



City of Fairburn Work Session

Agenda

June 12, 2023

6:00 PM

The Honorable Mayor Mario Avery

The Honorable Mayor Pro-Tem Linda J. Davis
The Honorable Alex Heath
The Honorable Hattie Portis-Jones

Mr. Tony Phillips
Mr. Rory Starkey
Ms. Brenda B. James

The Honorable Pat Pallend
The Honorable Ulysses J. Smallwood
The Honorable James Whitmore

City Administrator
City Attorney
City Clerk

- I. Meeting Called to Order: The Honorable Mayor Avery
- II. Roll Call: City Clerk
- III. Agenda Items:
 - 1. City of Fairburn Emergency Operations Plan **(Buildings)**
- IV. Adjournment:

When an Executive Session is required, one will be called for for the following Issues:
(1) Personnel (2) Real Estate or (3) Litigation



CITY OF FAIRBURN WORK SESSION AGENDA ITEM

SUBJECT: City of Fairburn Emergency Operations Plan

ITEM TYPE: Presentation

SUBMITTED: 06/05/2023 **WORK SESSION:** 06/12/2023 **COUNCIL MEETING:** N/A

DEPARTMENT: Buildings

BUDGET IMPACT: N/A

PUBLIC HEARING: No

PURPOSE:

To provide an overview of the City of Fairburn Emergency Operations Plan.

HISTORY:

There has been an increase of natural and man-made disasters, and major events held within the City of Fairburn. With the increase of these occurrences, the City of Fairburn has updated and compiled a comprehensive Emergency Operations Plan.

FACTS AND ISSUES:

The City of Fairburn Emergency Operations plan is to ensure prior mitigation and preparedness, appropriate response, and timely recovery from natural or man-made disasters, as well as major events which may affect the City of Fairburn.

FUNDING SOURCE:

N/A

RECOMMENDED ACTION:

N/A

ATTACHMENTS:

1. Emergency Operations Presentation 6.12.2023
2. Fairburn Emergency Operations Plan - 2023 - Revised 6-2-2023

A close-up, low-angle shot of the front of a white emergency vehicle, likely a police car or fire truck. The vehicle's emergency lights are flashing, with red lights on the left and blue lights on the right. The background is a dark, cloudy sky. The text "STATE OF EMERGENCY" is overlaid in large, bold, red, sans-serif capital letters across the upper portion of the image.

STATE OF EMERGENCY

CITY OF FAIRBURN EMERGENCY OPERATIONS

LOCAL EMERGENCY OPERATIONS

- The City of Fairburn's Local Emergency Operations Plan(LEOP)
 - Basic Plan
 - Emergency Support Functions
 - Response Action Checklists
 - Appendices
- Based on Template provide by AFCEMA
- Designates Emergency Operations Center
- Designates Local Emergency Manager/Coordinator

LOCAL EMERGENCY OPERATIONS PLAN(LEOP)

- Phases of Emergency Management
- City of Fairburn Government Responsibilities
- Emergency Operations Center(EOC) establishment and procedures
- Planning and Operations
- Direction and Coordination

City of Fairburn



2023

Emergency Operations Plan

56 Malone Street SW, Fairburn, Georgia 30213

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GLOSSARY

City of Fairburn Emergency Operations Plan	Chapter 2	Plan Distribution List
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DEPARTMENT	COPIES PROVIDED
Administration/City Hall	7
Police Department	7
Fire Department	4
Utilities	4
Streets	3
Public Works	2
Building Operations	2
Parks and Recreation	1
Court Services	1

City of Fairburn Emergency Operations Plan	Chapter 4	Preface
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This comprehensive emergency operations plan is developed to ensure prior mitigation and preparedness, appropriate response, and timely recovery from natural or man-made disasters, as well as major events which may affect this jurisdiction. The plan is organized based upon the jurisdictional authority of the City of Fairburn for emergency management and contains specific emergency support functions that must be provided during emergencies. Standard Operating Procedures (SOPs), governing specific actions to be taken, are the responsibility of each respective department head.

