding, planning, training, exercise, and technical guidance. Additionally, GEMA/HS assists local jurisdictions by coordinating with federal officials on behalf of local jurisdictional needs.

3.4.4 Federal Government

When a disaster strikes and is so severe that the local governments and the state governments together cannot provide the needed resources, then the Federal government becomes the source for those resources. The Federal Emergency Management Agency (FEMA) is the federal agency that coordinates the activation and implementation of the

federal response plan, so the states work with FEMA to access federal programs and support.

3.4.5 Non-Governmental and Volunteer Organizations

Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

3.4.6 Private Sector

Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.

3.5 Assignment of Responsibilities (Specific)

3.5.1 Chairperson of Glynn County Commission

- Consult with the GCEMHS Director and declare a local state of emergency, as needed.
- Consult with the GCEMHS Director and order evacuations, as needed.
- Enact necessary emergency protective ordinances.
- Serve as or designate a spokesperson for the emergency.
- Coordinate with other elected officials at the local, state, and federal level.

3.5.2 Municipal Elected Officials

- Enact necessary emergency protective ordinances.
- Address policy level issues and participate in meetings/briefings as appropriate.

3.5.3 County and Municipal Managers

- Ensure government departments respond appropriately, activating COOP plans as needed.
- Ensure all response/recovery actions are in line with current policies and procedures.
- Ensure all departments and agencies document activities, time, and finances accordingly for potential reimbursement.
- Remain aware of the financial situation.
- Direct and reallocate municipal assets and resources during an emergency.

3.5.4 Glynn County Emergency Management and Homeland Security Agency Director

- Coordinate EOC staffing and functioning
- Ensure interoperable communications
- Facilitate operations of the shelter system in conjunction with the American Red Cross
- Facilitate emergency public information

- Coordinate alert and warning systems with 911
- Coordinate assistance from other jurisdictions, the state and federal governments
- Manage emergency control and use of resources
- Coordinate with the county PIO to manage rumor control
- Work with Glynn County GIS to coordinate community damage assessments

3.5.5 Emergency Support Functions (ESFs)

- The EOP applies a functional approach that groups the capabilities of municipal and county departments and some volunteer and non-government organizations into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during disaster or emergency incidents. The county response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to county departments and agencies conducting missions of primary county responsibility.
- Each ESF is comprised of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF primary agencies, and support agencies can be found in the introduction to the ESF annexes.
- Note that not all disaster or emergency incidents result in the activation of all ESFs. It is possible that an incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

3.5.6 Emergency Support Functions (ESFs) – Scope and Agency Assignments

The ESFs incorporated into the EOP and their respective concepts of operations are summarized below and explained in detail in the ESF annexes to the EOP. Please note, this is not an exhaustive list of responsibilities.

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Emergency Support Function:	Support Actions & Capabilities
<p>ESF-1 Transportation</p>	<p>Transportation complies with standards set forth in the national response framework (NRF). This ESF supports the preparation, response to, recovery from, and mitigation of the effects of a disaster or emergency on Glynn County's transportation infrastructure and networks. ESF-1 Transportation is designed to ensure seamless integration of key transportation resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster.</p>
<p>ESF-2 Communications</p>	<p>Communications organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the county's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. It emphasizes technical considerations of communication functions.</p>
<p>ESF-3 Public Works & Engineering</p>	<p>Public works and engineering coordinate the county's response to disasters during which there is a disruption or disconnection of essential services or infrastructure, including water systems, sewer systems, electricity, dams, public roadways, and public structures. Providing guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County's infrastructure and networks. ESF-3 is designed to ensure seamless integration of key public works and engineering resources to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, and other associated activities to address an emergency or disaster.</p>
<p>ESF-4 Firefighting</p>	<p>Firefighting suppression operations to include rural, wildland, and urban fires resulting from incidents occurring in conjunction with or as the cause of activation of the emergency operations plan.</p>
<p>ESF-5 Information and Planning</p>	<p>Information and planning outlines procedures for collection, analysis, and information sharing regarding potential or actual emergencies or disasters to enhance the response and recovery activities of the local governments. Emergency management supports overall activities for incident management, warning, damage assessment, and operation of the emergency operations center (EOC).</p>

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<p>ESF-6 Mass Care/Sheltering</p>	<p>Mass care / sheltering is the delivery of mass care, emergency assistance, housing, and human services to meet the needs when a disaster occurs.</p>
<p>ESF-7 Logistics Management & Resource Support</p>	<p>This ESF provides guidance on comprehensive disaster logistics planning, management, and operation. Through the guidelines and processes outlined in the EOP, this annex, and the many supporting logistics management documents, ESF-7 provides the framework for countywide logistics coordination efforts by: Providing comprehensive disaster logistics planning, management, and sustainment capability that harnesses the resources of Glynn County's logistics partners, key public and private stakeholders, and non-governmental organizations (NGOs) to meet the needs of disaster survivors and responders.</p>
<p>ESF-8 Health & Medical Services</p>	<p>Health and medical services is charged with coordinating the county's health and medical processes during preparedness, planning, activation, and deactivation. The constant, proactive activities of all agencies and organizations listed within this ESF provide a comprehensive system to carry out the most important function of government, protect and save lives. ESF-8 shall carry out this function by providing support to local and regional systems addressing the public health and medical needs of residents, incident victims, victims' families, and response workers in disasters, potential disasters or events that have potential impact on the public's health. This includes coordinating with the department of behavioral health and developmental disabilities (DBHDD) response to the medical needs associated with mental health, behavioral health, substance dependency and the mental well-being of both survivors of disasters and the personnel involved in disaster response. In addition, this ESF addresses the local identification, registration, evacuation, and sheltering support of individuals with access and functional needs. Veterinary medical support processes and procedures are described in this ESF.</p>
<p>ESF-9 Search & Rescue</p>	<p>Search, rescue, and recovery (SR) is responsible for providing the coordination of SR operations during an emergency or disaster in our local government. The ESF 9 coordinator outlines Glynn County's SR response. ESF-9 is comprised of primary and support local agencies that each have unique SR capabilities.</p>
<p>ESF-10 Hazardous Materials</p>	<p>An emergency or disaster could result from oil or hazardous and radiological materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear power plants and facilities, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store or dispose of hazardous materials, including radioactive materials, could be damaged so that spill control apparatus and containment measures are not effective. Hazardous and radiological materials that are transported may be involved in rail accidents, highway collisions, and waterway and airline mishaps.</p>

<p>ESF-11 Agriculture / Food and Water</p>	<p>ESF-11 provides Glynn County with a cohesive structure of primary and support agencies / organizations that prepare for, respond to, recover from, and mitigate the effects of disaster on Georgia’s agricultural and natural resources. ESF-11 coordinates support in five critical functional areas during emergency or disaster operations including: Coordination with ESF-6 and department of education for nutrition assistance such as bulk food for mass feeding and administering the disaster supplemental nutrition assistance program (DSNAP). Ensuring the safety and security of the state’s commercial food supply. Controlling and eradicating an outbreak of a highly contagious or economically devastating animal disease, highly infective exotic plant disease, or economically devastating plant pest infestation, and support ESF 8 in a bio-watch event. Coordinate with ESF-6 and ESF-8 for the safety and well-being of household pets during an emergency response or evacuation situation. Protecting natural, cultural, and historic resources.</p>
<p>ESF-12 Energy/Utilities</p>	<p>ESF-12 provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Georgia’s energy systems. It is the strategic plan for ESF-12 Energy. ESF-12 serves as the principal conduit by which critical energy infrastructure is protected and restored upon the realization of a debilitated state of operation due to the onset of an emergency or disaster. ESF-12 supports emergency or disaster operations pertaining to the energy infrastructure in the following ways:</p> <ul style="list-style-type: none"> • Coordinates support for the restoration of service for electric infrastructure. • Coordinates the restoration of fuel service, including natural gas, petroleum, and liquefied petroleum gas (LPG). External affairs, and the planning section with regular updates and information to support briefings, situation reports, and incident action plans. • Coordinates the acquisition and provision of resources for the restoration of critical energy infrastructure in conjunction with ESF-5 Emergency Management through mutual aid, the emergency management assistance compact (EMAC), federal ESF-12 partners (as identified in the national response framework), and other assistance compacts from nonimpacted critical infrastructure owners and operators (CI/OO). • Coordinates the acquisition and provision of electrical service and fuel to support disaster response efforts in conjunction with ESF-7 Logistics Support. • Coordinates and regularly updates public information with ESF-15 External Affairs and, if established, the joint information center (JIC).

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	<ul style="list-style-type: none"> Maintains financial records on personnel, supplies, and other resources utilized and provides regular reports to the Finance Chief and support staff.
<p>ESF-13</p> <p>Public Safety & Security</p>	Public safety and security integrates those state agencies and resources with law enforcement and public safety responsibilities into preparedness, response, and recovery activities when applicable. ESF-13 serves as the mechanism to provide support to local jurisdictions with law enforcement, public safety and security operations in response to incidents occurring in conjunction with or as the cause of activation of the Glynn County emergency operations plan (GCEOP).
<p>ESF-14</p> <p>Business and Infrastructure</p>	Long Term Recovery & Mitigation provides Glynn County emergency management and homeland security agency, herein referred to as GCEMHSA, with a single point to obtain key long-term recovery and mitigation assistance related to information, planning assistance, and emergency management coordination.
<p>ESF-15</p> <p>External Affairs</p>	External Affairs supports the Glynn County emergency operations plan (EOP) and the national response framework (NRF) ESF-15 External Affairs. The purpose of this ESF is to provide information in a clear, concise, and accurate manner on actions taken by local and state governments and actions to be taken by the public.

4.0 Direction, Control, and Coordination

The emergency response is coordinated utilizing NIMS/ICS, which provides a flexible, adaptable, and expandable response organization to address all-hazards of varying magnitude and complexity. An EOC is activated to support field operations and ensure continuity of government when an incident threatens government services, requires additional resources beyond the capacity of the responding agency, or when resources exceed that which is available from within the jurisdiction. Communications between the field response and the EOC are established when the EOC is activated in support of field operations.

During multiple-incident situations within the county, an area command may be established to provide for the ICs at separate locations. Unified command is an application of ICS and may be established at the field response level when more than one agency has jurisdictional responsibilities. Agencies work together through the designated members of the unified command to establish their designated ICs at a single ICP. Under unified command, entities develop a common set of objectives and strategies which provides the basis for a single incident action plan.

4.1 Authority to Initiate Action

The Chairperson of the Glynn County Commission is responsible for declaring a local state of emergency, based on the recommendation from the EPG and the GCEMHSA Director. Declaration of a local state of emergency automatically implements the EOP.

4.1.1 Executive Policy Group

In a large disaster that involves multiple agencies and complex issues, the GCEMHSA Director may convene an EPG meeting to deliberate and advise on policy issues that arise during the event, address legal issues, and resolve conflicting policies, procedures and authorities among involved jurisdictions and agencies. The EPG does not employ command authority or make tactical decisions regarding field level operations.

4.1.2 Activation of the EOP

The authority to activate the EOP is not limited to any one county leadership position but may vary depending on an incident and authority over the incident. Therefore, the decision to implement the EOP may be made by any of the indicated positions, or their authorized designee:

- County Manager
- Assistant County Manager
- GCEMHSA Director
- Director of Public Safety

Implementation of the EOP is scalable and is dependent upon variable disaster conditions, phase of operations and resource coordination needs. The level of activation of county resource through ESFs and the staffing levels of the EOC are also flexible.

Additional EOP implementation circumstances include:

- When the Governor has declared a state of emergency affecting Glynn County or a local jurisdiction.

- A Presidential declaration of a national emergency.

4.2 Coordination with Other Levels of Government

Glynn County has identified the jurisdictions, private non-profit (PNP) organizations, and volunteer agencies within the geographical boundaries of the county that may have an emergency response role during an emergency or disaster. Their emergency roles have been identified and provisions for coordination with each of them made. GCEMHSA will also work with GEMA/HS to ensure they are integrated into coordination of emergency operations as appropriate.

4.3 Coordination with Non-Profit and Volunteer Organizations

GCEMHSA recognizes the valuable assistance and resources provided by NGO organizations and the importance of organizations that perform voluntary services in the community. As a result, GCEMHSA continues to cultivate relationships with PNP organizations and has established an extensive trained volunteer base to support emergency response operations within Glynn County. The EOC will generally be a focal point for coordination of response activities with many PNPs and volunteer groups.

During an emergency, the EOC may establish communication with PNP agencies and volunteer groups through an agency representative, volunteer coordinator, or other authorized personnel. Coordination, activation, and deployment of these members may be incident driven and will follow the appropriate organization response guidelines that have been established for the specific PNP organization or volunteer group.

4.4 Assistance

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the state, or federal government. resource requests should be submitted via WebEOC to ensure proper resource tracking and demobilization procedures.

5.0 Information Collection and Dissemination

A primary objective of the EOC is the timely gathering of accurate, accessible, and consistent information during an emergency and sharing vetted intelligence to ensure coordinated timely emergency response and continuity of government. WebEOC status boards and other technologies for tracking emergency activities will be utilized. EOC sections should maintain and display status information so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage status across the county. Situation reports develop a common operating picture and will be used to inform the operational objectives, priorities, and strategies.

To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate, and coordinate intelligence among the responding agencies. Disaster information managed by the Glynn County EOC is coordinated through agency representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field.

The flow of situation reports among the levels of government should occur as follows:

- Field level reports disseminated to the EOC
- The EOC provides a county situation report to GEMA/HS based on field reports, EOC activities and intelligence

5.1 WebEOC

Glynn County uses WebEOC as its primary tool for GEMA/HS communications and situational awareness during disasters. WebEOC is an online information management and communication tool that allows authorized users to view and update current incident information and request assistance.

- The planning section of the EOC posts all reports to WebEOC, as well as maintains critical status boards.
- All resource requests should be submitted in WebEOC to allow for thorough equipment tracking. Resources requests are submitted to the EOC and then assigned to the appropriate ESF or sent to GEMA/HS if the request cannot be fulfilled locally.

5.2 Essential Elements of Information (EEI)

Persons staffing the EOC should utilize position-specific job aids to encourage a proactive response effort. EEI's are listed in each job aid to assist with developing a common operating picture and identify possible future issues. EEI information can also be used to populate information in the situational awareness tool (WebEOC Board) to develop a common operating picture.

6.0 Communications

Per NIMS, public information is coordinated and integrated across jurisdictions and functional agencies; among federal, state and local agencies; and with private-sector entities and nongovernmental organizations. In order to effectively ensure timely and accurate public information and alert and warning messages are disseminated systems, structures, plans, policies, and equipment must be developed and identified to accomplish these tasks.

6.1 Joint Information System

The joint information system (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. It includes the plans, protocols, procedures, and structures used to provide public information.

The JIS structure is used for ensuring that:

- Public Information Officer (PIO) functions are coordinated and integrated.
- A structure and system for developing and delivering coordinated interagency messages is provided.
- Public information plans and strategies on behalf of the incident management leadership can be developed, recommended, and executed.
- Leadership is effectively advised on public affairs issues that could affect a response effort, rumors and inaccurate information that could undermine public confidence are controlled and managed.

Local PIOs and established joint information centers (JICs) are critical supporting elements of the JIS. A robust and competent JIS is integral to an effective and comprehensive incident management capability.

6.2 Joint Information Center

The joint information center is:

- A central location that facilitates operation of the joint information system.
- A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

6.3 Public Alerting and Notifications

During an emergency, ESF-15 is responsible for the dissemination of information to the public. PIOs disseminate emergency instructions and critical information to affected audiences—including governments, media, and the public—to provide messages that are accessible to all sectors of the community. Several county departments, as well as PIOs from municipalities, PNP organizations, and private companies share in the responsibility for disseminating complete, coordinated, and correct information to the public.

6.4 EOC Communication Systems

The Glynn County EOC is equipped with multiple redundant communication methods allowing the sharing of situational awareness, resource status, raw intelligence and data, and alert and warning. The communication capabilities are routinely reviewed and updated as technology advances. Current communication resources in the EOC include, but are not limited to:

- WebEOC
- Land-line based phones
- Cell phones
- Satellite phones
- Radio systems
- Internet enabled computers
- Emergency Alert System
- Fax machines

7.0 Administration, Finance, and Logistics

7.1 Documentation

Documentation is an administrative process used by a jurisdiction to document the response to and recovery from a disaster.

- Individual agencies are responsible for compiling and maintaining their own documentation through their own internal SOP's.
- Information may be compiled in WebEOC during events that require multiple agencies over several operational periods.

7.2 Finance

Each individual department / agency shall document the costs incurred during response and recovery operations (e.g., personnel overtime, equipment used/expended, contracts initiated) in accordance with their own internal SOP's.

7.3 Logistics

When local resources are exhausted and additional resources are required, resource requests will follow an established process for ordering, tracking, mobilizing, and demobilizing (WebEOC if available). Resource requests originate from municipalities, sent to the EOC, then to GEMA/HS if the resource cannot be acquired via the county EOC.

Maintenance of resources is important throughout all aspects of resource management. Maintenance prior to deployment ensures their availability and capability. Maintenance during the deployment phase ensures continued capabilities (e.g., ensuring adequate fuel supplies during use). Post-operational inspection and maintenance ensures future availability.

8.0 Plan Development and Maintenance

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

The EOP is developed with input from municipalities, local, state, and non-governmental agencies.

8.1 Review and Update

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

8.1.1 Coordination and Approval

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

8.1.2 Notice of Change

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

8.1.3 Distribution

The primary distribution method of the basic plan and annexes will be electronic. The EOP, ESF annexes and other support and incident annexes or guides deemed by the GCEMHTSA Director to be free of sensitive or confidential information may be publicly available online.

8.1.4 Redistribution of the EOP

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

9.0 Authorities and References

9.1 Legal Authorities

9.1.1 Federal

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended)
- The Disaster Mitigation Act of 2000 (P.L. 106-390)
- The Sandy Recovery Improvement Act of 2013 (P.L. 113-2) (SRIA)
- The Post Katrina Emergency Management Reform Act of 2006 (P.L.109-295)
- Presidential Decision Directive - 63, United States Policy on Protecting America's Critical Infrastructure
- Homeland Security Presidential Directive – 5 – National Incident Management System (NIMS), December 2008.
- Homeland Security Presidential Directive – 8 – National Preparedness
- Presidential Policy Directive/PPD-8: National Preparedness

9.1.2 State

- Georgia Emergency Management Act of 1981. As Amended, December 1992

9.1.3 Local

- The Code of Glynn County 2022, Chapter 2-2-22, Emergency Management Ordinance

9.2 References

9.2.1 Federal

- Comprehensive Preparedness Guide (EPG) 101, Version 2.0. Developing and Maintaining Emergency Operations Plans, Nov. 2010
- Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.

- National Prevention Framework, May 2013
- National Protection Framework, July 2014
- National Recovery Framework, September 2011
- National Response Framework, May 2013
- Framework for Improving Critical Infrastructure Cybersecurity, National Institute of Standards and Technology (NIST) 2014
- National Mitigation Framework, May 2013
- National Preparedness Goal (NPG), September 2011

9.2.2 State

- Georgia Disaster Recovery and Redevelopment Plan (GDRRP)
- Georgia Emergency Operations Plan (GEOP)

9.2.3 Local

- Glynn County Emergency Operations Plan
- Glynn County Hazard Mitigation Plan
- Glynn County Disaster Recovery Plan

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Attachment 1: Acronyms

BSRS	Building Safety & Regulatory Services
CEO	Chief Elected Official
COG	Continuity of Government
COOP	Continuity of Operations
EPG	Executive Policy Group
DFCS	Department of Family and Children's Services
DRP	Disaster Recovery Plan
EEI	Essential Elements of Information
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GEMA/HS	Georgia Emergency Management Agency/Homeland Security
GCEMHS	Glynn County Emergency Management and Homeland Security Agency
IA	Individual Assistance
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information Systems
NGO	Non-governmental Organization

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NIMS	National Incident Management System
NRF	National Response Framework
OSRM	Occupational Safety & Risk Management
PA	Public Assistance
PIO	Public Information Officer
PNP	Private Non-Profit
RSF	Recovery Support Function
SOP	Standard Operating Procedures

Attachment 2: Glossary of Terms

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its congressional charter and the principles of the international red cross movement
Area Command	During multiple-incident situations, an area command may be established to provide for Incident Commanders at separate locations within a geographical area. Generally, an Area Commander will be assigned a single person and the area command will operate as a logistical and administrative support. Area Commands usually do not include an operations function and may be a function of the EOC.
Attack	A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.
Checklist	Written (or computerized) enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instruction.
Chief Executive Official	The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.
Command Post	The CP or ICP (Incident Command Post) is the location where the Incident Commander operates during response operations. There is only one CP for each incident or event, but it may change locations during the event. Every incident or event must have some form of an incident command post. The CP may be located in a vehicle, trailer, tent, or within a building. The CP will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. The command post requests resources from dispatch [local mutual aid], municipal EOC [beyond local mutual aid] or county EOC.
Community	A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county.

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Contamination	The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.
Continuity of Operation (COOP)	A COOP addresses emergencies from an all-hazards approach. A continuity of operations plan establishes policy and guidance ensuring that critical functions continue, and that personnel and resources are relocated to an alternate facility in case of emergencies.
Dam	A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.
Damage Assessment	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire, and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.
Decontamination	The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.
Disaster	An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] act to supplement the efforts and available resources or states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”
Disaster Field Office	The office established in or near the designated area of a Presidentially declared major disaster to support federal and state response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.
Disaster Recovery Effort	Places established in the area of a Presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local,

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	state, and federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).
Dose (Radiation)	A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal.
Dose Rate	The amount of ionizing radiation which an individual would absorb per unit of time.
Dosimeter	An instrument for measuring and registering total accumulated exposure to ionizing radiation.
Earthquake	The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.
Electromagnetic Pulse	A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment.
Emergency	Any occasion or instance such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe that warrants action to save lives and to protect property, public health, and safety.
Emergency Alert System	A digital technology (voice / text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.
Emergency Environmental Health Services	Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.
Emergency Health Services	Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from state and federal governments.

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Emergency Management Assistance Compact (EMAC)	A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.
Emergency Medical Services	Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.
Emergency Mortuary Services	Services required to assure adequate death investigation, identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.
Emergency Operations Center	The protected site from which state and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.
Emergency Operations Plan	A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.
Emergency Planning Zones	<p>Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs. The REP program and CSEPP use the EPZ concept.</p> <p>In the REP program, the two EPZs are:</p> <ul style="list-style-type: none">• Plume exposure pathway (10-mile EPZ): A circular geographic zone (with a 10-mile radius centered at the nuclear power plant) for which plans are developed to protect the public against exposure to radiation emanating from a radioactive plume caused as a result of an accident at the nuclear power plant.• Ingestion pathway (50-mile EPZ): A circular geographic zone (with a 50-mile radius centered at the nuclear power plant) for which plans are developed to protect the public from the ingestion of water or foods contaminated as the result of a nuclear power plant accident.

In CSEPP, the EPZ is divided into three concentric circular zones:

- Immediate response zone (IRZ): A circular zone ranging from 10 to 15 km (6 to 9 miles) from the potential chemical event source, depending on the stockpile location on-post. Emergency response plans developed for the IRZ must provide for the most rapid and effective protective actions possible, since the IRZ will have the highest concentration of agent and the least amount of warning time.
- Protective action zone (PAZ): An area that extends beyond the IRZ to approximately 16 to 50 km (10 to 30 miles) from the stockpile location. The PAZ is that area where public protective actions may still be necessary in case of an accidental release of chemical agent, but where the available warning and response time is such that most people could evacuate. However, other responses (e.g., sheltering) may be appropriate for institutions and special populations that could not evacuate within the available time.
- Precautionary zone (PZ): The outermost portion of the EPZ for CSEPP, extending from the PAZ outer boundary to a distance where the risk of adverse impacts to humans is negligible. Because of the increased warning and response time available for implementation of response actions in the PZ, detailed local emergency planning is not required, although consequence management planning may be appropriate.

Emergency Response
Team

An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed. The ERT usually consists of regional-level staff.

Emergency Response
Team Advance
Element

For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.

Emergency Response
Team National

An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three ERT-Ns have been established.

Emergency Support
Function

In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs

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represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts.

Emergency Support
Team

An interagency group operating from FEMA headquarters. The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field.

Evacuation

Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

- Spontaneous Evacuation: Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.
- Voluntary Evacuation: This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- Mandatory or Directed Evacuation: This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

Exposure
(Radiological)

A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air.

Exposure Rate
(Radiological)

The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time.

Federal Coordinating
Officer

The person appointed by the President to coordinate Federal assistance in a Presidentially declared emergency or major disaster.

Field Assessment
Team

A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies, and organizations--such as the U.S. Public

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Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the American Red Cross--and the affected State.

Flash Flood	Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.
Flood	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.
Governor's Authorized Representative	The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.
Hazard Mitigation	Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.
Hazardous Material	Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.
High-Hazard Areas	Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.
Hurricane	A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counterclockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.
Incident Command System	A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

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Joint Information Center	A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are co-located at the JIC.
Joint Information System	Under the FRP, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single Federal-State-local JIC is not a viable option.
Mass Care	The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.
Mitigation	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
National Incident Management System (NIMS)	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
Non-governmental Organization	An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross.
Nuclear Detonation	An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.
Preliminary Damage Assessment	A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request.

PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

Preparedness	Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Public Information Officer	A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.
Radiation Sickness	The symptoms characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation.
Radiological Monitoring	The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.
Recovery	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.
Recovery	The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation

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of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Operating Center	The temporary operations facility for the coordination of Federal response and recovery activities, located at the FEMA Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the ROC performs a support role for Federal staff at the disaster scene.
Resource Management	Those actions taken by a government to identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.
Response	Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.
Secondary Hazard	A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.
Standard Operating Procedure	A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.
State Coordinating Officer	The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP related activities of the Federal Government, in cooperation with the FCO.
State Liaison	A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.
Storm Surge	A dome of sea water created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land.
Terrorism	The use of--or threatened use of--criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as

opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado	A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counterclockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.
Tsunami	Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.
Warning	The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning) for a defined area indicates that the particular type of severe weather is imminent in that area.
Watch	Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch).



EMERGENCY SUPPORT FUNCTION – 1

Transportation

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Engineering

Support Agencies

Glynn County Board of Education

Glynn County Public Works Department

Glynn County Police Department

Glynn County Sheriff's Office

Glynn County Fleet Department

City of Brunswick Police Department

City of Brunswick Public Works

Brunswick-Glynn Airport Authority

Coastal Regional Commission

Federal Law Enforcement Training Center

Georgia Department of Transportation

Georgia State Patrol

Georgia Port Authority

Norfolk Southern

CSX

United States Coast Guard

Sea Island

Introduction

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

Purpose

ESF-1 Transportation annex supports the EOP and complies with standards set forth in the national response framework. This document provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County's transportation infrastructure and networks. This however is not a tactical response document. ESF-1 Transportation is designed to ensure seamless integration of key transportation resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster.

Scope

ESF-1 acts to meet the transportation and essential elements of information needs of operations to include ground-based, maritime, aviation and rail-based transportation infrastructure support in emergency or a disaster.

Concept of Operations

General

During an emergency or disaster, ESF-1 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-1 Transportation in the EOC.

Preparedness

- a. Develop and maintain resource lists to support ESF-1 operations utilizing both public and private sector entities.
- b. Establish and maintain contact with the state and adjacent county transportation officials.
- c. Plan for supporting all types of evacuations to include suspension of construction and maintenance, lane reversal on evacuation routes, and state traffic management plans and operations.
- d. Participate in exercises and training.
- e. Estimate logistical requirements (personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises.
- f. Ensure all ESF-1 personnel integrate NIMS principles.

Response

- a. Identify transportation needs required to respond to the emergency.
- b. Coordinate use of transportation assets.
- c. Identify, obtain, prioritize, and allocate available transportation resources.
- d. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to the EOC.
- e. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area.
- f. Coordinate emergency information for public release through ESF-15.
- g. Document matters that may be needed for inclusion in briefings, situation reports and action plans.
- h. Plan for transportation support of staging areas and distribution points.

Recovery

- a. Continue to render transportation support when and where required as long as emergency conditions exist.
- b. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF-3.

- c. Ensure that ESF-1 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-1 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-1 most directly supports, along with the related ESF-1 actions supporting the capability.

Core Capability	ESF – 1: Transportation
Critical Transportation	<ul style="list-style-type: none">• Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas. This includes, among other things:<ul style="list-style-type: none">○ Evacuation transportation assets○ Evacuation routing○ Re-entry coordination
Infrastructure Systems	<ul style="list-style-type: none">• Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. This includes, among other things:<ul style="list-style-type: none">○ Transportation network assessment○ Communication of viable routes post-event

Responsibilities

Primary Agency	Actions
Glynn County Engineering	<ul style="list-style-type: none">• Monitor the transportation infrastructure and act as the principal source of information for threats or incidents to the infrastructure• Coordinate closures, as needed• Evacuation and re-entry coordination• Conduct impact assessments within impacted areas

Glynn County EMHSA
ESF – 1: Transportation

	<ul style="list-style-type: none"> • Provide EOC staffing • Develop plans and procedures to support emergency or disaster operations • Coordinate ESF meetings to ensure constant state of readiness • Support the emergency transportation of people
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Immediately following an emergency or disaster, assess the overall status of the transportation system within the area of responsibility, determine potential needs & resources, report status to ESF-1 coordinator • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Provide additional resources as available to support ESF-1 response and recovery efforts • Develop appropriate plans, policies, procedures, mutual-aid agreements, and other supporting documentation, as needed to facilitate execution of responsibilities to this ESF • Participate in drills, exercises, and other preparedness events to measure the agency's readiness to support this ESF • Prepare to support the emergency operations center, as needed • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations
Glynn Co. Board of Education	<ul style="list-style-type: none"> • Support the emergency transportation of people enrolled in the need-a-ride program • Support emergency evacuations, as needed • Provide EOC staffing, as needed
Glynn County Police Department	<ul style="list-style-type: none"> • Coordinate road closures, as needed • Assist in re-entry operations with local law enforcement agencies
Glynn County Public Works	<ul style="list-style-type: none"> • Coordinate closures within the County • Provide evacuation and re-entry support • Conduct impact assessments within impacted areas
Glynn County Sheriff's Office	<ul style="list-style-type: none"> • Coordinate road closures, as needed • Assist in re-entry operations with local law enforcement agencies

Glynn County EMHSA
ESF – 1: Transportation

Glynn County Fleet Operations	<ul style="list-style-type: none"> • Support the emergency transportation of people and equipment • Support emergency fueling operations • Support emergency vehicle/equipment repair
City of Brunswick Police Department	<ul style="list-style-type: none"> • Coordinate road closures as needed in the City of Brunswick • Assist in re-entry operations with local law enforcement agencies
City of Brunswick Public Works	<ul style="list-style-type: none"> • Monitor the transportation infrastructure and act as a source of information for threats or incidents to the infrastructure of the City of Brunswick • Coordinate closures within the City of Brunswick • Provide evacuation and re-entry support • Conduct impact assessments within impacted areas
Brunswick-Glynn Airport Authority	<ul style="list-style-type: none"> • Provide ESF-1 coordinator with guidance and support required to accomplish assigned tasks • Provide EOC staffing, as needed
Coastal Regional Commission	<ul style="list-style-type: none"> • Assist in the coordination of transportation assets to support evacuation operations for Glynn County • Assist in planning efforts for evacuation and re-entry operations • Provide EOC staffing, as needed
Federal Law Enforcement Training Center	<ul style="list-style-type: none"> • Assist in the coordination of transportation assets to support evacuation operations for Glynn County <p>Provide EOC staffing, as needed</p>
Georgia Department of Transportation	<ul style="list-style-type: none"> • Provide status of GDOT roads and bridges • Coordinate closures as needed • Initiate contraflow operations as requested during an evacuation due to a tropical system threat • Provide EOC staffing, as needed
Georgia State Patrol	<ul style="list-style-type: none"> • Coordinate road closures as needed • Assist in re-entry operations with local law enforcement agencies • Provide EOC staffing, as needed
Georgia Port Authority	<ul style="list-style-type: none"> • Provide EOC staffing, as needed
Norfolk Southern	<ul style="list-style-type: none"> • Provide EOC staffing, as needed

Glynn County EMHSA
ESF – 1: Transportation

CSX	<ul style="list-style-type: none">• Provide EOC staffing, as needed
U.S. Coast Guard	<ul style="list-style-type: none">• Coordinate the movement and flow of maritime and ground traffic into and out of impacted areas for effective transport of relief supplies, personnel, and equipment• Provide EOC staffing, as needed
Sea Island	<ul style="list-style-type: none">• Assist in the coordination of transportation assets to support evacuation operations for Sea Island and Glynn County residents• Assist in planning efforts for evacuation and re-entry operations• Provide EOC staffing, as needed



EMERGENCY SUPPORT FUNCTION – 2

Communications

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn – Brunswick 911

Support Agencies

Glynn County Information Technology

Federal Law Enforcement Training Center

Glynn County Sheriff's Office

Mobile Communications of America

Southern Linc Wireless

Verizon

AT&T

Glynn Amateur Radio Association (GARA)

Introduction

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

Purpose

ESF-2 Communications organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the county's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. It emphasizes technical considerations of communication functions. collection, control, and dissemination of emergency public information are covered by ESF 15, External Affairs.

Scope

ESF-2 acts to meet the communication and essential elements of information needs of operations to include telecommunication, radio and cyber infrastructure support in emergency or a disaster.

Concept of Operations

General

During an emergency or disaster, ESF-2 may be activated to support operations and assist with the development of a common operating picture and maintain or rapidly restore communications. The scope, scale, and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-2 Communications in the EOC.

This ESF plans, coordinates, and assists with the provision of communications support to the county disaster response elements, to include integration of communications with support elements originating outside of the area.

Preparedness

- a. Develop and maintain resource lists to support ESF-2 operations utilizing both public and private sector entities.
- b. Identify actual and planned actions of commercial telecommunications companies to restore services.
- c. Coordinate the acquisition and deployment of communications equipment and resources to establish communication capabilities.
- d. Develop and coordinate frequency management plans, including talk groups and trunked radio.
- e. Develop, test, and maintain a long-distance communications strategy for implementation during disasters.
- f. Assess pre-event needs and develop plans to pre-stage assets for rapid deployment into disaster areas.
- g. Develop plans to prioritize the deployment of services based on available resources and critical needs.
- h. Participate in exercises and training.
- i. Estimate logistical requirements (personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises.
- j. Ensure all ESF-2 personnel integrate NIMS principles.

Response

- a. Conduct communications needs assessments (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to the affected area, as required.
- b. Report the locations of damage and impacts on communication infrastructure, degree of damage, and other available information to the EOC.
- c. Identify actual actions of commercial telecommunications companies to restore services.
- d. Implement frequency management plans in the disaster area.
- e. Provide capability for responsible officials to receive emergency information and communicate decisions.
- f. Prioritize the deployment of services based on available resources and critical needs.
- g. Maintain or restore contact with other EOCs as needed.
- h. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

Recovery

- a. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.
- b. Coordinate the repair and restoration of the communications infrastructure
- c. Ensure that ESF-2 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the ESF-2 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-2 most directly supports, along with the related ESF-2 actions supporting the capability.

Core Capability	ESF – 2: Communications
Operational Communications	<ul style="list-style-type: none"> Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. This includes, but is not limited to: <ul style="list-style-type: none"> Frequency management Communication with EOCs Secured channels Support to deployable resources
Cybersecurity	<ul style="list-style-type: none"> Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

Responsibilities

Primary Agency	Actions
Glynn- Brunswick 911	<ul style="list-style-type: none"> Oversee the coordination management of communications resources, facilities, equipment and initiate alternate and backup systems as needed Conduct impact assessments within impacted areas Coordinate communications with response operations Develop plans and procedures to support emergency or disaster operations Coordinate ESF meetings to ensure constant state of readiness. Coordinate emergency 911 dispatching for municipal police and fire departments within Glynn County. Provide EOC staffing, as needed

Glynn County EMHSA
ESF – 2: Communications

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Immediately following an emergency or disaster, assess the overall status of the communication system within the area of responsibility, determine potential needs & resources, report status to the ESF-2 Coordinator • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Provide additional resources as available to support ESF-2 response and recovery efforts • Develop maintenance and protection arrangements for communications equipment • Develop appropriate plans, policies, procedures, mutual-aid agreements, and other supporting documentation to facilitate execution of responsibilities to this ESF • Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF • Prepare to support the emergency operations center as needed • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resource utilized during response and recovery operations
Glynn County Information and Technology	<ul style="list-style-type: none"> • Coordinate communications support to all governmental, non-governmental, and volunteer agencies as required by collating cumulative damage information obtained from assessment teams, the telecommunications industry, and the EOC • Establish procedures for the management of warning resources, facilities, and equipment to include initiating backup systems as appropriate • Provide a system for designated officials to communicate with the public including individuals with functional & access needs and the non-English speaking population
Federal Law Enforcement Training Center	<ul style="list-style-type: none"> • Coordinate with the Primary ESF-2 agency to support operations as needed • Provide EOC staffing, as needed
Glynn County Sheriff's Office	<ul style="list-style-type: none"> • Coordinate with the Primary ESF-2 agency to support operations as needed • Provide EOC staffing, as needed
Mobile Communications of America	<ul style="list-style-type: none"> • Provide technical assistance for the public safety communications frequencies and systems utilized within Glynn County during an emergency or disaster event

Glynn County EMHSA
ESF – 2: Communications

	<ul style="list-style-type: none">• Serve as a co-host to regional radio site management (SEGARRN)
Southern Linc Wireless	<ul style="list-style-type: none">• Provide technical assistance for the restoration of wireless communications during an emergency or disaster event
Verizon	<ul style="list-style-type: none">• Provide technical assistance for the restoration of landline and wireless communications during an emergency or disaster event
FirstNet (A T & T)	<ul style="list-style-type: none">• Provide technical assistance for the restoration of landline and wireless communications during an emergency or disaster event
Amateur Radio (GARA)	<ul style="list-style-type: none">• Provide for public communication services during an emergency or disaster event• Coordinate the sharing of information from local, state, and federal stakeholders utilizing Amateur Radio band frequencies• Provide FCC licensed amateur radio operators using Amateur Radio Emergency Services (ARES) training guidelines under the supervision of Level 2 ARES personnel



EMERGENCY SUPPORT FUNCTION – 3

Public Works & Engineering

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Public Works Department

Support Agencies

Glynn County Engineering Department

Georgia Department of Transportation

Brunswick/Glynn Joint Water and Sewer

City of Brunswick Public Works Department

Jekyll Island Authority Public Works

Glynn County GIS

Sea Island

Introduction

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

Purpose

ESF-3 Public Works and Engineering supports the EOP and complies with standards set forth in the national response framework. This document provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County's infrastructure and networks. This however is not a tactical response document. ESF-3 is designed to ensure seamless integration of key public works and engineering resources to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, and other associated activities to address an emergency or disaster.

Scope

ESF-3 acts to meet the public works and engineering essential elements of information needs of operations to include debris, drinking water, wastewater and other infrastructure systems in an emergency or a disaster.

Concept of Operations

General

During an emergency or disaster, ESF-3 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-3 Public Works and Engineering in the EOC.

Preparedness

- a. Develop and maintain resource lists to support ESF-3 operations utilizing both public and private sector entities.
- b. Establish and maintain contact with the state and adjacent county public works officials.

- c. Develop and maintain procedures for delivery of water (potable and non-potable in a disaster area).
- d. Develop and maintain contracts to address engineering, debris management, debris monitoring, snow or ice clearance, public works repair, water or sewer repair, and others, as needed.
- e. Participate in exercises and training.
- f. Estimate logistical requirements (personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises.
- g. Ensure all ESF-3 personnel integrate NIMS principles.

Response

- a. Identify water and sewer service restoration, debris management, potable water supply and engineering requirements as soon as possible.
- b. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate, or interim sources of emergency power and water/sewer services.
- c. Acquire debris site permits, as needed.
- d. Activate contracts to support operations, as needed.
- e. Coordinate with GEMA for the use of state assets.
- f. Coordinate with ESF-4 regarding the firefighting water supply.
- g. Coordinate use of public works assets.
- h. Identify, obtain, prioritize, and allocate available public works resources.
- i. Coordinate with ESF-8 Health and Medical and animal services for guidance and assistance regarding the disposal of debris containing or consisting of animal carcasses.
- j. Coordinate with ESF-10 HAZMAT for advice and assistance regarding disposal of hazardous materials.
- k. Report the locations of damage to infrastructure, degree of damage, and other available information to the EOC.
- l. Coordinate emergency information for public release through ESF-15.
- m. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

Recovery

- a. Coordinate debris management operations, as needed.
- b. Coordinate the repair and restoration of infrastructure.
- c. Ensure that ESF-3 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-3 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-3 most directly supports, along with the related ESF-3 actions supporting the capability.

Core Capability	ESF – 3: Public Works & Engineering
Operational Coordination	<ul style="list-style-type: none"> Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. This includes, among other things: <ul style="list-style-type: none"> Re-entry route clearance Debris operations
Infrastructure Systems	<ul style="list-style-type: none"> Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. This includes, among other things: <ul style="list-style-type: none"> Water network assessment Communication of viable routes post-event

Responsibilities

Primary Agency	Actions
Glynn County Public Works Department	<ul style="list-style-type: none"> Monitor the public works infrastructure and act as the principal source of information for threats or incidents to the infrastructure Assess the need for and prioritize the deployment of services based on available resources and critical needs Repair/maintain appropriate public works infrastructures Coordinate debris operations within unincorporated areas Coordinate priority re-entry route clearance within unincorporated areas Activate contracts to support operations, as necessary Request additional support, as necessary Conduct impact assessments within affected areas Coordinate with municipal public works departments Provide EOC staffing, as needed

	<ul style="list-style-type: none"> • Develop plans and procedures to support emergency or disaster operations • Coordinate ESF meetings to ensure constant state of readiness
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Immediately following an emergency or disaster, assess the overall status of the public works infrastructure within the area of responsibility, determine potential needs & resources, report status to the ESF-3 Coordinator • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Provide additional resources as available to support ESF-3 response and recovery efforts • Develop appropriate plans, policies, procedures, mutual-aid agreements, and other supporting documentation as needed to facilitate execution of responsibilities to this ESF • Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF • Prepare to support the emergency operations center as needed. • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.
Glynn County Engineering Department	<ul style="list-style-type: none"> • Provide support staff to Glynn County Public Works, as needed • Assist in the infrastructure assessments when necessary • Assist in the coordination the repair of transportation infrastructure • Assist in resource coordination for infrastructure repair when necessary
Georgia Department of Transportation	<ul style="list-style-type: none"> • Provide status of GDOT roads and bridges • Coordinate closures, as needed • Support county and local governments with resources and technical support, as needed • Provide EOC staffing, as needed
Brunswick/ Glynn Joint Water and Sewer	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Repair/maintain appropriate public works infrastructures • Coordinate debris operations for facilities and property

Glynn County EMHSA
ESF – 3: Public Works and Engineering

	<ul style="list-style-type: none"> • Activate contracts to support operations, as necessary • Request additional support, as necessary
City of Brunswick Public Works Department	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Repair/maintain appropriate public works infrastructures • Coordinate debris operations within the City of Brunswick • Coordinate priority re-entry route clearance within the City of Brunswick • Activate contracts to support operations, as necessary • Request additional support, as necessary
Jekyll Island Authority Public Works	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Provide staffing at the EOC, as needed
Glynn County GIS	<ul style="list-style-type: none"> • Provide staffing for the following EOC positions as needed: <ul style="list-style-type: none"> ○ Damage assessment coordinator ○ EMA dashboard coordinator
Sea Island	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Coordinate debris operations within Sea Island • Coordinate priority re-entry route clearance within Sea Island • Coordinate closures, as needed • Request additional support, as necessary



EMERGENCY SUPPORT FUNCTION – 4

Firefighting

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Fire Rescue

Support Agencies

City of Brunswick Fire Department

Jekyll Island Fire & EMS

Glynn County Volunteer Fire Department

Georgia Forestry

Introduction

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

Purpose

ESF-4 Firefighting provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-4 is to provide a comprehensive mechanism to ensure the appropriate utilization of firefighting resources both prior to, and post impact of an emergency or disaster event. This however is not a tactical response document. ESF-4 Firefighting serves as the mechanism to provide support to local jurisdictions during fire suppression operations to include the detection and suppression of urban, rural and wildland fires resulting from, or occurring simultaneously with a significant natural or man-made disaster.

Scope

ESF-4 acts to meet the firefighting and essential elements of information needs of operations by establishing a framework for the management and coordination of firefighting resources in the detection and suppression of fires, conducting urban search and rescue operations and upon mobilizing personnel, equipment and supplies to support local entities.

Concept of Operations

General

During an emergency or disaster, ESF-4 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-4 Firefighting in the EOC.

Preparedness

- a. Establish a state of readiness by maintaining situational awareness on fire and weather forecasting information.
- b. Maintain current inventories of fire service facilities, equipment, and personnel throughout Glynn County.
- c. Organize and train fire service teams to rapidly deploy to requests for assistance.
- d. Conduct fire prevention and education activities to members of the public.

- e. Establish a state of readiness for necessary equipment and personnel appropriate to existing conditions and/or anticipated conditions by mobilizing resources and staging them at appropriate locations.
- f. Establish an operational structure for incident command between supporting entities and the EOC.
- g. Establish a structure for reliable communications between supporting entities and the EOC.
- h. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of fire service personnel and resources to support an emergency or disaster response.
- i. Ensure all ESF-4 personnel integrate NIMS principles.

Response

- a. Maintain a current listing of available fire service agencies and resource capabilities.
- b. Provide support to local fire departments and the forestry commission through identifying and mobilizing firefighting teams and resources as necessary.
- c. Ensure procedures are established to monitor the status of firefighting resources that have been committed to an incident.
- d. Identify and maintain staging area locations.
- e. Establish procedures to ensure communication with the state regional fire coordinator as necessary to support fire service response operations beyond Glynn County's capabilities.
- f. Coordinate the use of state assets to support firefighting operations with GEMA/HS.
- g. Establish procedures for the replacement or rotation of committed firefighting resources during extended operations.
- h. Support fire investigations as appropriate.
- i. Obtain, maintain, and provide situational assessments pertaining to the fire situation and any associated damages.
- j. Provide technical assistance during firefighting operations that involve hazardous materials.

Recovery

- a. Maintain adequate resources to support local operations and plan for a reduction in resources.
- b. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.
- c. Conduct reviews of firefighting operations with teams involved to improve future responses.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-4 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-4 most directly supports, along with the related ESF-4 actions supporting the capability.