The plan consists of four (4) sections:

1. Basic Plan

Outlines the legal basis, situations and assumptions, responsibilities, concept of operations, and direction and coordination of emergency operations.

2. Emergency Support Functions

States specific services and assistance to be provided, describes the lead department's responsibility and/or authority, includes assisting departments and organizations, and indicates the direction and coordination of each function.

3. Response Action Checklists

Outlines the specific functions for emergency coordinators during an Emergency Operations Center activation.

4. Appendices

a. Hazard Profile

Describes natural and man-made situations most likely to affect this jurisdiction.

b. Other Appendices

Identifies components that are specific to this jurisdiction.

City of Fairburn Emergency Operations Plan	Chapter 5	Basic Plan
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I. INTRODUCTION

The City of Fairburn is responsible for the development and implementation of Emergency management for the City of Fairburn. This plan establishes the framework for emergency management planning and response to: prevent emergency situations, reduce vulnerability during disasters, establish capabilities to protect residents from the effects of crisis, respond effectively and efficiently to actual emergencies, and provide for rapid recovery from any emergency or disaster that affects the jurisdiction.

II. PURPOSE

The purpose of this emergency management plan is to prevent or minimize injury to people and damage to property resulting from emergencies or disasters of natural or man-made origin. The City of Fairburn maintains an Emergency Operations Center (EOC) and trained staff, to activate during emergencies for the following purposes:

1. To provide for the continuity of government for the City of Fairburn.
2. To manage the coordination of emergency response operations.
3. To collect, record, evaluate, analyze, and document disaster status and damage assessment information for the City of Fairburn.
4. To notify and liaison with the Fulton County Emergency Management Agency (FCEMA), Georgia Emergency Management Agency (GEMA), and Federal Emergency Management Agency (FEMA).
5. To provide emergency public information for public warning, public health and safety notification, emergency response information, and disaster recovery programs.
6. To coordinate disaster recovery programs with the FCEMA, GEMA, and FEMA.
7. To maintain response readiness with plans, facilities, systems, and trained staff.
8. To prepare contingency plans for hazard specific risks and vulnerabilities, and to coordinate and support mitigation programs to build disaster resistant communities.

III. SITUATIONS AND ASSUMPTIONS

1. Situations

This jurisdiction has identified hazards that have potentials to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. *(Priority for emergency management planning is based on the Hazard Profile contained in Appendices Chapter 8-1)*

2. Assumptions

The City of Fairburn assumes responsibility for emergency management operations and commits all available resources to save lives, and minimize personal injury and property damage. Assistance from other jurisdictions, the state and/or

federal government may be available, under certain circumstances, when emergency or disaster response and recovery operations exceed the local government's capabilities.

IV. CONCEPT OF OPERATIONS

1. Phases of Emergency Management

- A. **Mitigation** activities may prevent the occurrence of an emergency, reduce the community's vulnerability, and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is to enforce the local fire and building codes to minimize such situations.
- B. **Preparedness** activities exist prior to an emergency to support and enhance disaster response. Planning, training, exercises, community awareness, and education are among such activities.
- C. **Response** activities address the immediate and short-term effects of an emergency or disaster. This helps to reduce casualties, damage, and speed recovery. Response activities include direction and coordination, warning, evacuation, and other similar operations.
- D. **Recovery** activities involve restoring the community to a normal state. Short term recovery includes damage assessment and the return of vital functions to minimum operating standards, such as utilities and emergency services. Long term recovery activities may continue for years when re-building or re-locating and may be assisted by state and/or federal government programs.

2. Local Government Responsibilities

- A. The City of Fairburn is responsible for all emergency management activities in order to protect life and property from the effects of emergency situations. When operating under such conditions, the City of Fairburn will utilize all available resources from within the jurisdiction, including voluntary and private assets, before requesting other assistance. After the emergency exceeds the City of Fairburn's capacity to respond, assistance will be requested from other jurisdictions, AFCEMA GEMA, and FEMA. Upon a Presidential declaration, assistance as requested by the State of Georgia will be provided through Federal Emergency Support Functions (ESF) and/or other resources.
- B. The City of Fariburn, in coordination with other local governments, will implement interagency coordination and emergency operations.
- C. The public information designee, in coordination with department heads, will release all emergency information.