Core Capability	ESF – 4: Firefighting
Fire Management and Suppression	<ul style="list-style-type: none"> • Provide structural, wildland and specialized firefighting capabilities to manage and suppress fires of all types, kinds and complexities while protecting the lives, property, and environment of the affected area. This includes, among other things: <ul style="list-style-type: none"> ○ Urban and Rural Fire Suppression ○ Wildland Fire Suppression
Situational Assessment	<ul style="list-style-type: none"> • Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes, among other things: <ul style="list-style-type: none"> ○ Size, scope, and potential cascading effects

Responsibilities

Primary Agency	Actions
Glynn County Fire Rescue	<ul style="list-style-type: none"> • Maintain contact with municipal liaisons to collect and relay information. • Coordinate with each supporting agency through meetings to ensure planning functions are carried out to support this ESF • Plan for, coordinate with, and assign responding mutual aid resources as appropriate • Coordinate with other ESFs as appropriate for the utilization of volunteer based Firefighting resources • Provide EOC staffing, as needed

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC

Glynn County EMHSA
ESF – 4: Firefighting

	<ul style="list-style-type: none"> • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Identify damages and/or losses and prepare an action plan for recovery activities • Develop appropriate plans, procedures, mutual-aid agreements, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
City of Brunswick Fire Department	<ul style="list-style-type: none"> • Provide support to fire suppression operations through the utilization of available resources and personnel to the affected jurisdiction • Participate in mutual aid agreements to support county firefighting operations and augment resources • Provide EOC staffing, as needed
Jekyll Island Fire & EMS	<ul style="list-style-type: none"> • Provide support to fire suppression operations through the utilization of available resources and personnel to the affected jurisdiction • Participate in mutual-aid agreements to support county firefighting operations and augment resources • Provide EOC staffing, as needed
Glynn County Volunteer Fire Department	<ul style="list-style-type: none"> • Provide support to fire suppression operations through the utilization of available resources and personnel to the affected jurisdiction • Participate in mutual-aid agreements to support county firefighting operations and augment resources • Provide EOC staffing, as needed
Georgia Forestry Commission	<ul style="list-style-type: none"> • Serve as a support entity of ESF-4 and assist with the coordination of state firefighting resources as necessary • Provide EOC staffing, as needed



EMERGENCY SUPPORT FUNCTION – 5

Information and Planning

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Emergency Management & Homeland Security Agency

Support Agencies

Glynn County Board of Commissioners

Glynn County GIS

Glynn County Community Development

Glynn County Finance Department

City of Brunswick

Introduction

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

Purpose

ESF-5 provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-5 is to collect, process, and disseminate information about an actual or potential disaster situation and facilitate the overall response and recovery activities. This however is not a tactical response document. ESF-5 will be utilized to make appropriate notifications to and interface with supporting local and state entities during an actual or potential disaster situation.

Scope

ESF-5 acts to meet the information and planning and essential elements of information needs of operations to include the collection and dissemination of critical information, establishing a common operating picture and maintaining situational awareness throughout an incident.

Concept of Operations

General

During an emergency or disaster, ESF-5 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-5 Information and Planning in the EOC.

Preparedness

- a. Monitor potential or developing incidents and support the efforts of operations.
- b. Support the implementation of mutual-aid agreements.
- c. Coordinate with agencies to establish evacuation procedures to include personnel and resources needed.
- d. Plan for and coordinate the basic needs of emergency medical and social services required during and after an evacuation.

- e. Identify a staging area for personnel and equipment in conjunction with ESF-6 Mass Care/Sheltering and ESF-8 Health and Medical.
- f. Establish procedures for agencies, organization, and local governments to maintain expenditures.
- g. Plan and/or attend meetings to ensure planning functions are carried out to support this ESF.
- h. Participate in and/or conduct exercises to evaluate local capability.
- i. Ensure all ESF-5 personnel integrate NIMS principles.

Response

- a. Alert support agencies and other jurisdictions regarding the potential emergency or disaster.
- b. Maintains schedule for staffing and operating the EOC from activation to demobilization.
- c. Activate and Staff the EOC according to the magnitude of the event.
- d. Coordinate operations and situational reporting to the state operations center.
- e. Request logistical assistance from supporting agencies and enact Memorandums of Agreement (MOA) as necessary.
- f. Anticipate and plan for the support of staging areas, distribution sites and opening of shelters in conjunction with ESF-6 Mass Care/Sheltering and ESF-8 Health/Medical.
- g. Work with ESF-6 Mass Care/Sheltering and ESF-8 Health/Medical to provide support for the movement of people; to include those with functional, access and medical needs or those with other identified special needs.
- h. Compile initial damage assessment reports and forward to the state operations center.
- i. Coordinate and/or participate in briefings, conference calls, etc. to maintain and provide situational awareness.
- j. Provide updated information to ESF-15 External Affairs to distribute to the public and media outlets.

Recovery

- a. Maintain records of expenditures and document resources utilized during recovery.
- b. Collect and process information regarding recovery activities to include anticipating types of recovery information that the EOC and other state agencies may require.
- c. Resume day-to-day operations.

Mitigation

- a. Coordinate and maintain the county hazard mitigation plan.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-5 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-5 most directly supports, along with the related ESF-5 actions supporting the capability.

Core Capability	ESF – 5: Information and Planning
Planning	<ul style="list-style-type: none"> Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. This includes, among other things: <ul style="list-style-type: none"> Developing and maintaining SOGs Developing and maintaining MOAs Participating in and/or conduct training and exercises to evaluate local capabilities.
Situational Assessment	<ul style="list-style-type: none"> Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes, among other things: <ul style="list-style-type: none"> Maintaining situational awareness and developing a common operating picture Completing necessary reports Incorporating information displays within the EOC.

Responsibilities

Primary Agency	Actions
Glynn County Emergency Management & Homeland Security Agency	<ul style="list-style-type: none"> Coordinate with each support agency through meetings to ensure planning functions are carried out to support this ESF Coordinate the flow of messages within the EOC Coordinate the overall efforts to collect, process, report and display essential elements of information and facilitate support for planning response operations Distribute plans and reports to the state and other ESFs Maintain records of expenditures and document resources utilized during response and recovery efforts Identify and provide support staff with necessary operational information to assist ESFs within the EOC Coordinate with non-governmental organizations (NGO) and private sector resources to enhance response and recovery operations Participate in and/or conduct training and exercises to evaluate local capabilities

Glynn County EMHSA
ESF – 5: Information and Planning

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend meetings to ensure planning functions are carried out to support this ESF. • Identify and provide support staff representatives for this ESF and ensure that they have necessary operational information related to assigned activities. • Request non-governmental organizations and private sector entities with available assets to contribute to the response effort. • Participate in training and/or exercises to evaluate local capacities. • Maintain records of expenditures and document resources utilized during recovery operations.
Glynn County Board of Commissioners	<ul style="list-style-type: none"> • Provide executive leadership and guidance during emergency events • Coordinate with executive policy group members to set operational objectives during large-scale emergency events • Provide personnel for command staff and general staff ICS positions
Glynn County GIS	<ul style="list-style-type: none"> • Activate and update the operational dashboard during EOC activations to provide a common operational picture during EOC activations • Coordinate damage assessment operations • Conduct UAS flights for emergency and large-scale events as needed
Glynn County Community Development	<ul style="list-style-type: none"> • Coordinate mass-care and feeding operations during emergency and largescale events • Provide representation on the incident management team when activated
Glynn County Finance	<ul style="list-style-type: none"> • Provide staff to act on the IMT to provide logistical support • Provide staff to support WebEOC operations • Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the primary agency
City of Brunswick	<ul style="list-style-type: none"> • Provide representation on the executive leadership team when activated • Provide representation on the incident management team when activated • Provide representation on the JIC when activated



EMERGENCY SUPPORT FUNCTION – 6

Mass Care / Sheltering

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Community Development

Support Agencies

American Red Cross	Georgia Division of Family & Children Services
United Way	Glynn County Board of Education
Glynn County Animal Services	Georgia Emergency Management & Homeland Security Agency
Georgia Department of Public Health	Ware County
Glynn County Recreation and Parks	Federal Law Enforcement Training Center
Salvation Army	Glynn County Police Department
Southeast Georgia Health Systems	City of Brunswick Police Department
Glynn County Human Resources	

Introduction

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

Purpose

ESF-6 Mass Care/Sheltering provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-6 is to coordinate activities associated with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by an emergency or disaster event. This however is not a tactical response document. ESF-6 Mass Care / Sheltering is designed to ensure seamless integration of key mass care resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster.

Scope

ESF-6 acts to meet the Mass Care/Sheltering and essential elements of information needs of operations to include emergency sheltering, housing, feeding, and human services support to include mass feeding and disaster welfare information in an emergency or a disaster.

Concept of Operations

General

During an emergency or disaster, ESF-6 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat / incident will dictate which support agencies will be requested for the support of ESF-6 Mass Care/Sheltering in the EOC.

Preparedness

- a. Maintain a roster of primary ESF support staff points of contact.

- b. Coordinate with ESF-8 Health/Medical for the provision of updated lists of planned special needs shelters or other special needs resources.
- c. Coordinate with the American Red Cross, Glynn County Health Department, GCEMHSA and GEMA/HS to ensure an up-to-date shelter list is available. Ensure that this list includes the location, capacity, health inspection status, accessibility level, pet space, and point of contact information.
- d. Acquire and regularly update a list of agencies (public and private sector) that have a mission and capability to provide mass feeding during times of disaster.
- e. Coordinate with the American Red Cross and GCEMHSA to establish a communication system between the EOC and operational shelters.
- f. Plan for and coordinate evacuation operations during an emergency or disaster.
- g. Ensure that procedures are established, and responsibilities identified for the issuance and distribution of food services.
- h. Coordinate a process for the distribution of feeding services to emergency workers and shelter residents.
- i. Establish a procedure for the implementation of the disaster supplemental nutrition assistance program (D-SNAP).
- j. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of services to assist individuals and families affected by the emergency or disaster.
- k. Coordinate with GEMA/HS to assume responsibility for securing shelter and feeding arrangements, training shelter workers, providing shelter management, distributing media releases regarding shelter locations, operating shelters, and maintaining shelter records.
- l. Participate in and/or attend meetings to ensure planning functions are carried out to support this ESF.
- m. Participate in and/or conduct exercises to evaluate local capability.
- n. Ensure all ESF-6 support entities integrate NIMS principles throughout planning activities.

Response

- a. Coordinate with ESF-5 Information and Planning and ESF-11 Agriculture/Food/Water to identify food and water needs and the establishment of mass feeding sites as appropriate.
- b. Conduct a needs assessment with supporting entities to determine the number of sheltering facilities necessary to support the emergency or disaster. Include the amount of special needs shelters that may be required.
- c. Establish processes for the opening and closing of shelter facilities in accordance with the needs assessment.
- d. Support the opening and operation of shelters upon request as appropriate.
- e. Coordinate mass feeding locations to ensure optimal access for public service.
- f. Coordinate with ESF-3 Public Works/Engineering for garbage removal and ESF-8 Health/Medical for sanitation requirements and inspections at mass feeding sites.

- g. Monitor the occupancy levels and ongoing needs of operational shelters and provide an updated list of shelter locations to ESF-5 Information and Planning.
- h. Coordinate with ESF-13 Public Safety and Security for security needs as appropriate at shelter locations.
- i. Ensure a functional communications system has been established between operational shelters and the EOC. This may include the use of radios, phones and electronic messaging services.
- j. Coordinate with ESF-8 Health/Medical for the provision of medical services and mental health services within operational shelters.
- k. Coordinate with ESF-11 Agriculture/Food/Water for the incorporation of community resources and personnel for the provision and distribution of food and water services.
- l. Coordinate with ESF-8 Health/Medical and ESF-11 Agriculture/Food/Water to monitor food and/or water for potential contamination concerns. Coordinate the release of health-related public service announcements as necessary.
- m. Coordinate implementation of the disaster supplemental nutrition assistance program (D-SNAP) as necessary.
- n. Provide a list of mass care sites requiring restoration of services to the EOC.

Recovery

- a. Coordinate with ESF-5 Information and Planning, ESF-11 Agriculture/Food/Water and ESF-8 Health/Medical for the establishment and support of mass feeding sites operated by the American Red Cross, Salvation Army, or other supporting entities.
- b. Coordinate with appropriate ESF-6 support entities to establish a process for the reunification of family members who may have been separated as a result of the emergency or disaster event.
- c. Continue the provision of food and/or water throughout re-entry and recovery.
- d. Coordinate mass feeding locations to ensure optimal access for public service.
- e. Coordinate with ESF-3 Public Works/Engineering for garbage removal and ESF-8 Health/Medical for sanitation requirements and inspections at mass feeding sites.
- f. Anticipate and plan for the arrival of and coordination with state ESF-6 personnel in the EOC and Joint Field Office.
- g. Maintain records of expenditures and document resources utilized during recovery.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-6 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-6 most directly supports, along with the related ESF-6 actions supporting the capability.

Core Capability	ESF – 6: Mass Care/ Sheltering
Mass Care Services	<ul style="list-style-type: none"> • Provide life-sustaining and human services to the affected population. This includes, among other things: <ul style="list-style-type: none"> ○ Hydration ○ Feeding ○ Sheltering ○ Temporary Housing ○ Evacuee Support ○ Reunification ○ Distribution of Emergency Supplies
Housing	<ul style="list-style-type: none"> • Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. This includes, among other things: <ul style="list-style-type: none"> ○ Short-term housing ○ Intermediate-term housing ○ Long-term housing

Responsibilities

Primary Agency	Actions
Glynn County Community Development	<ul style="list-style-type: none"> • Serve as the principle point of contact with ESF-6 mass care/sheltering from the EOC • Coordinate ESF meetings to ensure constant state of readiness • Provide coordination for staffing, supporting and operating shelters during an emergency or disaster event • Provide coordination for staffing, supporting and operating mass feeding sites during emergency or disaster events • Assist with the assessment of human needs during and post-disaster • Coordinate disaster food stamp operations and/or other food support for individuals and/or families affected by the emergency or disaster event • Provide staffing to the EOC, as needed

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county Joint Information Center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Prepare to support the EOC, as needed • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
American Red Cross	<ul style="list-style-type: none"> • Provide shelter listings for each agency with the names and contact numbers of each shelter manager • Provide listings of the location of mass feeding sites and contact numbers for each site manager • Establish a protocol for prioritizing response actions • Provide a system for recording incoming requests for sheltering and mass feeding, identifying response assignments and actions to be taken • Coordinate canteen services to disaster survivors • Coordinate bulk emergency relief distribution points • Coordinate activities with other ESF's as necessary • Provide staffing to the EOC, as needed
United Way	<ul style="list-style-type: none"> • Provide support staffing to the EOC for the following position: <ul style="list-style-type: none"> ○ VOAD Coordinator

Glynn County EMHSA
ESF – 6: Mass Care / Sheltering

Glynn County Animal Services	<ul style="list-style-type: none"> • Coordinate sheltering arrangements for animals • Establish a system to register animal identification data in an effort to reunite animals with their owners • Identify potential shelter locations (barns, pastures, kennels, etc.) to be utilized as animal shelters • Coordinate the reunification of animals to their owners and determine the disposition of animals that cannot be reunited with their owners or returned to a normal habitat
Georgia Department of Public Health	<ul style="list-style-type: none"> • Coordinate support staffing assigned to shelters through identifying available health and welfare workers to augment personnel assigned to shelters • Support disaster mental health services • Provide technical assistance for shelter, feeding and warehouse operations related to food, vendor control, water supply and waste disposal
Glynn County Recreation and Parks	<ul style="list-style-type: none"> • Act as the primary sheltering coordinator for sheltering operations involving Ware County • Provide resources as appropriate to assist with Ware County during sheltering operations • Provide support staffing to the Ware County employee shelter • Provide shelter support for local shelters when operations are required • Coordinate with the Red Cross to open local shelters for emergency events
Salvation Army	<ul style="list-style-type: none"> • Coordinate with other ESFs and the EOC as necessary to provide subject matter expertise on individuals experiencing homelessness • Support disaster mental health services pre/post disaster • Provide food services to emergency shelters • Provide staffing to the EOC, as needed
Southeast Georgia Health Systems	<ul style="list-style-type: none"> • Assist with coordinating the provision of medical and first-aid supplies for shelters and first-aid stations • Provide staffing to the EOC, as needed
Glynn County Human Resources	<ul style="list-style-type: none"> • Develop appropriate plans, procedures, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Provide staffing to the EOC, as needed
Georgia Division of Family and Children Services	<ul style="list-style-type: none"> • Support housing alternatives for those displaced by an emergency or disaster event • Provide subject matter expertise on available housing programs and support

	<ul style="list-style-type: none"> • Provide staffing to the EOC, as needed
Glynn County Board of Education	<ul style="list-style-type: none"> • Provide canteen services to members of Glynn County’s critical workforce and supporting emergency responders • Coordinate transportation for the Glynn County need-a-ride program • Provide law enforcement support for security at shelters as necessary • Provide staffing to the EOC, as needed
Georgia Emergency Management & Homeland Security Agency	<ul style="list-style-type: none"> • Coordinate support to sheltering and mass feeding operations through utilization of equipment, facilities, and necessary resources as identified in the state sheltering plan
Ware County	<ul style="list-style-type: none"> • Provide support to sheltering and mass feeding operations through utilization of equipment, facilities, and necessary resources • Support housing for Glynn County responders during a disaster event
FLETC	<ul style="list-style-type: none"> • Provide housing for Glynn County responders during a major disaster event (incident dependant) • Provide staffing to the EOC, as needed
Glynn County Police Department	<ul style="list-style-type: none"> • Provide law enforcement support for security at shelters as necessary
City of Brunswick Police Department	<ul style="list-style-type: none"> • Provide law enforcement support for security at shelters as necessary • Coordinate with the Red Cross to open local shelters for emergency events within city limits



EMERGENCY SUPPORT FUNCTION – 7

Logistics

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Procurement

Support Agencies

Glynn County Emergency Management & Homeland Security Agency

Glynn County Finance Department

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City of Brunswick

Introduction

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

Purpose

ESF-7 Logistics provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-7 is to provide comprehensive disaster logistics planning, management and sustainment capabilities that harness the resources of internal and external stakeholders to include public, private and non-governmental organizations. This however is not a tactical response document. ESF-7 Logistics will coordinate with supporting entities for the coordination, procurement, and management of resources necessary to support response and recovery operations.

Scope

ESF-7 acts to meet the logistics and essential elements of information needs of operations by establishing a framework for the integration of internal and external logistics support entities through increased collaboration in planning, sourcing, acquisition, and utilization of resources.

Concept of Operations

General

During an emergency or disaster, ESF-7 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-7 Logistics in the EOC.

Preparedness

- a. Develop procedures for responding to and complying with resource requests.
- b. Coordinate with local public, private and non-governmental organizations to establish and maintain a listing of available resources to include services and donated goods for use during an emergency or disaster event.
- c. Coordinate the development of pre-planned contracts as necessary to ensure prompt support from vendors during an emergency or disaster event.
- d. Provide training to ESF-7 Logistics support entities on Glynn County emergency procurement procedures for acquiring supplies, resources, and equipment.

- e. Utilize hazard vulnerability data to develop a listing of resource inventories and pre-identify anticipated resource requests by ESF.
- f. Establish procedures for the reimbursement of private vendors for services rendered during an emergency or disaster event.
- g. Establish a process for the notification of volunteer organizations when an emergency or disaster event is either threatening or already occurred within Glynn County.
- h. Work with the Glynn County attorney's office to develop contracts and/or MOAs as needed and process for appropriate signatures.
- i. Participate in and/or conduct exercises to evaluate local capability.
- j. Ensure all ESF-7 support entities integrate NIMS principles throughout planning activities.

Response

- a. Conduct a situational assessment to identify potential resource needs.
- b. Contact appropriate support entities whose personnel, equipment or other identified resources may be necessary to support operations.
- c. Establish a process to ensure the tracking and accountability of requested resources.
- d. Locate, procure, and issue county agencies the necessary resources to support emergency operations. This includes coordination to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
- e. Work with Glynn County administration on county contracts and/or MOAs, as needed.
- f. Coordinate with GEMA/HS to establish procedures for deploying state resources and personnel to support emergency operations at warehousing facilities, staging areas and any other area where a need exists.
- g. Coordinate the establishment of a staging area for volunteers to unload, store or disperse donated goods.
- h. Coordinate with ESF-13 Public Safety and Security to evaluate the security requirements necessary at warehousing facilities.
- i. Provide necessary information related to logistics for public release to ESF-15 External Affairs to be disseminated to the public.

Recovery

- a. Coordinate the continued support of delivery of services to emergency response entities and disaster survivors throughout the emergency or disaster event.
- b. Conduct procurement activities as long as necessary until all identified procurement needs have been met.
- c. Assess the continuing volunteer services needs of disaster survivors.

- d. Ensure that ESF-7 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-7 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-7 most directly supports, along with the related ESF-7 actions supporting the capability.

Core Capability	ESF – 7: Logistics
Logistics and Supply Chain Management	<ul style="list-style-type: none"> Deliver essential commodities, equipment, and services in support of the impacted communities and survivors. Synchronize logistics capabilities and enable the restoration of impacted supply chains. This may include, among other things: <ul style="list-style-type: none"> Emergency power and fuel support Coordination of the access to community staples
Supply Chain Integrity and Security	<ul style="list-style-type: none"> Strengthen the security and resilience of the supply chain. This may include, among other things: <ul style="list-style-type: none"> Fuel Supplies Feeding Supplies Health and Medical Supplies

Responsibilities

Primary Agency	Actions
Glynn County Procurement	<ul style="list-style-type: none"> Serve as the principle point of contact with ESF-7 Logistics from the EOC Coordinate ESF meetings to ensure a constant state of readiness Provide training to support entities regarding planning for and operating points of distribution Provide rapid identification of internal resources that could potentially be utilized to fulfill resource requests during disaster response operations Coordinate the expedient leasing of real property to facilitate disaster logistics operations during a disaster response

Glynn County EMHSA
ESF – 7: Logistics

	<ul style="list-style-type: none"> • Coordinate expedient renting, purchasing, and contracting of critical equipment, supplies, and services needed during an emergency or disaster response • Provide for the rapid establishment and operation of temporary field logistics facilities during an emergency or disaster response • Coordinate the provision and installation of temporary emergency power to county critical facilities during an emergency or disaster response • Order, receive, store, account for and distribute Initial response resources • Coordinate with volunteer agencies to ensure a tracking system has been established for both volunteers and donated goods
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Coordinate with each support agency through meetings to ensure planning functions are carried out to support this ESF • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Identify damages and/or losses and prepare an action plan for recovery activities • Develop appropriate plans, procedures, mutual-aid agreements, checklists, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC, as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF

<p>Glynn County Finance Department</p>	<ul style="list-style-type: none"> • Provide identified staffing the Glynn County Incident Management Team • Coordinate the allocation and deployment of resources based on the needs identified in the emergency response and recovery plans • Manage logistical operations, including transportation, warehousing, and distribution of resources to support emergency response efforts • Provide financial tracking and guidance for emergency incidents
<p>Glynn County Emergency Management & Homeland Security Agency</p>	<ul style="list-style-type: none"> • Coordinate with logistics to ensure all resource request are processed • Coordinate the allocation and deployment of resources to incident sites and emergency response teams • Assist in resource allocation for rebuilding and restoration efforts, ensuring that communities receive the necessary support to recover
<p>City of Brunswick</p>	<ul style="list-style-type: none"> • Provide support staffing to the EOC, as needed • Coordinate all resource requests through the Logistics Section Chief • Implement tracking systems to monitor the movement and utilization of resources for the City of Brunswick • Develop comprehensive logistics plans that outline how resources will be acquired, stored, transported, and distributed during emergencies for the City of Brunswick



EMERGENCY SUPPORT FUNCTION – 9

Search and Rescue

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Fire Rescue

Support Agencies

Glynn County Search & Recovery	City of Brunswick Police Department
Glynn County GIS	Civil Air Patrol
Glynn County Police Department	Georgia Forestry Commission
Glynn County Sheriff's Office	United States Coast Guard / Marine Safety Unit
Glynn County Emergency Management & Homeland Security Agency	Georgia Emergency Management & Homeland Security Agency
Jekyll Island Fire EMS	Georgia Department of Natural Resources
City of Brunswick Fire Department	

Introduction

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

Purpose

ESF-9 Search and Rescue provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-9 is to rapidly deploy local search and rescue components to provide specialized life-saving assistance to municipal authorities during an emergency or disaster event. This however is not a tactical response document. ESF-9 Search and Rescue serves as the mechanism to provide coordination and resource support to local jurisdictions involved in both urban and non-urban search and rescue operations.

Scope

ESF-9 acts to meet the Search/Rescue and essential elements of information needs of operations by establishing a framework for the management and coordination of search and rescue resources for locating, extricating, and providing medical assistance to individuals in both the urban and non-urban setting.

Concept of Operations

General

During an emergency or disaster, ESF-9 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-9 Search and Rescue in the EOC.

Preparedness

- a. Maintain a current listing of available resources and trained personnel that could support search and rescue operations and ensure a state of readiness.
- b. Ensure the development of uniformed search and rescue standard operating procedures.

- c. Establish procedures for the recruitment, training and certification of search and rescue personnel.
- d. Anticipate the mobilization of personnel and equipment during existing or anticipated emergencies and be prepared to stage those resources at assigned locations.
- e. Establish and maintain a liaison with state urban search and rescue assets and anticipate the arrival of external assets in support of operations as appropriate.
- f. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of services to assist individuals and families affected by the emergency or disaster.
- g. Conduct and/or support community education programs regarding survival skillsets.
- h. Ensure all ESF-9 personnel integrate NIMS principles.

Response

- a. Provide support to local agencies through the provision of necessary resources to include the mobilization and deployment of teams and equipment in support of search and rescue operations.
- b. Assume responsibility for the coordination and tracking of all resources committed to a search and rescue incident. This may include the placement of personnel at an Incident command post and the establishment of staging areas.
- c. Deploy liaison teams to the incident command post or county EOC as necessary to support operations.
- d. Coordinate the utilization of available resources to augment response agencies during search and rescue operations and request state and federal assistance as necessary.
- e. Establish procedures for the rotation of resources to provide relief to emergency responders during extended search and rescue operations.
- f. Ensure all emergency search and rescue incident information is provided to the EOC to ensure the development of a common operating picture and maintain situational awareness.
- g. Coordinate with ESF-15 External Affairs for the dissemination of information to members of the general public and local media outlets.
- h. Coordinate with ESF-1 Transportation for the utilization of available resources to transport emergency workers, evacuated persons and rescued victims from the emergency scene to an identified safe location or emergency shelter.
- i. Coordinate with ESF-1 Transportation and ESF-8 Health and Medical for the provision of medical assistance and the transportation of victims beyond initial collection points.
- j. Establish procedures for the reception and deployment of state and federal resources in support of search and rescue operations.

Recovery

- a. Maintain adequate resources to support local operations and plan for a reduction in resources.
- b. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.
- c. Conduct reviews of search and rescue operations with teams involved to improve future responses.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-9 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-9 most directly supports, along with the related ESF-9 actions supporting the capability.

Core Capability	ESF – 9: Search and Rescue
Mass Search and Rescue Operations	<ul style="list-style-type: none">• Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. This includes but not limited to:<ul style="list-style-type: none">○ Urban Search and Rescue○ Wilderness Search and Rescue○ Marine Search and Rescue
Situational Assessment	<ul style="list-style-type: none">• Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes but not limited to:<ul style="list-style-type: none">○ Size, scope, and potential cascading effects

Responsibilities

Primary Agency	Actions
Glynn County Fire Rescue	<ul style="list-style-type: none">• Coordinate with each supporting agency through meetings to ensure planning functions are carried out to support this ESF• Develop a listing of available assets to support search and rescue operations• Establish procedures for the prioritization of response actions• Conduct a situational assessment to determine the need for search and rescue services based upon identified critical needs and available resources• Establish procedures for the incorporation of private sector assets to support operations

Glynn County EMHSA
ESF – 9: Search and Rescue

	<ul style="list-style-type: none"> • Establish procedures for the development and utilization of county search maps in support of operations • Coordinate with ESF-3 Public Works/Engineering for the provision of technical assistance for the completion of structural shoring as required to ensure the safety of search and rescue teams • Coordinate with ESF-15 External Affairs for the dissemination of critical public information • Ensure communications with municipal liaison to ensure the collection of critical information and the development of a common operating picture. • Provide technical assistance concerning any potential policy challenges • Coordinate with ESF-3 Public Works/Engineering for debris removal and/or push back to allow search and rescue team movement • Coordinate with ESF-1 Transportation for the utilization of assets to transport search and rescue team personnel • Provide staffing to the EOC
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities. • Maintain records of expenditures and document resources utilized during response and recovery operations • Develop appropriate plans, procedures, mutual aid agreements, checklists, go-kits and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC, as needed

Glynn County EMHSA
ESF – 9: Search and Rescue

	<ul style="list-style-type: none"> • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
Glynn County Search and Recovery	<ul style="list-style-type: none"> • Provide available personnel to assist with land search and rescue operations • Provide available assets to assist with water-related search and rescue operations • Establish and maintain communications with the incident commander/search and rescue coordinator throughout operations
Glynn County GIS	<ul style="list-style-type: none"> • Provide available aviation assets to assist with search and rescue operations
Glynn County Police Department	<ul style="list-style-type: none"> • Provide security for search and rescue teams and identified search areas • Provide assistance through utilizing available resources in the search for victims • Provide K9 support during searches for missing persons • Provide assistance and security during death investigations • Provide staffing to the EOC, as needed
Glynn County Sheriff's Office	<ul style="list-style-type: none"> • Provide security for search and rescue teams and identified search areas • Provide assistance through utilizing available resources in the search for victims • Provide K9 support during searches for missing persons • Provide assistance and security during death investigations • Provide staffing to the EOC, as needed
Glynn County Emergency Management & Homeland Security Agency	<ul style="list-style-type: none"> • Coordinate a situational assessment to determine priorities regarding search and rescue operations within the community • Ensure agencies providing search and rescue services have adequate support and all necessary resources are identified • Provide direction and oversight to the Glynn County volunteer search and recovery team • Establish and maintain appropriate volunteer team standard operating procedures • Implement volunteer search and rescue resources, as needed
Jekyll Island Fire EMS	<ul style="list-style-type: none"> • Provide assistance through utilizing available resources in the search for victims • Provide assistance through utilizing available resources for the treatment and transport of victims in accordance with local protocols • Provide staffing to the EOC, as needed

Glynn County EMHSA
ESF – 9: Search and Rescue

City of Brunswick Fire Department	<ul style="list-style-type: none"> • Provide assistance through utilizing available resources in the search for victims • Provide assistance through utilizing available resources for the treatment of victims in accordance with local protocols • Utilize designated Georgia search and rescue team members to provide technical assistance and aid in identified search and rescue requirements • Provide staffing to the EOC, as needed
City of Brunswick Police Department	<ul style="list-style-type: none"> • Provide security for search and rescue teams and identified search areas • Provide assistance through utilizing available resources in the search for victims • Provide an incident commander during searches for missing persons within assigned jurisdiction • Provide assistance and security during death investigations
Civil Air Patrol	<ul style="list-style-type: none"> • Provide available aviation assets to assist with search and rescue operations to include the search for downed aircraft • Establish and maintain communications with the incident commander/search and rescue coordinator throughout operations
Georgia Forestry Commission	<ul style="list-style-type: none"> • Provide assistance through utilizing available resources in the search for victims • Provide experienced personnel to provide insight and support search operations within a national forest or park
United States Coast Guard/Marine Safety Unit	<ul style="list-style-type: none"> • Provide available assets to assist with water related search and rescue operations • Establish and maintain communications with the incident commander/search and rescue coordinator throughout operations
Georgia Emergency Management & Homeland Security Agency	<ul style="list-style-type: none"> • Coordinate designated Georgia search and rescue teams to provide technical assistance and aid in identified search and rescue requirements • Provide available personnel to assist with search and rescue operations • Establish and maintain communications with the incident commander/search and rescue coordinator throughout operations
Georgia Department of Natural Resources	<ul style="list-style-type: none"> • Provide available personnel to assist with search and rescue operations • Provide available assets to assist with water related search and rescue operations • Establish and maintain communications with the incident commander/search and rescue coordinator throughout operations



EMERGENCY SUPPORT FUNCTION – 8

Health and Medical

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Georgia Department of Public Health

Support Agencies

Glynn County Coroner's Office

Glynn County Fire Rescue

Southeast Georgia Health Systems

Introduction

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

Purpose

ESF-8 Health and Medical provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-8 is to provide the mechanism for coordinated county assistance to municipal resources by addressing the public health and medical needs of residents, disaster survivors, and emergency response workers during disasters, potential disasters or events that have the potential to impact the public health. This however is not a tactical response document. ESF-8 Health and Medical establishes the framework for the implementation of procedures addressing the local identification, registration, evacuation and sheltering support of individuals with access and functional needs.

Scope

ESF-8 acts to meet the Health / Medical and essential elements of information needs of operations to include emergency medical services personnel, facilities, vehicles, equipment, and supplies for disaster survivors, including those with functional and access needs in an emergency or a disaster.

Concept of Operations

General

During an emergency or disaster, ESF-8 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-8 Health and Medical in the EOC.

Preparedness

- a. Identify and coordinate the deployment of doctors, nurses, patient care technicians and other medical personnel to disaster areas as necessary.
- b. Develop and maintain listings of available medical supplies, equipment, ambulance services, hospitals, medical care clinics, and first aid units to support disaster response operations.
- c. Establish procedures to ensure the continuity of health and medical services to the community.
- d. Identify locations for the establishment of staging areas for medical personnel, equipment, and supplies as necessary.

- e. Identify facilities and/or locations to utilize as medical care centers should the primary emergency care facilities not be available.
- f. Coordinate with local healthcare entities (hospitals, nursing homes, youth, and adult clinical facilities) to establish procedures for the reduction, evacuation, and relocation of patients.
- g. Establish procedures for requesting medical assistance teams to provide support to disaster response and recovery operations.
- h. Coordinate procedures for the provision of medical and dental care as necessary.
- i. Establish plans that reflect the needs of all persons to include those with physical disabilities, special medical needs, communication disabilities, and non-English speaking individuals.
- j. Coordinate the identification of individuals experiencing functional, access and/or medical needs within the general populous (including those individuals within long term care facilities) to conduct a needs assessment and coordinate assistance as necessary.
- k. Establish procedures in conjunction with local and state stakeholders for the evacuation and relocation of individuals experiencing functional, access and medical needs.
- l. Identify procedures to maintain accountability for the general wellbeing of individuals experiencing functional, access and/or medical needs during the evacuation or relocation process.
- m. Coordinate with ESF-6 Mass Care/Sheltering to ensure the delivery of food services to individuals who may be mobility impaired.
- n. Establish procedures in conjunction with both ESF-6 Mass Care/Sheltering and animal services to protect the public from communicable diseases and the contamination of food, water, and drug supplies to include veterinary drugs.
- o. Establish procedures for the identification of disease, vector, and epidemic control.
- p. Establish procedures for the distribution of emergency immunizations.
- q. Identify procedures for the inspection of individual water supplies.
- r. Coordinate the development of sanitary inspection procedures and implement protocols to control unsanitary conditions.
- s. Develop and maintain a listing of available laboratory testing facilities.
- t. Ensure for the monitoring of essential public health information and coordinate with ESF-15 External Affairs for dissemination as appropriate.
- u. Establish procedures for the rapid provision of crisis counseling and mental health/ substance abuse assistance to individuals, including the organization and training of crisis counseling teams.
- v. Maintain relationships with government agencies, professional associations, private sector entities and volunteer organizations to provide mental health and substance abuse assistance during emergency or disaster events.
- w. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of services to assist individuals and families affected by the emergency or disaster.

- x. Ensure all ESF-8 personnel integrate NIMS principles.

Response

- a. Coordinate the delivery of health and medical services during an emergency or disaster event.
- b. Coordinate the provision of medical personnel, equipment, pharmaceuticals, and necessary supplies to support operations.
- c. Coordinate with ESF-6 Mass Care/Sheltering for the provision of health and medical services during sheltering operations as necessary.
- d. Conduct a situational assessment to determine the need for the implementation of health surveillance programs.
- e. Establish procedures for the management of public health and sanitation services as necessary.
- f. Coordinate the evacuation and/or relocation of individuals experiencing functional, access and/or medical needs as appropriate and communicate any limitations or resource needs to GEMA/HS.
- g. Coordinate with ESF-6 Mass Care/Sheltering and ESF-11 Agriculture/Food and Water for the provision of food services to individuals experiencing medically induced dietary restrictions.
- h. Provide for the issuance of public health notices regarding necessary clean-up actions on private properties.
- i. Coordinate the provision of mental health and recovery services to individuals, families, and communities as necessary.
- j. Coordinate the provision of essential public health information support to emergency medical services providers.
- k. Maintain a process for the distribution of all relevant health and medical information to the general public in cooperation with ESF-15 External Affairs and the state department of public health.

Recovery

- a. Coordinate the restoration of essential health and medical care systems as appropriate.
- b. Provide assistance with the restoration of permanent medical facilities and the return to normal operational status.
- c. Coordinate the restoration of pharmacy services and the return to normal operational status.
- d. Coordinate with entities providing care to individuals with functional, access and/or medical needs and establish a method for their return to appropriate long term care facilities or identified place of residence.
- e. Provide assistance to facilities caring for Glynn County's vulnerable populations in the development and maintenance of emergency preparedness and response plans.
- f. Conduct a situational assessment to determine the need for conducting environmental and epidemiological surveillance.

- g. Continue necessary assistance throughout the re-entry process and until all health and medical concerns have been resolved.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-8 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-8 most directly supports, along with the related ESF-8 actions supporting the capability

Core Capability	ESF – 8: Health and Medical
Public Health, Healthcare, and Emergency Medical Services	<ul style="list-style-type: none"> • Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations. This includes but not limited to: <ul style="list-style-type: none"> ○ Hurricane Registry ○ Disease prevention and protection
Health and Social Services	<ul style="list-style-type: none"> • Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. This includes but not limited to: <ul style="list-style-type: none"> ○ Community Care Providers ○ Medical Facilities

Responsibilities

Primary Agency	Actions
Georgia Department of Public Health	<ul style="list-style-type: none"> • Serve as the principle point of contact with ESF-8 Health and Medical from the EOC • Coordinate ESF meetings to ensure constant state of readiness • Conduct a situational assessment to determine the health and medical needs associated with the emergency or disaster event • Establish a protocol for prioritizing response actions • Provide leadership in directing, coordinating, and integrating the overall countywide efforts to provide medical and public health assistance to disaster survivors

	<ul style="list-style-type: none"> • Coordinate and direct the activation and deployment of resources to include health/medical personnel, supplies and equipment to support disaster response and recovery operations • Coordinate the establishment of both active and passive surveillance systems to ensure protection of the public health • Provide technical assistance in coordination to the response for: <ul style="list-style-type: none"> ○ Hazardous materials incidents ○ Safety of food and drugs ○ Radiological hazards ○ Vector Control ○ Mental health emergencies ○ Potable water/wastewater/solid waste ○ Victim identification/mortuary services • Coordinate the release of boil water orders, safety issues and pertinent information for the public health with ESF-15 External Affairs • Provide support staffing to the EOC for the following positions: <ul style="list-style-type: none"> ○ Health and Human Services Branch ○ ESF-8 Health and Medical Services *DPH will be providing a liaison to the EOC to monitor and input data into the hurricane registry evacuation board during evacuations*
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend meetings to ensure planning functions are carried out to support this ESF • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC)

	<ul style="list-style-type: none"> • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Develop appropriate plans, procedures, mutual aid agreements, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF • Prepare to support the EOC, as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
Glynn County Coroner's Office	<ul style="list-style-type: none"> • Coordinate mortuary service operations to include the establishment and operation of a temporary morgue
Glynn County Fire Rescue	<ul style="list-style-type: none"> • Coordinate the evacuation of patients from the disaster area • Coordinate the transportation of patients to medical facilities outside of Glynn County in accordance with approved trauma transport protocols • Coordinate the following resources: <ul style="list-style-type: none"> ○ Advanced Life Support/Basic Life Support ○ Emergency Medical Technicians ○ Paramedic's Procurement of Emergency Medical Equipment ○ Air Evacuation Resources • Coordinate critical incident stress debriefings for emergency responders. • Coordinate the integration of public and private services into the emergency or disaster response • Provide staffing to the EOC, as needed
Southeast Georgia Health Systems	<ul style="list-style-type: none"> • Coordinate the evacuation of patients from the disaster areas as requested • Coordinate the transportation of victims to medical facilities outside of Glynn County in accordance with approved trauma transport protocols • Coordinate for critical incident stress debriefings for emergency responders as appropriate • Re-supply field emergency medical service units with consumable medical supplies as available • Conduct an assessment of hospital capabilities and damages. Provide the results of these assessments to the EOC

	<ul style="list-style-type: none">• Mobilize hospital staff as available and necessary to provide teams to support field treatment and triage sites• Coordinate with emergency medical service units, surrounding hospitals, and incident response support personnel to ensure that casualties are transported to the appropriate medical facility• Coordinate with local emergency responders for the isolation and decontamination of incoming patients as necessary to prevent the spread of agents to other patients and staff members• Provide staff for the establishment of a reception and support center for friends and family of disaster survivors• Establish mental health crisis counseling centers• Provide staffing to the EOC, as needed
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EMERGENCY SUPPORT FUNCTION – 10

Hazardous Materials

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

City of Brunswick Fire Department

Support Agencies

Glynn County Fire Rescue	City of Brunswick Police Department
Jekyll Island Fire EMS	National Weather Service
Allied Universal Corporation	U.S. Coast Guard
GP Cellulose	Georgia Department of Natural Resources
Glynn County Public Works	Georgia Emergency Management and Homeland Security Agency
City of Brunswick Public Works	
Glynn County Sheriff's Office	Glynn County Emergency Management and Homeland Security Agency
Glynn County Police Department	

Introduction

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

Purpose

ESF-10 Hazardous Materials provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-10 is to provide a comprehensive mechanism to ensure the appropriate utilization of hazardous materials resources in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during disasters or emergencies. This, however, is not a tactical response document. ESF-10 Hazardous Materials serves as the mechanism to provide support to local jurisdictions during hazardous materials operations.

Scope

ESF-10 acts to meet the hazardous materials and essential elements of information needs of operations by assessing potential impacts to the health of individuals and the environment.

Concept of Operations

General

During an emergency or disaster, ESF-10 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-10 in the EOC.

Preparedness

- a. Prepare an inventory of existing threats using SARA title III and tier II information.
- b. Plan for response to hazardous materials incidents.
- c. Develop plans for communications, warning, and public information.
- d. Develop procedures for identification, control, and clean-up of hazardous materials.

- e. Develop and maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
- f. Maintain current inventories of local assets capable of responding to a hazardous materials incident.
- g. Develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other county agencies, contiguous states, federal agencies, and private organizations as required.
- h. Collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, county, state, or federal agencies and/or private organizations to facilitate emergency response.
- i. Establish a structure for reliable communications between supporting entities and the EOC.
- j. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of hazardous materials personnel and resources to support an emergency or disaster response.
- k. Ensure all ESF-10 personnel integrate NIMS principles.

Response

- a. Maintain a current listing of available fire service agencies and resource capabilities.
- b. ESF 10 will coordinate, with the unified/incident command, all hazardous substance response specific efforts and provide information to the EOC for coordination of all other municipal efforts.
- c. Provide 24-hour response capability and dispatch personnel to an incident scene as necessary.
- d. ESF 10 will assess the situation to include: the nature, amount, and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare, and the environment.
- e. After reviewing reports, gathering, and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.
- f. Provide protective action recommendations, as the incident requires.
- g. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.
- h. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF 8 regarding decontamination of injured or deceased personnel.
- i. Coordinate decontamination activities with appropriate local, state, and federal agencies.
- j. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.

Recovery

- a. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.
- b. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-10 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-10 most directly supports, along with the related ESF-10 actions supporting the capability

Core Capability	ESF – 10: Hazardous Materials
Environmental Response/ Health and Safety	<ul style="list-style-type: none"> Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities. This includes, among other things: <ul style="list-style-type: none"> Fixed site hazardous materials incidents Environmental contamination
Situational Assessment	<ul style="list-style-type: none"> Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes, among other things: <ul style="list-style-type: none"> Size, scope, and potential cascading effects

Responsibilities

Primary Agency	Actions
City of Brunswick Fire Department	<ul style="list-style-type: none"> Coordinate with other ESFs to consolidate reports of hazmat responses Maintain contact with municipal liaisons to collect and relay information Establish a protocol for prioritizing hazmat responses Coordinate with each supporting agency through ESF meetings to ensure planning functions are carried out to support this ESF Plan for, coordinate with and assign responding mutual aid resources as appropriate

Glynn County EMHSA
ESF – 10: Hazardous Materials

	<ul style="list-style-type: none"> • Provide staffing to the EOC, as needed
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Coordinate the training of all first responder agency personnel in basic hazmat awareness to assist in recognition of and first-step protection measures for response to hazmat incidents • Coordinate the planning required to identify and plan for known risks within the community, and provide education to the public and continually improve the reaction capabilities of local emergency response agencies • Respond to hazardous material incidents of all types and sizes that warrant a response • Make initial assessments as to the severity/magnitude of the situation • Coordinate appropriate decontamination efforts, as needed • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Provide additional resources as available to support ESF 10 response and recovery efforts • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Develop appropriate plans, procedures, mutual aid agreements, checklists, go-kits and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC, as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resource utilized during response and recovery operations
Glynn County Fire Rescue	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction

Glynn County EMHSA
ESF – 10: Hazardous Materials

	<ul style="list-style-type: none"> • Participate in mutual-aid agreements to support county firefighting operations and augment resources
Jekyll Island Fire EMS	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Participate in mutual-aid agreements to support county firefighting operations and augment resources
Allied Universal Corporation	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected facility • Participate in mutual-aid agreements to support county firefighting operations and augment resources • Coordinate on-site pre-plan efforts with city/county departments
GP Cellulose	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected facility • Participate in mutual-aid agreements to support county firefighting operations and augment resources • Coordinate on-site pre-plan efforts with city/county departments
Glynn County Public Works	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Assist and coordinate road closures to affected areas
City of Brunswick Public Works	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Assist and coordinate road closures to affected areas
Glynn County Sheriff's Office	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Assist and coordinate road closures to affected areas
Glynn County Police Department	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Assist and coordinate road closures to affected areas
City of Brunswick Police Department	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Assist and coordinate road closures to affected areas
National Weather Service	<ul style="list-style-type: none"> • Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction • Provide plume modeling data to support operations

Glynn County EMHSA
ESF – 10: Hazardous Materials

U.S. Coast Guard	<ul style="list-style-type: none">• Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction• Coordinate response efforts for incidents that affect the waterways in proximity of Glynn County
Georgia Department of Natural Resources	<ul style="list-style-type: none">• Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction• Coordinate response efforts for incidents that affect the waterways in proximity of Glynn County
Georgia Emergency Management and Homeland Security Agency	<ul style="list-style-type: none">• Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction• Assist in the coordination of mutual aid resources to support operations and augment resources
Glynn County Emergency Management & Homeland Security Agency	<ul style="list-style-type: none">• Provide support to hazardous materials operations through the utilization of available resources and personnel to the affected jurisdiction• Assist in the coordination of mutual-aid resources to support operations and augment resources• Provide situational assessments to the Glynn County Board of Commissioners as requested



EMERGENCY SUPPORT FUNCTION – 11

Agriculture / Food and Water

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Extension Service

Support Agencies

American Red Cross	Glynn County Animal Control
America's Second Harvest of Coastal Georgia	Glynn County Historical Society
Glynn County VOAD	Salvation Army
Department of Natural Resources	Glynn County Board of Education
Georgia Baptist Disaster Relief	Glynn County Community and Development
Georgia Department of Agriculture	Brunswick Glynn Joint Water Sewer Commission
Georgia Department of Public Health	

Introduction

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

Purpose

ESF-11 Agriculture/Food and Water provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-11 is to provide coordination in conjunction with ESF-6 Mass Care/Sheltering for nutrition assistance and administration of the disaster supplemental nutrition assistance program (D-SNAP), ensuring the safety and security of Glynn County's commercial food supply, and eradicating highly infectious animal and plant-based diseases. This, however, is not a tactical response document. ESF-11 Agriculture/Food and Water is designed to provide a framework for the integration of key resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster.

Scope

ESF-11 acts to meet the Agriculture/Food and Water essential elements of information needs of operations to include the provision and protection of the commercial food supply and response to diseases affecting animals and/or plants during an emergency or disaster event.

Concept of Operations

General

During an emergency or disaster, ESF-11 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-11 Agriculture/Food and Water in the EOC.

Preparedness

- a. Maintain a roster of primary ESF support staff points of contact.

- b. Ensure that procedures are established, and responsibilities identified for the issuance and distribution of food services.
- c. Maintain a listing of potential food resources to include appropriate point of contact information.
- d. Coordinate with ESF-1 Transportation to identify any anticipated transportation needs.
- e. Coordinate with ESF-8 Health and Medical to ensure food safety inspection and monitoring procedures are established.
- f. Coordinate with ESF-8 Health and Medical to ensure the establishment of procedures for the response to a threatened food supply.
- g. Establish a process for the notifications regarding suspected and/or contaminated food supplies in conjunction with ESF-8 Health and Medical and ESF-15 External Affairs.
- h. Coordinate with ESF-6 Mass Care/Sheltering to identify secured sources of food for distribution during mass feeding operations.
- i. Coordinate with ESF-6 Mass Care/Sheltering to establish procedures to ensure the timely distribution of food and drinking water.
- j. Coordinate with ESF-6 Mass Care/Sheltering to determine the availability of personnel and handling equipment to support mass feeding operations.
- k. Coordinate with ESF-6 Mass Care/Sheltering for the availability and location of food storage facilities to include the ability to store dry, chilled and/or frozen food items.
- l. Establish plans and procedures to enhance awareness of surveillance for the early detection of animal health emergencies and agro-terrorism incidents.
- m. Coordinate the surveillance of pests that may pose a potential and/or substantial threat to agriculture, horticulture, the economy, or the public health.
- n. Coordinate the surveillance of foreign animal diseases and/or an animal disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to animal industries, aquaculture or seafood industries, the economy, or the public health.
- o. Coordinate with GEMA/HS for the provision of training to local first responders, community leaders and the agriculture industry to establish an awareness level of knowledge of agro-security and agro-terrorism.
- p. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of services to assist individuals and families affected by the emergency or disaster.
- q. Participate in and/or attend meetings to ensure planning functions are carried out to support this ESF.
- r. Participate in and/or conduct exercises to evaluate local capability.
- s. Ensure all ESF-11 support entities integrate NIMS principles throughout planning activities.

Response

- a. Coordinate with ESF-6 Mass Care/Sheltering and ESF-5 Planning/Emergency Management to determine the critical feeding needs of disaster survivors to include the total number of people affected and the location(s) affected.
- b. Coordinate with ESF-6 Mass Care/Sheltering and ESF-5 Planning/Emergency Management for the establishment of mass feeding sites as appropriate.
- c. Establish procurement procedures for essential food and necessary supplies that are not available from existing inventories.
- d. Coordinate with ESF-6 Mass Care/Sheltering for the incorporation of community resources and personnel for the provision and distribution of food and water services.
- e. Support ESF-6 Mass Care/Sheltering in identifying and establishing distribution sites and appropriate distribution procedures.
- f. Establish procedures for the notification of appropriate state and federal agencies in the event of suspicious activity contributing to the contamination of food supplies.
- g. Secure food supplies, transportation assets, and necessary equipment to include storage and/or distribution facilities to support operations.
- h. Coordinate with ESF-6 Mass Care/Sheltering and ESF-8 Health and Medical to establish guideline for immediate local protective measures concerning a potential threat to the food supply.
- i. Coordinate with ESF-13 Public Safety and Security for suspected cases of intentional food supply contamination. This may include the use of a chemical or biological agent.
- j. Ensure procedures for the communication, surveillance, and response to a suspected act of agro-terrorism.
- k. Designate expert level points of contact to coordinate with ESF-13 Public Safety and Security during suspected intentional acts of contamination of the food supply.
- l. Coordinate the collection of samples, establish packaging and handling procedures, and ensure delivery to designated laboratories for testing.
- m. Coordinate the crisis response and resulting consequences to a suspected terrorist act connected to the agriculture system, animal, or food supply chain in cooperation with ESF-13 Public Safety and Security.
- n. Coordinate the decontamination and/or destruction of animals, plants, cultured aquatic products, food, and any associated facilities as necessary.
- o. Support efforts to quarantine, stop the sale or movement of and placement of restrictions upon animals, plants, and products as necessary to eradicate diseases and pests.
- p. Coordinate with appropriate entities for technical assistance, equipment, supplies and personnel to respond to animal health emergencies or acts of agro-terrorism that may pose a substantial threat to the state.

- q. Establish procedures for the management and evacuation of animals from at-risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- r. Coordinate the dissemination of essential public information with ESF-15 External Affairs.

Recovery

- a. Coordinate with ESF-5 Information and Planning, ESF-6 Mass Care/Sheltering and ESF-8 Health and Medical to support existing mass feeding sites to ensure optimal access for public service based upon emergency needs.
- b. Coordinate with state agencies as appropriate for the provision of food and water to mass feeding sites.
- c. Determine the need for mutual-aid assistance and implement request for assistance through local mutual-aid agreements or through GEMA/HS.
- d. Request veterinary medical assistance teams (VMATs) as necessary through GEMA/HS.
- e. Coordinate operations to ensure appropriate occupational safety measures are followed.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-11 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-11 most directly supports, along with the related ESF-11 actions supporting the capability

Core Capability	ESF – 11: Agriculture/ Food and Water
Environmental Response/Health and Safety	<ul style="list-style-type: none"> • Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities. This includes but is not limited to: <ul style="list-style-type: none"> ○ Food and Water distribution ○ Bulk Food Storage

Responsibilities

Primary Agency	Actions
Glynn County Extension Service	<ul style="list-style-type: none"> • Coordinate ESF meetings to ensure planning functions are carried out to support this ESF

	<ul style="list-style-type: none"> • Coordinate a situational assessment to determine priorities for conducting mass feeding operations within the community • Coordinate with ESF-6 Mass Care/Sheltering for the establishment of mass feeding sites • Coordinate support staffing for the ESF-11 food and water unit within the EOC • Coordinate the establishment of points of distribution and operational procedures • Ensure agencies providing support to ESF-11 Agriculture/Food and Water have the necessary guidance and support required to accomplish tasks
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend meetings to ensure planning functions are carried out to support this ESF • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Develop appropriate plans, procedures, mutual aid agreements, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC, as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
American Red Cross	<ul style="list-style-type: none"> • Provide listings of the location of mass feeding sites and contact numbers for each site manager

	<ul style="list-style-type: none"> • Establish a protocol for prioritizing response actions • Provide a system for recording incoming requests for mass feeding, identifying response assignments and actions to be taken • Provide canteen services to disaster survivors • Coordinate bulk emergency relief distribution points • Coordinate activities with other ESF's as necessary • Participate in a mass feeding taskforce if activated • Coordinate the release of public information regarding the locations of shelters and mass feeding sites with ESF-15 External Affairs • Provide staffing to the EOC, as needed
America's Second Harvest of Coastal Georgia	<ul style="list-style-type: none"> • Provide feeding support to disaster survivors • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC, as needed
Glynn County VOAD	<ul style="list-style-type: none"> • Request volunteer agencies and private sector entities with resources contribute those assets to the response and recovery effort • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC for the following position as necessary: <ul style="list-style-type: none"> ○ Volunteers & Donations
Georgia Baptist Disaster Relief	<ul style="list-style-type: none"> • Provide listings of mass feeding sites and contact numbers for each site manager. • Establish a protocol for prioritizing response actions • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC, as needed
Georgia Department of Agriculture	<ul style="list-style-type: none"> • Provide support to ESF-11 Agriculture/Food and Water through the provision of technical assistance, available resources and support for pre-event and post-event animal rescue and evacuations • Provide staffing to the EOC, as needed
Georgia Department of Public Health	<ul style="list-style-type: none"> • Support provisions to ensure food safety and sanitary conditions are maintained during retail food preparation and distribution • Provide observers at the Glynn County evacuation assembly area and post-event to monitor potential animal issues relating to the public health • Ensure the establishment of food safety inspection and monitoring procedures • Coordinate procedures to respond to a threatened food supply

	<ul style="list-style-type: none"> • Ensure proper notifications are made for the public health during a suspected and/or contaminated food supply event • Coordinate the surveillance of pests and/or animals that may pose a potential or substantial threat to the public health • Provide staffing to the EOC, as needed
Salvation Army	<ul style="list-style-type: none"> • Provide resources to support mass feeding operations • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC, as needed
Glynn County Board of Education	<ul style="list-style-type: none"> • Provide support to mass feeding operations through utilization of equipment, facilities, and necessary resources • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC, as needed
Glynn County Community and Development	<ul style="list-style-type: none"> • Identify and secure food items to support mass feeding operations • Coordinate certified food truck vendors to support the overall feeding strategy • Participate in a mass feeding taskforce upon activation • Provide canteen services to members of Glynn County's critical workforce and supporting emergency responders • Provide for the proper storage of food provided during the emergency or disaster event
Brunswick Glynn Joint Water Sewer Commission	<ul style="list-style-type: none"> • Provide resources to support mass feeding operations • Participate in a mass feeding taskforce if activated • Provide staffing to the EOC, as needed



EMERGENCY SUPPORT FUNCTION – 12

Energy / Utilities

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Public Works Department

Support Agencies

Atlanta Gas Light

A T & T

Verizon

Brunswick / Glynn Joint Water and Sewer

City of Brunswick Public Works Department

Georgia Power

Glynn County Facilities and Maintenance

Jekyll Island Authority Public Works

Okefenokee Rural EMC

United States Army Corps of Engineers

Glynn County Information Technology

Introduction

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

Purpose

ESF-12 Energy / Utilities supports the EOP and complies with standards set forth in the national response framework. This document provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County's energy and utility networks. This however is not a tactical response document. ESF-12 is designed to ensure seamless integration of key energy and utility resources to manage fuel shortages, power outages, and other associated activities to address an emergency or disaster.

Scope

ESF-12 acts to meet the energy and utility essential elements of information needs of operations to include gas, electric and other infrastructure systems in an emergency or a disaster. This ESF is structured to coordinate the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations, as well as restoring the normal supply of power. This ESF will work closely with local and state agencies, energy suppliers and distributors.

Concept of Operations

General

During an emergency or disaster, ESF-12 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-12 Energy / Utilities in the EOC.

Preparedness

- a. Develop and maintain resource lists to support ESF-12 operations utilizing both public and private sector entities.
- b. Establish and maintain contact with the state and adjacent county public works officials.
- c. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.
- d. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply petroleum fuels, and electric power.
- e. Participate in exercises and training.
- f. Estimate logistical requirements (personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises.
- g. Ensure all ESF-12 personnel integrate NIMS principles.

Response

- a. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the EOC operations group as required.
- b. In coordination with public and private utilities, prioritize rebuilding processes to restore utilities in affected areas.
- c. Locate fuel for emergency operations.
- d. Activate contracts to support operations, as needed.
- e. Coordinate with GEMA for the use of state assets.
- f. Report the locations of damage to utility infrastructure, degree of damage, and other available information to the EOC.
- g. Maintain continual status of energy systems and the progress of restoration.
- h. Recommend energy conservation measures, as needed.
- i. Coordinate emergency information for public release through ESF-15.
- j. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

Recovery

- a. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
- b. Continue to provide energy emergency information, education, and conservation guidance to the public in coordination with ESF-15.
- c. Coordinate the repair and restoration of energy infrastructure.

- d. Ensure that ESF-12 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-12 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-12 most directly supports, along with the related ESF-12 actions supporting the capability.

Core Capability	ESF – 11: Agriculture/ Food and Water
Infrastructure Systems	<ul style="list-style-type: none"> • Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. This includes, among other things: <ul style="list-style-type: none"> ○ Energy network assessment ○ Restoration of energy services

Responsibilities

Primary Agency	Actions
Glynn County Public Works Department	<ul style="list-style-type: none"> • Coordinate with applicable energy providers to provide current status of operations, future actions and any resource gaps • Activate contracts to support operations, as necessary • Request additional support, as necessary • Conduct impact assessments within affected areas • Coordinate with municipal public works departments • Provide EOC staffing, as needed • Develop plans and procedures to support emergency or disaster operations • Coordinate ESF meetings to ensure constant state of readiness

Glynn County EMHSA
ESF – 12: Energy / Utilities

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Immediately following an emergency or disaster, assess the overall status of the energy infrastructure within the area of responsibility, determine potential needs & resources, report status to ESF-12 coordinator • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF • Provide additional resources as available to support ESF-12 response and recovery efforts • Develop appropriate plans, policies, procedures, mutual-aid agreements, and other supporting documentation as needed to facilitate execution of responsibilities to this ESF • Participate in drills, exercises, and other preparedness events to measure the agency's readiness to support this ESF • Prepare to support the emergency operations center, as needed • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resource utilized during response and recovery operations
Atlanta Gas Light	<ul style="list-style-type: none"> • Provide status of infrastructure to the EOC, as needed • Provide EOC staffing, as needed
A T & T	<ul style="list-style-type: none"> • Provide status of infrastructure to the EOC, as needed • Provide EOC staffing, as needed
Verizon	<ul style="list-style-type: none"> • Provide status of infrastructure to the EOC, as needed • Provide EOC staffing, as needed
Comcast	<ul style="list-style-type: none"> • Provide status of infrastructure to the EOC, as needed • Provide EOC staffing, as needed
Brunswick/Glynn Joint Water and Sewer	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Repair/maintain appropriate public works infrastructures • Coordinate debris operations within Glynn County • Coordinate priority re-entry route clearance within Glynn County • Activate contracts to support operations, as necessary • Request additional support, as necessary • Provide EOC staffing, as needed

City of Brunswick Public Works Department	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Repair/maintain appropriate public works infrastructure • Coordinate debris operations within the City of Brunswick • Coordinate priority re-entry route clearance within the City of Brunswick • Activate contracts to support operations, as necessary • Request additional support, as necessary • Provide EOC staffing, as needed
Georgia Power	<ul style="list-style-type: none"> • Provide status of power infrastructure • Coordinate power restoration, as needed • Render downed powerlines safe to be cleared from roadways • Support county and local governments with resources and technical support, as needed • Provide EOC staffing, as needed
Glynn County Facilities and Maintenance	<ul style="list-style-type: none"> • Coordinate the restoration of services to Glynn County facilities • Provide EOC staffing, as needed
Jekyll Island Authority	<ul style="list-style-type: none"> • Assess the need for and prioritize the deployment of services based on available resources and critical needs • Repair/maintain appropriate public works infrastructures • Coordinate debris operations within Jekyll Island • Coordinate priority re-entry route clearance within Jekyll Island • Activate contracts to support operations, as necessary • Request additional support, as necessary • Provide EOC staffing, as needed
Okefenokee Rural EMC	<ul style="list-style-type: none"> • Provide status of power infrastructure • Coordinate power restoration, as needed • Render downed powerlines safe to be cleared from roadways • Support county and local governments with resources and technical support, as needed • Provide EOC staffing, as needed

Glynn County EMHSA
ESF – 12: Energy / Utilities

United States Army Corps of Engineers	<ul style="list-style-type: none">• Provide technical expertise to the ESF coordinator, as needed• Provide EOC staffing, as needed
Glynn County Information Technology	<ul style="list-style-type: none">• Coordinate the restoration of services to Glynn County facilities• Provide EOC staffing, as needed



EMERGENCY SUPPORT FUNCTION – 13

Public Safety & Security

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency(s)

Glynn County Police Department / Glynn County Sheriff's Office

Support Agencies

Glynn County Emergency Management & Homeland Security Agency

Brunswick Police Department

Georgia State Patrol

Georgia Department of Natural Resources

U.S. Coast Guard/Marine Safety Unit

Glynn County Board of Education Police Department

Coastal College of Georgia Police Department

Georgia Bureau of Investigations

Georgia Port Authority

Introduction

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

Purpose

ESF-13 Public Safety & Security annex supports the EOP and complies with standards set forth in the national response framework. This document provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County. This, however, is not a tactical response document. ESF-13 Public Safety & Security is designed to ensure seamless integration of law enforcement resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster.

Scope

ESF-13 acts to meet the law enforcement and essential elements of information needs of operations to include disturbances, civil unrest and curfews in emergency or a disaster. This ESF is structured to oversee public safety needs of the community.

Concept of Operations

General

During an emergency or disaster, ESF-13 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-13 Public Safety & Security in the EOC.

Preparedness

- a. Analyze hazards and determine law enforcement support requirements including the need to preposition necessary assets.
- b. Develop and maintain a listing of all available resources.
- c. Identify agencies, organizations, and individuals with the capability to support operations.
- d. Establish and maintain procedures for the alerting of supporting agencies and personnel.
- e. Establish and maintain liaison with local, state, and federal law enforcement agencies.
- f. Coordinate the development of MOAs with appropriate agencies/organizations for the provision of law enforcement personnel and resources to support an emergency or disaster response.
- g. Develop procedures for operations pertaining to the recovery of human remains to include necessary reporting requirements.
- h. Conduct and/or support public education programs on safety, security, and survival techniques.
- i. Establish procedures for the identification, location, removal, and disposition of the deceased.
- j. Identify public and private sector entities that are capable of providing support to the families of disaster survivors.
- k. Determine capabilities for alerting, assembly, and deployment of mortuary assistance teams.
- l. Establish and maintain a liaison with disaster mortuary operational response teams as appropriate.
- m. Participate in and/or conduct training and exercises to evaluate capabilities to support this ESF.
- n. Ensure all ESF-13 personnel integrate NIMS principles.

Response

- a. Secure evacuated areas, including safeguarding critical facilities and controlling entry and exit points to the disaster area as necessary.
- b. Activate existing MOAs with supporting entities as appropriate.
- c. Coordinate with ESF-5 Information and Planning to request additional resources as necessary.
- d. Provide security to the EOC.
- e. Provide warning and communications assistance in support of ESF-2 Communications.
- f. Provide support to county evacuation plans through the provision of traffic control, communications, area patrols and security for shelter locations.
- g. Initiate the notification of deceased identification teams.
- h. Coordinate county assistance as necessary for the notification of next of kin.
- i. Control vehicle and individual access to restricted areas.
- j. Coordinate with ESF-15 External Affairs for the collection and dissemination of necessary public information.

Recovery

- a. Continue operations as necessary to ensure the protection of life and property.
- b. Maintain records of expenditures and document resources utilized during recovery.
- c. Provide assistance during the return of evacuees.
- d. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.
- e. Conduct reviews of law enforcement operations with teams involved to improve future responses.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-13 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-13 most directly supports, along with the related ESF-13 actions supporting the capability.

Core Capability	ESF – 13: Public Safety & Security
On-scene Security, Protection and Law Enforcement	<ul style="list-style-type: none"> • Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and for response personnel engaged in lifesaving and life-sustaining operations. This includes, among other things: <ul style="list-style-type: none"> ○ Provide Warnings and Communications ○ Conduct Area Patrols ○ Ensure Safety and Security ○ Conduct Traffic Control

Responsibilities

Primary Agency(s)	Actions
Glynn County Police Department	<ul style="list-style-type: none"> • Conduct a situational assessment and prioritize response actions • Identify and facilitate resolution of area responsibility among supporting agencies • Establish and maintain communications with municipal liaisons to collect and relay pertinent information • Provide technical assistance on policy issues • Coordinate with other ESFs to consolidate reports and eliminate the duplication of efforts

	<ul style="list-style-type: none"> • Coordinate with each support agency through meetings to ensure planning functions are carried out to support this ESF • Serve as a liaison between the EOC and state operations center concerning law enforcement activities • Provide assistance to ESF-15 External Affairs regarding the dissemination of public information concerning law enforcement activities • Provide support staffing to the EOC, as needed
Glynn County Sheriff's Office	<ul style="list-style-type: none"> • During an activation of the incident management team, the sheriff will act as an executive policy group member to ensure adherence to current policy and establishes emergency policy and articulates such to the EOC • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Coordinate response efforts for the inmate population • Conduct a situational assessment and prioritize response actions • Establish and maintain communications with municipal liaisons to collect and relay pertinent information • Provide technical assistance on policy issues • Coordinate with other ESFs to consolidate reports and eliminate the duplication of efforts • Identify and facilitate resolution of area responsibility among supporting agencies • Coordinate with each support agency through meetings to ensure planning functions are carried out to support this ESF • Serve as a liaison between the EOC and state operations center concerning law enforcement activities • Provide assistance to ESF-15 External Affairs regarding the dissemination of public information concerning law enforcement activities • Provide support staffing to the EOC, as needed

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF

	<ul style="list-style-type: none"> • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Identify damages and/or losses and prepare an action plan for recovery activities • Maintain records of expenditures and document resources utilized during response and recovery operations • Identify damages and/or losses and prepare an action plan for recovery activities • Develop appropriate plans, procedures, mutual-aid agreements, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
Glynn Emergency Management Agency	<ul style="list-style-type: none"> • Coordinate a situational assessment to determine incident priorities in support of law enforcement operations • Act a liaison when called upon to support public safety & security operations • Place resource requests to the state operations when called upon by incident command
Brunswick Police Department	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Provide support and security for evacuation operations and public shelters • Provide support staffing to the EOC, as needed
Georgia State Patrol	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate

Glynn County EMHSA
ESF – 13: Public Safety & Security

	<ul style="list-style-type: none"> • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Serve as the principal point of contact with ESF-13 for the state of Georgia • Provide support staffing to the EOC, as needed
Georgia Department of Natural Resources	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Respond to distress calls and conducting search and rescue operations to save lives and protect property in waterways • Assist in search and rescue operations for land based searches upon request • Provide support staffing to the EOC, as needed
U.S. Coast Guard/ Marine Safety Unit	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Respond to distress calls and conducting search and rescue operations to save lives and protect property at sea • Enforce federal laws and regulations related to maritime activities, including drug and migrant interdiction, fisheries enforcement, and port security • Conduct safety inspections of vessels, ports, and facilities to prevent accidents and respond to security threats • Provide support staffing to the EOC, as needed
Glynn County Board of Education Police Department	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Coordinate transportation and security for evacuations and the Need-a-Ride program • Coordinate with GCEMHSA on emergency operations plan approval and reporting • Provide support staffing to the EOC, as needed
College of Coastal Georgia Police Department	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate

	<ul style="list-style-type: none"> • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Collaborate with local jurisdictions and law enforcement agencies to provide mutual aid and support during emergencies • Provide support staffing to the EOC, as needed
Georgia Bureau of Investigations	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Assist with law enforcement investigations resources and intelligence upon request of local agencies • Provide support staffing to the EOC, as needed
Georgia Port Authority	<ul style="list-style-type: none"> • Provide assistance through the allocation of available resources and personnel as appropriate • Receive information from the EOC and relay messaging to on-site vendors • Participate in planning functions to provide expertise pertaining to agency roles and responsibilities • Collaborate with other local, state, and federal agencies to enhance maritime security and respond to potential terrorist threats • Provide support staffing to the EOC, as needed



EMERGENCY SUPPORT FUNCTION – 14

Business & Infrastructure

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Golden Isles Development Authority

Support Agencies

Brunswick-Golden Isles Chamber of Commerce

Glynn County Board of Commissioners

Golden Isles Convention & Visitors Bureau

City of Brunswick

Glynn County Emergency Management & Homeland Security Agency

Introduction

The emergency support function of business & infrastructure involves direction and coordination, operations, and follow-through during an emergency or disaster.

Purpose

ESF-14 Business & Infrastructure annex supports the EOP and complies with standards set forth in the national response framework. This document provides guidance to prepare for, respond to, recover from, and mitigate the effects of a disaster or emergency on Glynn County's private sector community. This however is not a tactical response document. ESF-14 Business & Infrastructure is designed to ensure communication, resources and information for preparedness, response, recovery, and mitigation activities to address an emergency or disaster are occurring between both the public and private sectors.

Scope

ESF-14 acts to assist business and industry in disaster preparedness, response, mitigation, and recovery actions in response to an emergency or disaster.

Concept of Operations

General

During an emergency or disaster, ESF-14 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate staffing for the private sector liaison position within the EOC.

Preparedness

- a. Develop strategies in coordination with GCEMHA to incorporate private sector/businesses into ESF-14.
- b. Conduct outreach activities for business & infrastructure preparedness such as a lessons learned workshop.
- c. Inform businesses of re-entry procedures. Encourage registration for re-entry permits.
- d. Determine which industries may be willing to assist with disaster operations.
- e. Develop necessary MOUs and MOAs to support operations.

- f. Develop and maintain listing of commercial and industrial suppliers of services and products to include points of contact associated with business and industry related functions.
- g. Provide business continuity training. Encourage private sector plan development.
- h. Participate in exercises and training.
- i. Estimate logistical requirements (personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises.
- j. Ensure all ESF-14 personnel integrate NIMS principles.

Response

- a. Facilitate information sharing between government entities and private sector stakeholders.
- b. Communicate risk and vulnerability to business and industry stakeholders.
- c. Assist the EOC with developing protection and response priorities for private sector critical lifelines and other economic/business centers.
- d. Coordinate with those in the business community needing assistance, as well as those that can donate support.
- e. Facilitate donations from businesses through referral to ESF-7.

Recovery

- a. Assist EOC with restoration and recovery priorities and plans for private sector critical lifelines and other economic and business sectors.
- b. Provide information to the private sector regarding recovery opportunities (SBA, etc.)
- c. Coordinate with business community needing assistance, as well as those that can donate support.
- d. As requested, and information is available, provide reports on impacts to affected businesses.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-14 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-14 most directly supports, along with the related ESF-14 actions supporting the capability.

Core Capability	ESF – 14: Business & Infrastructure
Community Resilience	<ul style="list-style-type: none">• Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions

	<p>necessary to adapt to, withstand, and quickly recover from future incidents. This includes, but is not limited to:</p> <ul style="list-style-type: none"> ○ Business Continuity ○ Operational Coordination ○ Hazard Mitigation
Risk and Disaster Resilience Assessment	<ul style="list-style-type: none"> • Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience. This includes, but is not limited to: <ul style="list-style-type: none"> ○ Hazard Mitigation ○ Business Continuity

Responsibilities

Primary Agency	Actions
Golden Isles Development Authority	<ul style="list-style-type: none"> • Coordinate with private sector businesses and provide information accordingly to the EOC • Solicit the chamber of commerce for assessment of damages and economic injury following an incident • Coordinate the identification of businesses and industry needing immediate assistance • Provide input on operational needs for restoration of business and industry during an emergency • Provide EOC staffing, as needed

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Coordinate with those in the business community needing assistance, as well as those that can donate support • Provide technical assistance • Assist in the identification of businesses and industry needing immediate assistance • Coordinate employment opportunities with the business community to facilitate disaster recovery efforts • Attend ESF meetings to ensure planning and coordination functions are carried out to support this ESF

	<ul style="list-style-type: none"> • Provide additional resources as available to support ESF-14 response and recovery efforts • Develop appropriate plans, policies, procedures, mutual-aid agreements, and other supporting documentation as needed to facilitate execution of responsibilities to this ESF • Participate in drills, exercises, and other preparedness events to measure the agency's readiness to support this ESF • Prepare to support the emergency operations center as needed • Document disaster related activities related to this ESF • Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations
Brunswick-Golden Isles Chamber of Commerce	<ul style="list-style-type: none"> • Provide tourist occupancy data and visitor volume estimates as requested • Coordinate post-event marketing efforts to recover tourism industry following a major event
Golden Isles Convention & Visitors Bureau	<ul style="list-style-type: none"> • Coordinate with news outlets to provide updates, briefings, and interviews to convey important information to the public • Provide information on available resources and assistance • Manage official social media accounts to keep the public informed • Collaborate closely with other Emergency Support Functions, especially those involved in response and recovery, to ensure a unified and effective response
Glynn County Board of Commissioners	<ul style="list-style-type: none"> • In coordination with other federal and state departments and agencies, works with infrastructure owners and operators on requests for information and request for assistance regarding critical infrastructure • Identifies options to help businesses resume operations and to incentivize growth following disasters • Conducts economic overviews of areas of concern and ensures coordination with the appropriate RSFs • Provides resource support for managing and procuring offers of material goods or technical assistance and capabilities from private sector organizations • Coordinates the donation of federal surplus property to eligible, private, nonprofit, tax-exempt organizations
City of Brunswick	<ul style="list-style-type: none"> • In coordination with other federal and state departments and agencies, works with infrastructure owners and operators on requests for information and request for assistance regarding critical infrastructure

	<ul style="list-style-type: none">• Identifies options to help businesses resume operations and to incentivize growth following disasters• Conducts economic overviews of areas of concern and ensures coordination with the appropriate RSFs• Provides resource support for managing and procuring offers of material goods or technical assistance and capabilities from private sector organizations• Coordinates the donation of federal surplus property to eligible, private, nonprofit, tax-exempt organizations
Glynn County Emergency Management & Homeland Security Agency	<ul style="list-style-type: none">• Coordinate ESF-14 administrative, management, planning, training, and preparedness activities• Coordinate with ESF-14 stakeholders to provide pertinent emergency information• Develop plans and procedures to support emergency or disaster operations• Coordinate ESF meetings to ensure constant state of readiness



EMERGENCY SUPPORT FUNCTION – 15

External Affairs

*Preparing as Partners
Training as a Team
Responding As One*

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ESF Primary Agency

Glynn County Communications Department

Support Agencies

Glynn County Public Information Officers Group (PIO Group)

Glynn County Board of Commissioners

Glynn County GIS

Glynn County Police Department

Glynn County Sheriff's Office

Glynn County Emergency Management & Homeland Security Agency

Glynn County Customer Service

City of Brunswick

Glynn County Board of Education

Brunswick Glynn Joint Water Sewer Commission (BGJWSC)

Jekyll Island Authority

Sea Island

Brunswick-Golden Isles Chamber of Commerce

Introduction

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

Purpose

ESF-15 External Affairs provide operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-15 is to ensure the provision of coordinated, accurate, and timely information delivery to affected audiences, including members of government, local news media, the private sector, and the general populace during an emergency or disaster event. This however is not a tactical response document. ESF-15 external affairs establish a framework for the prevention of inaccurate information dissemination, rumor control, and the identification of necessary actions to be taken by the general public.

Scope

ESF-15 acts to meet the External Affairs and essential elements of information needs of operations through the establishment of a countywide public information program that establishes a unified voice across organizations and ensures the timely and accurate delivery of public information.

Concept of Operations

General

During an emergency or disaster, ESF-15 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-15 external affairs in the EOC.

Preparedness

- a. Establish and maintain a media directory.
- b. Develop a public information program to educate the public regarding the effects of common emergency and disaster situations. This includes things such as the development of an emergency go-kit, understanding their evacuation zone and the explanation of watches/warnings.
- c. Establish plans/procedures to conduct a multi-agency/jurisdictional coordinated public information program during emergencies or disasters, to include the establishment of a joint information center (JIC).
- d. Establish plans/procedures for the coordination of public information with local, state, national and international media outlets before, during and after an emergency or disaster event.
- e. Conduct training to educate news media outlets that ESF-15 External Affairs serves as the primary source for information during an emergency or disaster event.
- f. Establish procedures to ensure a unified media release is utilized by support entities.
- g. Designate a liaison to communicate with local, state, and federal governments and ensure proper handling of inquiries.
- h. Support disaster public awareness initiatives through dissemination of information, news articles, public service announcements, and presentation of audio-visual materials.
- i. Develop procedures to organize and operate a media briefing area and/or a JIC.
- j. Develop and maintain pre-scripted emergency alert messages, news releases and public service announcements for all hazards to include tropical storm and hurricane information, rainwater flooding, storm surge watches/warnings and tornado watches/warnings.
- k. Establish communication resources to provide people with sensory disability (e.g., visually and hearing impaired) and non-english speaking persons with critical information pertaining to the emergency or disaster event.
- l. Ensure agencies and/or organizations that have functional support responsibilities coordinate the dissemination of essential public information with ESF-15.
- m. Develop a briefing and reporting system to include an EOC briefing, situation report and public information request format in conjunction with ESF-5 Information and Planning.
- n. Ensure necessary reporting information and formats are shared with agencies and/or organizations identified to have a primary functional support responsibility.
- o. Ensure all ESF-15 personnel integrate NIMS principles.

Response

- a. Maintain a system to ensure accurate dissemination of emergency information to include the location, type of hazard, extent of damage, casualties, operational shelters, evacuation routes, and other identified protective actions.
- b. Establish a timeframe for the notification and dissemination of information to local media outlets regarding an emergency or disaster event.
- c. Establish procedures for the notification of entities whose personnel, equipment or other necessary resources may be utilized to support response and recovery operations.
- d. Ensure timely and accurate emergency alert messages and news releases are disseminated to the general public utilizing common language and terminology.
- e. Ensure the delivery of essential public information to identified vulnerable populations.
- f. Execute a multi-agency/jurisdiction coordinated public information program to include the establishment of a joint information center (JIC).
- g. Establish an area for media briefings and/or press conferences and conduct briefings in a timely manner.
- h. Identify appropriate spokespersons from local government, agencies and/or organizations and ensure the establishment of media responsibilities.
- i. Ensure the timely and continuous dissemination of incident information updates throughout the emergency or disaster event.
- j. Provide advanced media releases to the state operations center whenever possible.
- k. Supplement local emergency management public information operations when necessary and as resources allow.
- l. Coordinate information dissemination with other jurisdictions that share the media market.
- m. Ensure the proper recording and tracking of information that may be necessary for a disaster declaration.

Recovery

- a. Continue provision of public safety and other necessary assistance information throughout the recovery phase.
- b. Process and disseminate disaster welfare and family reunification information.

Mitigation

- a. Support and plan for mitigation measures.

Organization

The county EOC will be activated to coordinate a multi-jurisdictional level response.

Representatives from the applicable ESF-15 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-15 most directly supports, along with the related ESF-15 actions supporting the capability.

Core Capability	ESF – 15: External Affairs
Public Information and Warning	<ul style="list-style-type: none"> • Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, and appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. This includes but is not limited to: <ul style="list-style-type: none"> ○ County Website Posts ○ Social Media ○ Press Conferences/Releases

Responsibilities

Primary Agency	Actions
Glynn County Communications Department	<ul style="list-style-type: none"> • Establish a protocol for prioritizing response activities • Identify and plan for public education campaigns throughout preparedness, response, and recovery phases • Ensure coordination with other ESFs for the timely and accurate dissemination of public information • Coordinate with the incident commander to identify key messages that the public must be aware of and ensure regular communications throughout the incident • Coordinate public information throughout the incident beginning with the initial notification and continuing into the final recovery information • Coordinate media interviews and media inquiries • Maintain contact with municipal public information officers to ensure the collection and sharing of information • Coordinate social media efforts to ensure accurate information is released, rumor monitoring is being conducted and timely information is being disseminated • Maintain resources to establish a joint information center if needed during an emergency or disaster event • Provide support staffing to the EOC for the following positions:

Glynn County EMHSA
ESF – 15: External Affairs

	<ul style="list-style-type: none"> ○ ESF-15 External Affairs ○ Customer Service Representatives
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Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> • Attend meetings to ensure planning functions are carried out to support this ESF • Identify agency staff representatives to support this ESF and other operational practices during emergency and disaster operations • Ensure the presence of resources (human and physical) are in sufficient numbers to support the agency's responsibilities to this ESF • Conduct recovery and restoration tasks in coordination with the EOC and federal assistance program guidance • Annually evaluate critical workforce staffing needs and report sheltering and/or equipment staging locations as requested • Coordinate pertinent disaster recovery information with the county joint information center (JIC) • Maintain records of expenditures and document resources utilized during response and recovery operations • Develop appropriate plans, procedures, mutual-aid agreements, checklists, go-kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF • Prepare to support the EOC as necessary • Participate in drills, exercises, and other preparedness events to evaluate the agency's readiness to support this ESF • Ensure agency staff maintain NIMS compliance and report compliance measurements annually as requested
Glynn County PIO Group	<ul style="list-style-type: none"> • Provide support to ensure a unified message is delivered to the public • Provide logistical and resource support during the establishment of a joint information center • Provide logistical and resource support if requested during an event
Glynn County GIS	<ul style="list-style-type: none"> • Manage the situational assessment viewer utilized in the EOC and on the county website • Create maps and charts for use in postings for the public and the media

Glynn County EMHSA
ESF – 15: External Affairs

	<ul style="list-style-type: none"> Assist in coordinating planning meetings, training, and exercises to support ESF 15 operations
Glynn County Police Department	<ul style="list-style-type: none"> Provide support to ensure a unified message is delivered to the public Provide logistical and resource support during the establishment of a joint information center Provide logistical and resource support if requested during an event
Glynn County Sheriff's Office	<ul style="list-style-type: none"> Provide support to ensure a unified message is delivered to the public Provide logistical and resource support during the establishment of a joint information center Provide logistical and resource support if requested during an event
Glynn County Emergency Management & Homeland Security Agency	<ul style="list-style-type: none"> Lead development of a public information program to educate the public regarding the effects of common emergency and disaster situations Provide community preparedness talks and presentations in the community in an effort to encourage personal preparedness and community resiliency Act as the liaison to the national weather service during tropical events and provide updates to the EOC and executive policy group
Glynn County Customer Service	<ul style="list-style-type: none"> Relocate at the EOC upon activation Relay Glynn County messaging updates to citizens Relay citizen reports and information to the situation unit leader in the EOC Report common call and email questions to the lead PIO to ensure successful strategic messaging
City of Brunswick	<ul style="list-style-type: none"> Provide support to ensure a unified message is delivered to the public Provide logistical and resource support during the establishment of a joint information center Provide logistical and resource support if requested during an event Provide support staffing to the EOC for the following positions: <ul style="list-style-type: none"> ESF-15 External Affairs Customer Service Representatives
Glynn County Board of Education	<ul style="list-style-type: none"> Provide support to ensure a unified message is delivered to the public Provide logistical and resource support during the establishment of a joint information center Provide logistical and resource support if requested during an event

Glynn County EMHSA
ESF – 15: External Affairs

Brunswick Glynn Joint Water Sewer Commission	<ul style="list-style-type: none">• Provide support to ensure a unified message is delivered to the public• Provide logistical and resource support during the establishment of a joint information center• Provide logistical and resource support if requested during an event• Provide support staffing for Customer Service Representatives positions
Jekyll Island Authority	<ul style="list-style-type: none">• Provide support to ensure a unified message is delivered to the public• Provide logistical and resource support during the establishment of a joint information center• Provide logistical and resource support if requested during an event
Sea Island	<ul style="list-style-type: none">• Provide support to ensure a unified message is delivered to the public• Provide logistical and resource support during the establishment of a joint information center• Provide logistical and resource support if requested during an event• Relay citizen reports and information to the situation unit leader in the EOC
Brunswick-Golden Isles Chamber of Commerce	<ul style="list-style-type: none">• Provide support to ensure a unified message is delivered to the public• Provide logistical and resource support if requested during an event• Relay Glynn County messaging updates to business and community partners



SUBJECT: Enterprise Zone Incentive for 1400-02 Newcastle Street

COMMISSION AGENDA: December 6, 2023 Consent Agenda

PURPOSE: Consider approval of Enterprise Zone Incentives in the *CBD Enterprise Zone* for 1400-02 Newcastle Street.

HISTORY: The Commission approved Enterprise Zones in the City of Brunswick on November 19, 2014. Enterprise Zones were established under the "Enterprise Zone Employment Act of 1997" for the State of Georgia. This legislation allowed municipalities to name certain areas as "Enterprise Zones" and permit incentives for economic development in those zones. Enterprise Zones help create the proper economic and social environment to induce the investment of private resources in productive business enterprises and service enterprises.

FACTS AND ISSUES: Robin Durant has submitted an Enterprise Zone application for Pinnacle Assets building rehabilitation project located at 1400-02 Newcastle Street. This location is in the CBD Enterprise Zone. The project includes custom build out for a tenant that will create 35 jobs (5 full time, 30 part time) in the building when it is finished. Mr. Durant is requesting the following incentives for these new businesses & rehabilitation:

1. Abate Building Permit Fees (including plan review).
2. Abate Business License Administration Fees for the first year.
3. Abate Sign permit fees.
4. Abate City Property Taxes

BUDGET INFORMATION: Fees are waived for the first year of operation. These fees for this applicant total approximately \$6,195.00. City Property Tax abatement is for up to 10 years at the discretion of the City Commission. Property Tax abatement is estimated to be \$40,183.96 over 10 years.

OPTIONS: 1. Recommend the Incentives as presented. 2. Recommend an edited list of incentives. 3. Do not recommend the incentives.

DEPARTMENT RECOMMENDATION ACTION: The Enterprise Zone application has been reviewed by the Planning, Development & Codes, Engineering and Finance departments. All departments recommend approval of the incentives. The Downtown Development Authority Board of Directors reviewed the application at their November 16 meeting and recommended the incentives as applied for. The application was presented to the Finance Committee on November 27.

DEPARTMENT:

Prepared by: Mathew Hill, DDA;

ADMINISTRATION

Approved by: Regina McDuffie, City Manager;

Date:

 11/28/2023

Fee	Standard Amount				
Occupation Taxes	\$ 90.00				
Building Permit Fees	\$ 5,000.00				
Sign Permit Fees	\$ 35.00				
Business License Admin	\$ 45.00				
Planning Dept. Fees	\$ 200.00				
Fire Dept. Plan Review Fees	\$ 750.00				
Other FD Fees	\$ 75.00				
Total Fees	\$ 6,195.00				
Property tax abatement				Current value	\$ 244,400.00
Values are based on estimated				New value (est)	\$ 1,101,400.00
construction cost & reassessment value				New Assd (est)	\$ 440,560.00
				City tax (est)	\$ 5,823.76
	Full benefit	Recomm	Recomm		
Year		% Abated	Amount	Standard	Savings
1 - 100%	\$ -	100	\$ -	\$ 5,823.76	\$ 5,823.76
2 - 100%	\$ -	100	\$ -	\$ 5,823.76	\$ 5,823.76
3 - 100%	\$ -	100	\$ -	\$ 5,823.76	\$ 5,823.76
4 - 90%	\$ 582.38	90	\$ 582.38	\$ 5,823.76	\$ 5,241.39
5 - 80%	\$ 1,164.75	80	\$ 1,164.75	\$ 5,823.76	\$ 4,659.01
6 - 80%	\$ 1,164.75	80	\$ 1,164.75	\$ 5,823.76	\$ 4,659.01
7 - 60%	\$ 2,329.51	60	\$ 2,329.51	\$ 5,823.76	\$ 3,494.26
7 - 40%	\$ 3,494.26	40	\$ 3,494.26	\$ 5,823.76	\$ 2,329.51
9 - 20%	\$ 4,659.01	20	\$ 4,659.01	\$ 5,823.76	\$ 1,164.75
10 - 20%	\$ 4,659.01	20	\$ 4,659.01	\$ 5,823.76	\$ 1,164.75
Total	\$ 18,053.66		\$ 18,053.66	\$ 58,237.63	\$ 40,183.96



CITY OF BRUNSWICK

ENTERPRISE ZONE APPLICATION

1. GENERAL INFORMATION		
Project Name: 1400 / 1402 Newcastle		
Project Physical Address: 1400 + 1402 Newcastle		Parcel I.D.#: 01-01527 01-01526
City: Brunswick	State: GA	Zip: 31520
Proposed Type of Business/Service Enterprise: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Processing <input type="checkbox"/> Telecommunications <input type="checkbox"/> Tourism <input type="checkbox"/> Research & Development <input type="checkbox"/> Finance <input type="checkbox"/> Insurance <input type="checkbox"/> Real Estate <input checked="" type="checkbox"/> Retail <input type="checkbox"/> Other (SIC Code): _____		
Local Benefit Type: <input checked="" type="checkbox"/> Capital Investment/Reinvestment <input checked="" type="checkbox"/> Locate in a vacant or historic building <input type="checkbox"/> Demolish an obsolete/abandoned/ deteriorating structure <input checked="" type="checkbox"/> Enhance Area (landscape/facade improvements, or remove billboards) <input type="checkbox"/> Assemblage of multiple tracts		
Applicant Organization/Agency: Pinnacle Assets, LLC		
Federal Tax ID Number: 45-4101296	SIC Code: _____	
Type of Organization: <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input checked="" type="checkbox"/> LLC <input type="checkbox"/> other: _____		
Public Corporation: <input type="checkbox"/> Yes: incorporated or formed (year): _____ <input checked="" type="checkbox"/> No		
Primary Product or Service: Real estate management		

2. Contact Information		
Primary Business Representative: Robin Durant		
Title: Owner	Phone: 504-390-6403	
Fax: _____	Email: RBD@Pinnacle5d.com	
Mailing Address: 1314 Newcastle St. / P.O. Box 938		
City: Brunswick	State: GA	Zip: 31520
Local Contact Person: Same as above		
Title: _____	Phone: _____	
Fax: _____	Email: _____	
Mailing Address: P.O. Box 938		
City: BRUNSWICK	State: GA	Zip: 31521

3. Project Description

Provide a description of the company's plans, including projected capital investment of the business in the zone for a 10-year project designation period (expansion, consolidation, relocation, etc).

Both properties have been vacant for over 7 years, and are in considerable disrepair - right in the Newcastle street Historic Downtown corridor.

Plan is to invest \$1.5m - \$2.5m to develop mixed-use: c. 5,000 sq ft. commercial space plus four resident apartments on the 2nd floors.

4. Project Capital Investment:

(To be made in the Enterprise Zone over a 10-year period)

Land:	\$ 0
Buildings:	\$ 2,000,000
Manufacturing Machinery:	\$ TBD
Other Machinery and Equipment:	\$ TBD
Other:	\$ TBD
Total:	\$ 2,000,000 +

5. Business Description

Provide an introduction, history, and description of the qualified business, its products, services, total sales, number of employees, locations (international, national, and in Georgia), description of primary materials purchased, product transportation, etc.

Pinnacle Assets employs three individuals: two in Georgia. The intent is to develop this property in Brunswick's Downtown district for commercial leaseholders.

6. Local Significance

Explain specifically how the project will benefit Brunswick residents and attach any additional information

These are the last two blighted properties in Downtown Newcastle street. The project will add 5,000 sq ft. of commercial space and four residential apartments to the ADA district.

7. Job Creation (Required for City Property Tax Abatement)*(Projected for 10-year Tax Abatement Period)**The City Commission will determine the Tax Abatement Schedule, if any.**The business making the investment and paying taxes must also create the jobs and be the project designee. In order to be eligible for incentives, eligible businesses must:*

- * Increase employment by five or more new full-time jobs;*
- * Maintain the jobs for the duration of the tax exemption period;*
- * Whenever possible, at least 10% of the new employees filling the jobs that satisfy the job creation requirement should be low or moderate income individuals.*

***Note:** Leased, contract, temporary, and construction employees do not qualify as new employees.*Number of New Full-Time Jobs to be Created (5 Minimum): 5Number of Low/Moderate Income People Hired (10%): 35**A Low/Moderate Income Individual is Defined in (A-H), In Which Category(ies) Your New Employees Qualify? (Select all that apply):**

- ☐ (A) Unemployed or unemployed for three of the six months prior to the date of hire;
- ☐ (B) Homeless;
- ☐ (C) A resident of public housing;
- ☐ (D) Receiving temporary assistance for needy families or who has received temporary assistance for needy families at any time during the 18 months previous to the date of hire;
- ☐ (E) A participant in the Workforce Investment Act or who has participated in the Workforce Investment Act at any time during the 18 months previous to the date of hire;
- ☐ (F) A participant in a job opportunity where basic skills are required or who has participated in such a job opportunity at any time during the 18 months previous to the date of hire;
- ☐ (G) Receiving supplemental social security income; or
- ☐ (H) Receiving food stamps.

Number of Local Residents Hired: 35Estimated Amount of Payroll for YR 1,275,000 \$**8. New Jobs Breakdown (4 YR Period Example)**

Job Title	Annual Salary or Hourly Rate	Total Jobs Year 1	Total Jobs Year 2	Total Jobs Year 3	Total Jobs Year 4
1 <u>Salary</u>	<u>\$75,000</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
2 <u>Wage</u>	<u>\$30,000</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>
3					
4					
5					
6					
7					
8					
Annual Grand Total		<u>\$1,275,000</u>	<u>"</u>	<u>"</u>	<u>"</u>

35 jobs

9. Financing Plan
<i>Describe or attach the project financing plan. Submit supporting documentation if applicable (i.e. bank commitment letters, balance sheets, and profit and loss statements).</i>
<p>- Self-Funded</p> <p>- Historic Preservation Grants</p>

10. Additional Incentives Requested
<i>Other incentives that may be granted will be negotiated on a case-by-case basis by the City Commission and could include exemption from any or all of the following:</i>
<input checked="" type="checkbox"/> Building Permit fees <input checked="" type="checkbox"/> Sign Permit fees <input type="checkbox"/> Business License Admin fees <input checked="" type="checkbox"/> Occupation taxes <input type="checkbox"/> Rezoning fees <input checked="" type="checkbox"/> Engineering fees

11. Project Timeline	
Construction Start Date:	8/11/2023
Construction Completion Date:	10/30/2024
Operation Start Date:	11/1/2024
Date Begin Hiring New Employees:	11/1/2024
Date Purchase of Machinery/Equipment:	TBD
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	10/30/2024
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	N/A

12. Application Checklist			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD
Three years of financials must include income statements/balance sheets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD
Copy of the Brunswick Business License or application and Evidence of property access, i.e., copy of warranty deed or executed lease agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD
Project Timeline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RD

13. Approval Process	
Once the application is received, it will be reviewed for completeness. Complete applications follow two approval paths detailed below:	
Project in the DDA District	Project outside the DDA District
DDA staff reviews application for completeness	Economic Development staff reviews application for completeness.
DDA Board of Directors reviews application and makes recommendation (board may recommend full or partial incentive award) DDA board meets the second Thursday of the month.	Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month
Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month	City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.
City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.	

Submit this application and all required information using one of the following:

City of Brunswick
Attn: Mathew Hill
1229 Newcastle St
P.O. Box 550
Brunswick, GA 31521

mhill@cityofbrunswick-ga.gov

14. Certification by Applicant

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief.

Signature of Authorized Official

ROBIN DURANT

Print Name of Authorized Official

Date

9/18/23
MANAGING PARTNER

Title

15. For Official Use Only

	Reviewed by	Recommend Approval	Recommend Denial
DDA or Economic Development	<i>Mathew Hill</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning Department	<i>Chris Jones</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspections and Code Enforcement	<i>Chris Jones</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineering Department	<i>Sam Lu</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Department	<i>H. Mills</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Committee	<i>Reviewed 11/27</i>		



23-004

PROPOSED FLOOR PLANS

NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PAPER SIZE: 24x36
ISSUE DATE: 07/14/2
DRAWN BY: ER

A101





CHARLES W. DAY DESIGN
ARCHITECTS
1000 BROADWAY, SUITE 1100
BRUNSWICK, GA 31520
WWW.CHARLESWDAYDESIGN.COM
770.335.1000

NEWCASTLE RENOVATION

1400/1402 NEWCASTLE STREET
BRUNSWICK, GA

23-004

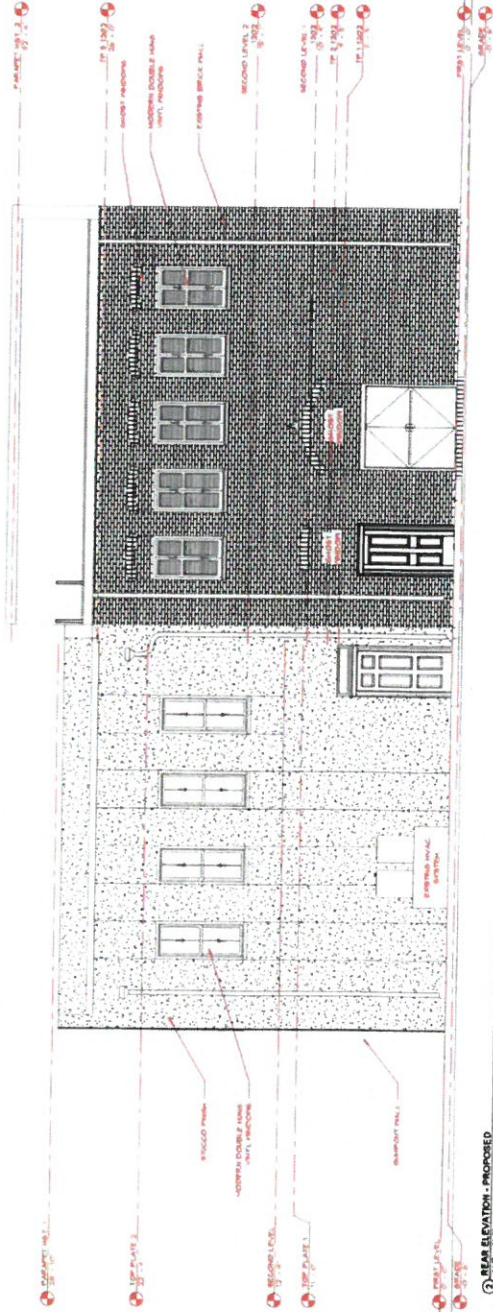
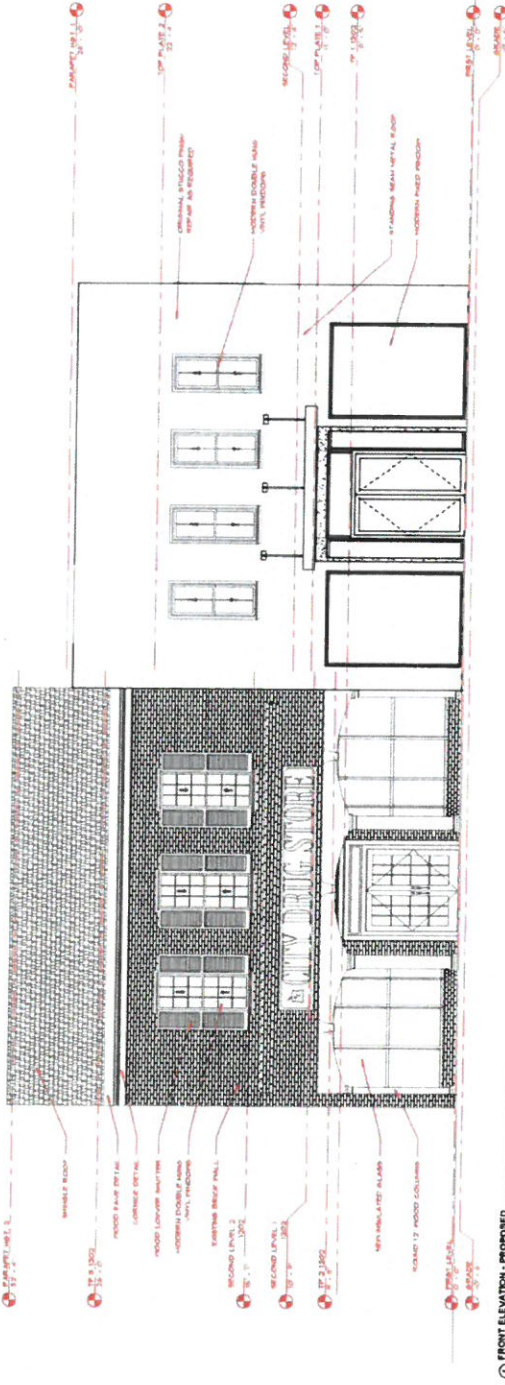
EXTERIOR ELEVATIONS

1. All drawings are prepared in accordance with the standards of the American Institute of Architects (AIA) and the National Council of Architectural Registration Boards (NCARB).
2. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
3. The architect is not responsible for the construction of the project or for the quality of the materials used.
4. The architect is not responsible for the safety of the project or for the safety of the construction workers.
5. The architect is not responsible for the environmental impact of the project or for the environmental impact of the construction process.

NOT FOR CONSTRUCTION

SCHEMATIC DESIGN
PAPER SIZE: 24x36
ISSUE DATE: 07/14/23
DRAWN BY: CWD

A201





CHARLES W. DAY, INC.
ARCHITECTS
100 RICHMOND STREET
BRUNSWICK, GA 31520
WWW.CHARLESWDAY.COM
404.399.1234

NEWCASTLE RENOVATION

BRUNSWICK GA

1400/1402 NEWCASTLE STREET

23-004

EXTERIOR
ELEVATIONS

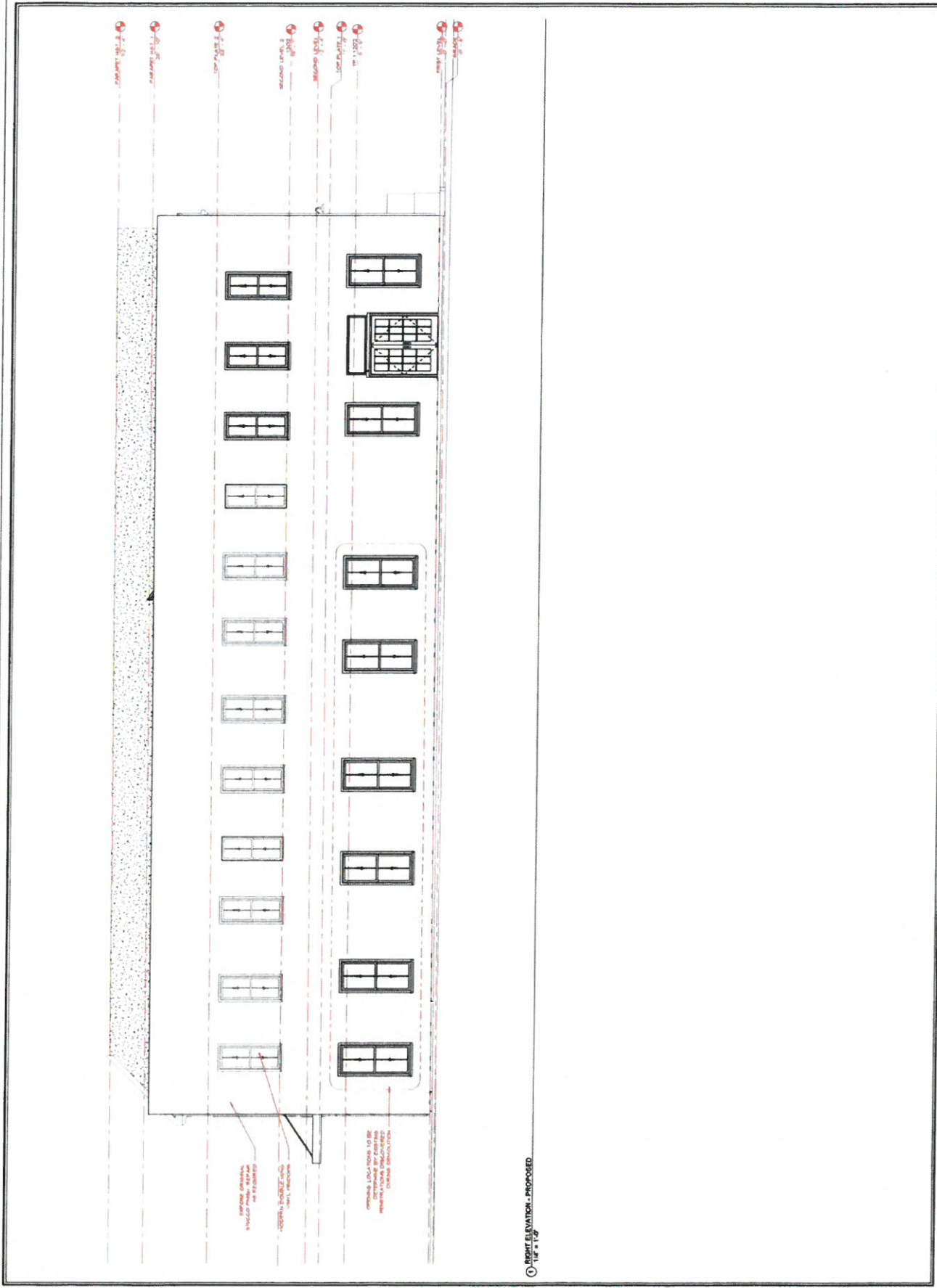
1. This drawing is the property of Charles W. Day, Inc. and is to be used only for the project and location specified. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Charles W. Day, Inc.

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SCHEMATIC DESIGN

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DATE: 07/14/23
DRAWN BY: CWD

A202



RIGHT ELEVATION - PROPOSED
1/8" = 1'-0"



CHARLES M. DALE DESIGN
ARCHITECTS
1000 MCANIMOND STREET
BRUNSWICK, GA 31525
WWW.CHARLESMDALEDDESIGN.COM
(770) 399-1800

NEWCASTLE RENOVATION

1400/1402 NEWCASTLE STREET
BRUNSWICK GA

23-004

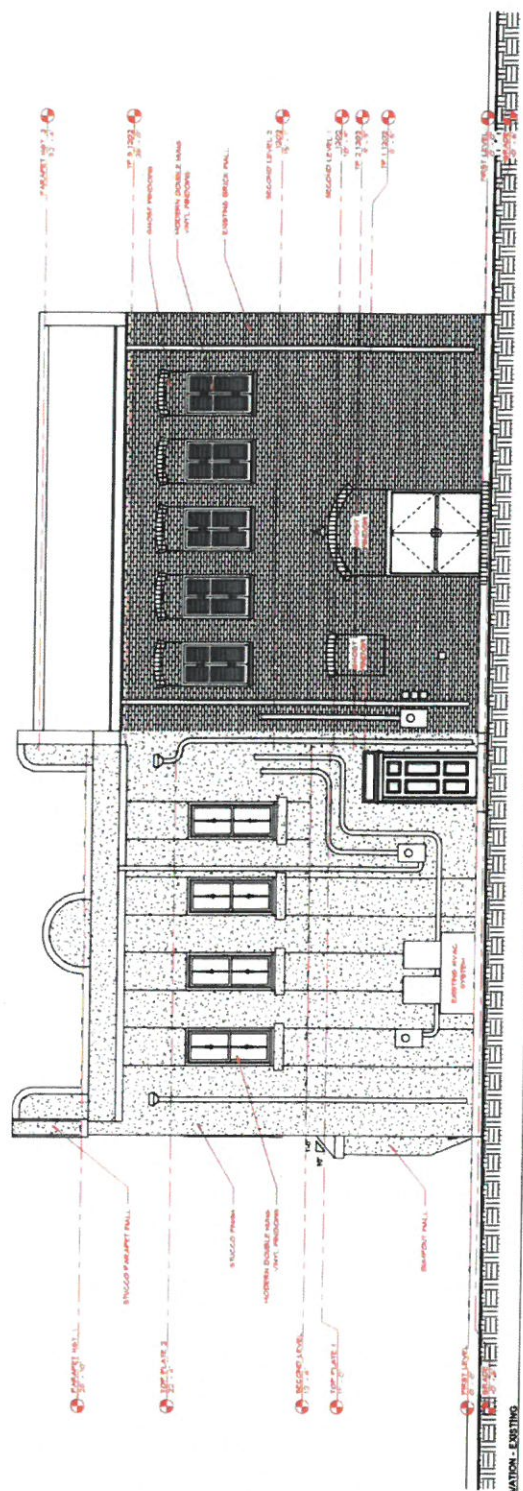
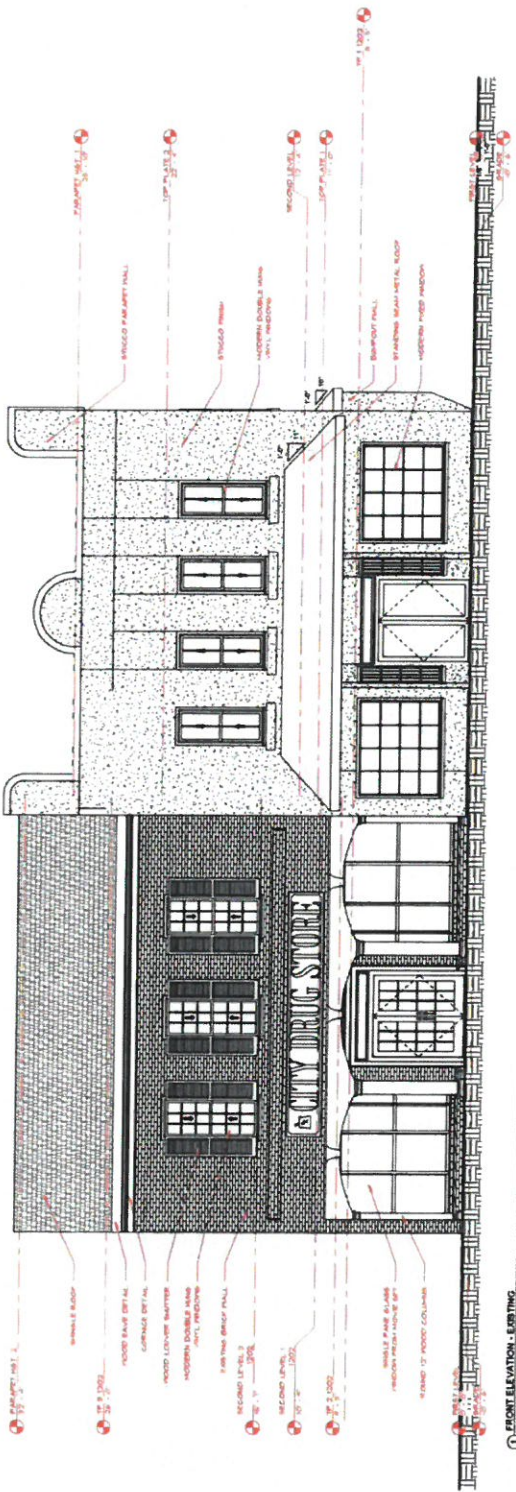
EXISTING ELEVATIONS

NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PAPER SIZE: 24x36
DATE: 07/14/23
DRAWN BY: ERS

R201



Signature:

Email: kmills@cityofbrunswick-ga.gov

Submit this application and all required information using one of the following:

City of Brunswick
Attn: Mathew Hill
1229 Newcastle St
P.O. Box 550
Brunswick, GA 31521

mhill@cityofbrunswick-ga.gov

14. Certification by Applicant

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief.

Signature of Authorized Official

ROBIN DURANT

Print Name of Authorized Official

Date

9/18/23
MANAGING PARTNER

Title

15. For Official Use Only

	Reviewed by	Recommend Approval	Recommend Denial
DDA or Economic Development	<i>Mathew Hill</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning Department	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspections and Code Enforcement	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineering Department	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Department		<input type="checkbox"/>	<input type="checkbox"/>
Finance Committee			












1400-02 EZ Application

Final Audit Report

2023-11-21

Created:	2023-11-17
By:	Mathew Hill (mhill@cityofbrunswick-ga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsBI_aBxHIOKun2IEZ9hli2j3DWAc8W_i

"1400-02 EZ Application" History


-  Document created by Mathew Hill (mhill@cityofbrunswick-ga.gov)
2023-11-17 - 9:10:06 PM GMT- IP address: 206.40.45.99
-  Document emailed to Garrow Alberson (galberson@cityofbrunswick-ga.gov) for signature
2023-11-17 - 9:13:26 PM GMT
-  Email viewed by Garrow Alberson (galberson@cityofbrunswick-ga.gov)
2023-11-20 - 6:51:19 PM GMT- IP address: 104.47.56.254
-  Document e-signed by Garrow Alberson (galberson@cityofbrunswick-ga.gov)
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Signature Date: 2023-11-20 - 6:58:51 PM GMT - Time Source: server- IP address: 206.40.45.99
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Signature Date: 2023-11-20 - 7:44:28 PM GMT - Time Source: server- IP address: 206.40.45.99
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2023-11-21 - 3:21:16 PM GMT- IP address: 20.29.217.202

 A signed copy was uploaded by Mathew Hill (mhill@cityofbrunswick-ga.gov)

2023-11-21 - 7:06:39 PM GMT

 Agreement completed.

2023-11-21 - 7:06:39 PM GMT



SUBJECT: Enterprise Zone Incentive for 1615 Reynolds Street

COMMISSION AGENDA: December 6, 2023 Consent Agenda

PURPOSE: Consider recommendation to Commission on Enterprise Zone Incentives in the *CBD Enterprise Zone* for 1615 Reynolds Street.

HISTORY: The Commission approved Enterprise Zones in the City of Brunswick on November 19, 2014. Enterprise Zones were established under the "Enterprise Zone Employment Act of 1997" for the State of Georgia. This legislation allowed municipalities to name certain areas as "Enterprise Zones" and permit incentives for economic development in those zones. Enterprise Zones help create the proper economic and social environment to induce the investment of private resources in productive business enterprises and service enterprises.

FACTS AND ISSUES: Andi Biron raw has submitted an Enterprise Zone application for the Biron Tea Factory building rehabilitation project located at 1615 Reynolds Street. This location is in the CBD Enterprise Zone. Ms. Biron is requesting the following incentives for these new businesses & rehabilitation:

1. Abate Building Permit Fees (including plan review).
2. Abate Business License Administration Fees for the first year.
3. Abate Sign permit fees.
4. Abate City Property Taxes

BUDGET INFORMATION: Fees are waived for the first year of operation. These fees for this applicant total approximately \$2,395.00. City Property Tax abatement is for up to 10 years at the discretion of the City Commission. Property Tax abatement is estimated to be \$7,019.61 over 10 years.

OPTIONS: 1. Recommend the Incentives as presented. 2. Recommend an edited list of incentives. 3. Do not recommend the incentives.

DEPARTMENT RECOMMENDATION ACTION: The Enterprise Zone application has been reviewed by the Planning, Development & Codes, Engineering and Finance departments. All departments recommend approval of the incentives. The Downtown Development Authority Board of Directors reviewed the application at their November 16 meeting and recommended the incentives as applied for. The application was presented to the Finance Committee on November 27.

DEPARTMENT:

Prepared by: Mathew Hill, DDA;

ADMINISTRATION

Approved by: Regina McDuffie, City Manager;

Date: 11/28/2023

Fee	Standard Amount				
Occupation Taxes	\$ 90.00				
Building Permit Fees	\$ 1,200.00				
Sign Permit Fees	\$ 35.00				
Business License Admin	\$ 45.00				
Planning Dept. Fees	\$ 200.00				
Fire Dept. Plan Review Fees	\$ 750.00				
Other FD Fees	\$ 75.00				
Total Fees	\$ 2,395.00				
Property tax abatement				Current value	\$ 122,400.00
Values are based on estimated				New value (est)	\$ 192,400.00
construction cost & reassessment value				New Assd (est)	\$ 76,960.00
				City tax (est)	\$ 1,017.33
Year	Full benefit	Recomm % Abated	Recomm Amount	Standard	Savings
1 - 100%	\$ -	100	\$ -	\$ 1,017.33	\$ 1,017.33
2 - 100%	\$ -	100	\$ -	\$ 1,017.33	\$ 1,017.33
3 - 100%	\$ -	100	\$ -	\$ 1,017.33	\$ 1,017.33
4 - 90%	\$ 101.73	90	\$ 101.73	\$ 1,017.33	\$ 915.60
5 - 80%	\$ 203.47	80	\$ 203.47	\$ 1,017.33	\$ 813.87
6 - 80%	\$ 203.47	80	\$ 203.47	\$ 1,017.33	\$ 813.87
7 - 60%	\$ 406.93	60	\$ 406.93	\$ 1,017.33	\$ 610.40
7 - 40%	\$ 610.40	40	\$ 610.40	\$ 1,017.33	\$ 406.93
9 - 20%	\$ 813.87	20	\$ 813.87	\$ 1,017.33	\$ 203.47
10 - 20%	\$ 813.87	20	\$ 813.87	\$ 1,017.33	\$ 203.47
Total	\$ 3,153.74		\$ 3,153.74	\$ 10,173.34	\$ 7,019.61



CITY OF BRUNSWICK

ENTERPRISE ZONE APPLICATION

1. GENERAL INFORMATION		
Project Name: Biron Tea Factory		
Project Physical Address: 1615 Reynolds Street		Parcel I.D.#:01-02003
City: Brunswick	State: GA	Zip:31520
Proposed Type of Business/Service Enterprise: <input checked="" type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Processing <input type="checkbox"/> Telecommunications <input checked="" type="checkbox"/> Tourism <input type="checkbox"/> Research & Development <input type="checkbox"/> Finance <input type="checkbox"/> Insurance <input type="checkbox"/> Real Estate <input checked="" type="checkbox"/> Retail <input type="checkbox"/> Other (SIC Code): _____		
Local Benefit Type: <input checked="" type="checkbox"/> Capital Investment/Reinvestment <input checked="" type="checkbox"/> Locate in a vacant or historic building <input type="checkbox"/> Demolish an obsolete/abandoned/ deteriorating structure <input checked="" type="checkbox"/> Enhance Area (landscape/facade improvements, or remove billboards) <input type="checkbox"/> Assemblage of multiple tracts		
Applicant Organization/Agency: Biron Organic Teas, LLC		
Federal Tax ID Number:45-0940723	SIC Code:2095	
Type of Organization: <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input checked="" type="checkbox"/> LLC <input type="checkbox"/> other: _____		
Public Corporation: <input type="checkbox"/> Yes: incorporated or formed (year): _____ <input checked="" type="checkbox"/> No		
Primary Product or Service: Tea		

2. Contact Information		
Primary Business Representative:		
Title: Principal	Phone:770-322-4001	
Fax:	Email:andi@birontecas.com	
Mailing Address:5962 Zebulon Rd, #180		
City: Macon	State: GA	Zip:31210
Local Contact Person: Andi Biron		
Title :Principal	Phone:310-430-4	
Fax:	Email:andi@birontecas.com	
Mailing Address:108 Travelers Way		
City :St Simons Island	State: GA	Zip:31522

3. Project Description

Provide a description of the company's plans, including projected capital investment of the business in the zone for a 10-year project designation period (expansion, consolidation, relocation, etc.

We are relocating our factory in Macon to Brunswick. We bag our own brand of tea which we sell in several retail outlets and online, as well as pop up shops. We also copack for other small tea brands. We are adding our own tasting room and retail area. We will also offer tea tasting events and workshops. We are a WBENC women's owned business as well as certified organic. Our package is sustainable and biodegradable. We are one of the only tea brands that offers biodegradable tea bags AND overwraps. This is a must for LEED certified hotels and businesses and we are working on expanding into Jacksonville and North Florida. We are already in several Savannah Hotels.

4. Project Capital Investment:

(To be made in the Enterprise Zone over a 10-year period)

Land:	\$
Buildings:	\$ 225,000 + 70,000 in improvements
Manufacturing Machinery:	\$ 350,000
Other Machinery and Equipment:	\$
Other:	\$
Total:	\$ 575,000

5. Business Description

Provide an introduction, history, and description of the qualified business, its products, services, total sales, number of employees, locations (international, national, and in Georgia), description of primary materials purchased, product transportation, etc.

Make and manufacture tea. We copack for other brands as well as bag, mix, blend, and package our own blend. We offer retail tea packages as well as package single serve options for conference centers, coffee shops, and hotels. We plan on offering tea tasting/education workshops as well. These will offer tea information, tea tastings, and tea pairings. We plan on partnering with local restaurants and GA grown food suppliers for the tastings.

Sales in past few years \$280-\$300K (online and manufacturing only)

Occasionally we ship pallets for copacking orders, but mostly a combination of large boxes for wholesale orders & copacking and small boxes for retail orders.

6. Local Significance

Explain specifically how the project will benefit Brunswick residents and attach any additional information

1. Bring tourist to downtown Brunswick for tea tastings and events
2. Will be providing organic/sustainable tea to local resorts. Already service Jekyll Island Convention Center and the Savannah Convention Center.
3. Offer jobs like: 1) tea packer, 2) machine operator, 3) cashier, 4) tea sommelier. Many of these are new to the area
4. Can partner with the local culinary college (College of Coastal GA culinary program) offering them tea education and tastings as well as internship opportunities.

<p align="center">7. Job Creation (Required for City Property Tax Abatement) <i>(Projected for 10-year Tax Abatement Period)</i> <i>The City Commission will determine the Tax Abatement Schedule, if any.</i></p> <p><i>The business making the investment and paying taxes must also create the jobs and be the project designee. In order to be eligible for incentives, eligible businesses must:</i></p> <ul style="list-style-type: none"> <i>* Increase employment by five or more new full-time jobs;</i> <i>* Maintain the jobs for the duration of the tax exemption period;</i> <i>* Whenever possible, at least 10% of the new employees filling the jobs that satisfy the job creation requirement should be low or moderate income individuals.</i> <p><i>Note: Leased, contract, temporary, and construction employees do not qualify as new employees.</i></p> <p>Number of New Full-Time Jobs to be Created (5 Minimum):</p> <p>Number of Low/Moderate Income People Hired (10%):</p> <p>A Low/Moderate Income Individual is Defined in (A-H), In Which Category(ies) Your New Employees Qualify? (Select all that apply):</p> <p><input type="checkbox"/> (A) Unemployed or unemployed for three of the six months prior to the date of hire;</p> <p><input type="checkbox"/> (B) Homeless;</p> <p><input type="checkbox"/> (C) A resident of public housing;</p> <p><input type="checkbox"/> (D) Receiving temporary assistance for needy families or who has received temporary assistance for needy families at any time during the 18 months previous to the date of hire;</p> <p><input type="checkbox"/> (E) A participant in the Workforce Investment Act or who has participated in the Workforce Investment Act at any time during the 18 months previous to the date of hire;</p> <p><input checked="" type="checkbox"/> (F) A participant in a job opportunity where basic skills are required or who has participated in such a job opportunity at any time during the 18 months previous to the date of hire;</p> <p><input type="checkbox"/> (G) Receiving supplemental social security income; or</p> <p><input checked="" type="checkbox"/> (H) Receiving food stamps.</p> <p>Number of Local Residents Hired: up to 7</p> <p>Estimated Amount of Payroll for YR 80K : \$</p>

8. New Jobs Breakdown (4 YR Period Example)					
Job Title	Annual Salary or Hourly Rate	Total Jobs Year 1	Total Jobs Year 2	Total Jobs Year 3	Total Jobs Year 4
1 CEO	\$15/hr	X	X	X	X
2 Assistant	\$12/hr	X	X	X	X
3 Operator	\$10/hr	X	X	X	X
4 Sales	\$10/hr			X	X
5 Waitstaff	\$7/hr		X	X	X
6 Sommelier	\$12/hr		X	X	X
7 Packer	\$10/hr	X	X	X	X
8					
Annual Grand Total					

9. Financing Plan

Describe or attach the project financing plan. Submit supporting documentation if applicable (i.e. bank commitment letters, balance sheets, and profit and loss statements).

Self Funded

Family Loans

Bank Loans

10. Additional Incentives Requested

Other incentives that may be granted will be negotiated on a case-by-case basis by the City Commission and could include exemption from any or all of the following:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Building Permit fees | <input type="checkbox"/> Sign Permit fees | <input checked="" type="checkbox"/> Business License Admin fees |
| <input type="checkbox"/> Occupation taxes | <input type="checkbox"/> Rezoning fees | <input type="checkbox"/> Engineering fees |

11. Project Timeline

Construction Start Date:	September 2023
Construction Completion Date:	November 2023
Operation Start Date:	November 2023
Date Begin Hiring New Employees:	February 2023
Date Purchase of Machinery/Equipment:	Already purchased
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	November 2023
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	January 1, 2024

12. Application Checklist			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Three years of financials must include income statements/balance sheets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Copy of the Brunswick Business License or application and Evidence of property access, i.e., copy of warranty deed or executed lease agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project Timeline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

13. Approval Process	
Once the application is received, it will be reviewed for completeness. Complete applications follow two approval paths detailed below:	
Project in the DDA District	Project outside the DDA District
DDA staff reviews application for completeness	Economic Development staff reviews application for completeness.
DDA Board of Directors reviews application and makes recommendation (board may recommend full or partial incentive award) DDA board meets the second Thursday of the month.	Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month
Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month	City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.
City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.	

Submit this application and all required information using one of the following:

City of Brunswick
Attn: Mathew Hill
1229 Newcastle St
P.O. Box 550
Brunswick, GA 31521

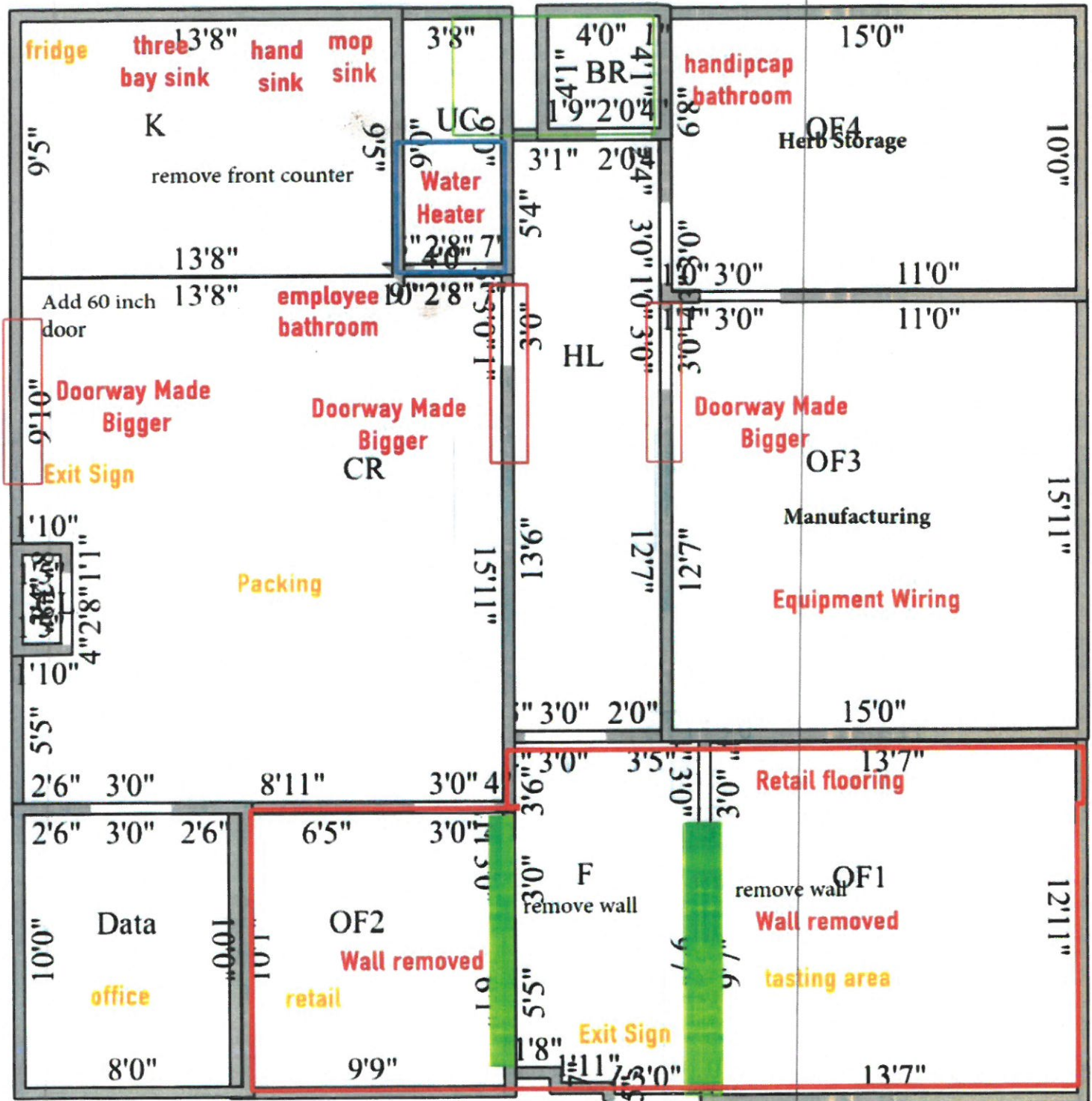
mhill@cityofbrunswick-ga.gov

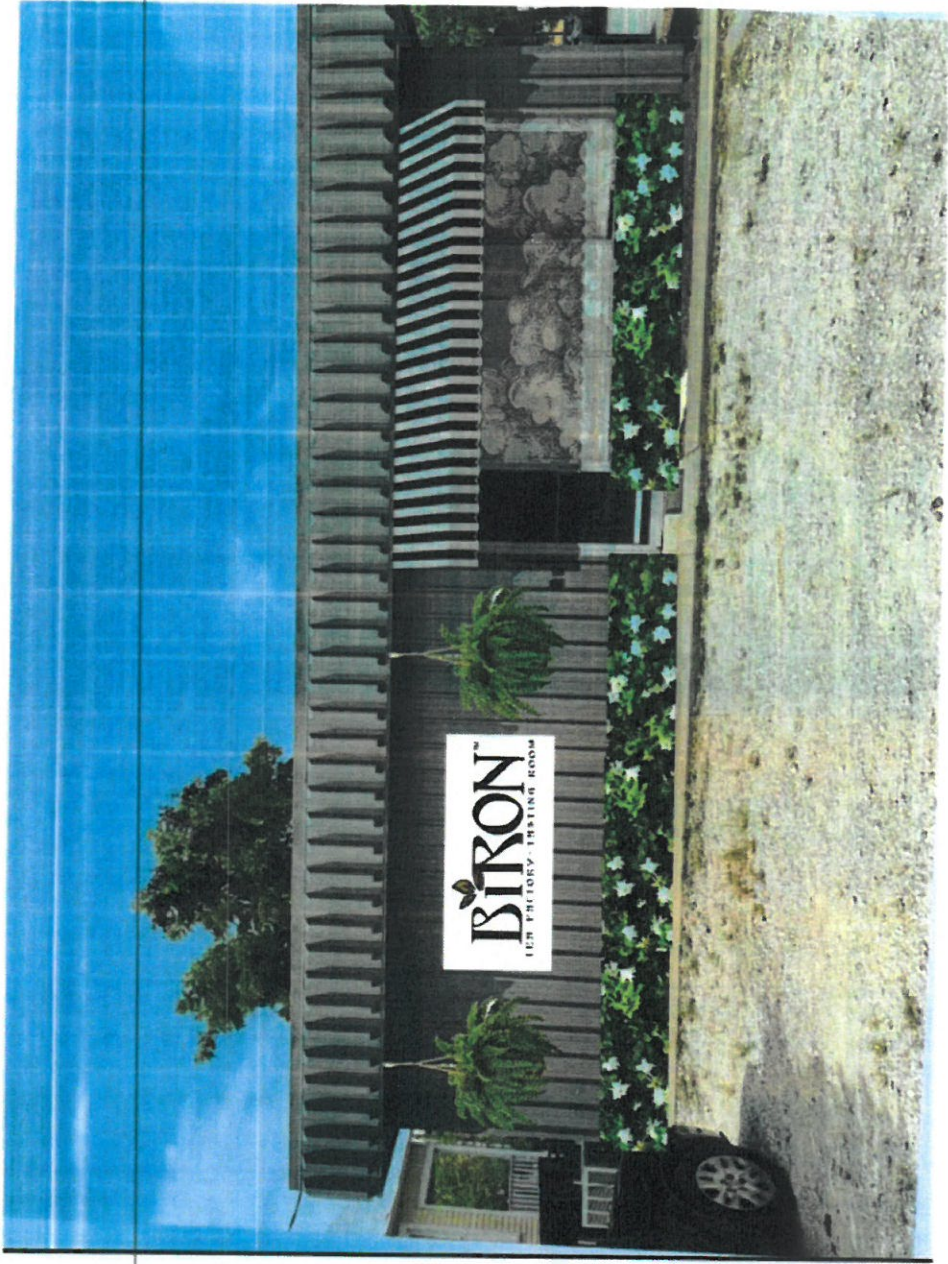
14. Certification by Applicant	
I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief.	
_____ Signature of Authorized Official	_____ Date
_____ Print Name of Authorized Official	_____ Title

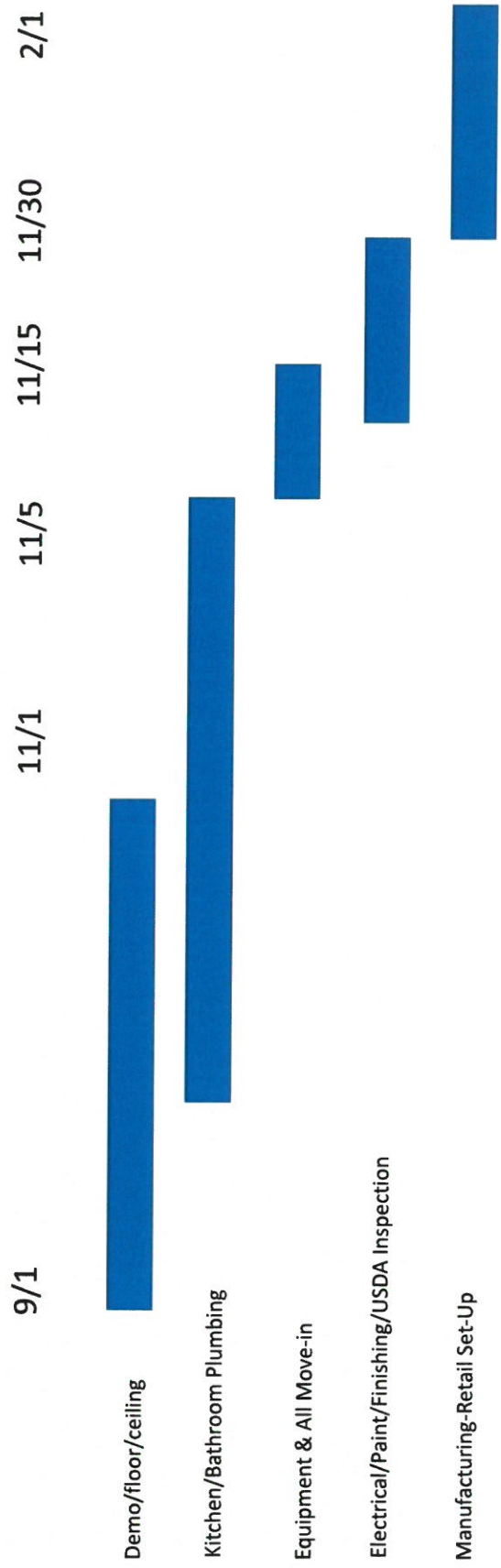
15. For Official Use Only			
	Reviewed by	Recommend Approval	Recommend Denial
DDA or Economic Development	<i>Mathew Hill</i>	X	
Planning Department	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspections and Code Enforcement	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineering Department	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Department	<i>Kathy Mills</i> <small>Kathy Mills (Nov 21, 2023 08:52 EST)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Committee	<i>Reviewed 11/27</i>		

Kathy D. Mills

qual Bathroom,







Enterprise Zone application r8-22

Final Audit Report

2023-11-21

Created:	2023-11-17
By:	Mathew Hill (mhill@cityofbrunswick-ga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXaEP1pCLfFIYEvL3crgAlix6-BxlkPBi

"Enterprise Zone application r8-22" History

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Agreement completed.

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