V. ESTABLISHMENT OF EMERGENCY OPERATIONS CENTER

1. An Emergency Operations Center (EOC) must be established as the central hub of communications during a disaster or other significant event.
2. Department heads from each respective department may staff the EOC. The City Administrator, or their designee, will function as the EOC Manager.
3. EOC Activation Levels are established to appropriately respond to the various degrees of events, emergencies, and disasters.

LEVEL	CONDITIONS	ACTIONS	STAFFING
Normal	Day-to-Day	None	None
Level I	A situation exists which requires close monitoring.	☐ Monitor situation ☐ Prepare EOC for Level II activation ☐ Activate warning and notification systems ☐ Notify administrators and department heads of Level I activation	Local Emergency Manager and Department Heads (as needed)
Level II	A situation or major event whereby additional manpower is needed	☐ Monitor Situation ☐ Coordinate resources ☐ Deploy resources ☐ Support resources	Department Heads
Level III	A disaster or event within the capabilities of local government	☐ Coordinate actions to minimize loss of life or property ☐ Recommend increase to Level IV if needed ☐ Initiate recovery process	Local Emergency Manager Department Heads City Administrator Mayor
Level IV	A catastrophic event beyond the capabilities of local government	☐ Request and coordinate the response of state and federal agencies ☐ Inform public of current efforts, health issues, etc. ☐ Continue recovery efforts	Local Emergency Manager Department Heads City Administrator Mayor Liaisons with other agencies Liaisons with volunteer organizations

4. The primary EOC will be located at the Fairburn Annex at 40 Washington Street.
5. The alternate, or secondary, EOC will be located at the Fairburn City Hall

Building located on Malone Street

6. The Mobile Command Post may function as a stand-alone Emergency Operations Center or be deployed as a forward command post in support of the established EOC.
7. All department heads will maintain a listing of personnel trained to work in the EOC.
8. The EOC will be equipped with necessary communications equipment to provide for inter-departmental communications, television sets to obtain intelligence information from local media outlets, city, county, and state maps, and all necessary office supplies and operational forms needed for the EOC to function properly.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Primary Responsibilities

Primary organizational responsibilities are included in each Emergency Support Function (ESF). Departments with primary ESF responsibilities will:

- A. Develop and maintain the ESF and SOP, in conjunction with the other supporting departments.
- B. Designate department personnel with emergency authority to work on planning, mitigation, preparedness and response issues, and commit resources. *(Staff assignments should include personnel who are trained to work in the EOC)*
- C. Maintain an internal emergency management personnel list with telephone, fax, and pager numbers.
- D. Provide for procurement and management of resources for emergency operations and maintain a list of such resources.
- E. Participate in training and exercises to evaluate and enhance ESF capabilities.
- F. Establish procedures for keeping records, including personnel, travel, operations and maintenance expenditures and receipts.

2. Support Functions

All departments within the City of Fairburn have emergency functions to perform, in addition to their regular duties. Each department with ESF

responsibilities, in conjunction with other departments, will develop and maintain Standard Operating Procedures (SOPs). These procedures provide for direction and coordination of ESF responsibilities.

3. Responsibilities

The EOC Manager will be responsible for:

- A. Briefing and training EOC personnel and volunteers as well as conducting periodic exercises to evaluate support function responsibilities.
- B. Manage the EOC and/or alternate facilities for operational readiness.
- C. Coordinate with other emergency management agencies
- D. Maintain a list of all emergency contact numbers.

VII. ADMINISTRATION AND LOGISTICS

1. Continuity of Government

- A. Succession of Authority is the line of succession for the City of Fairburn. (*Refer to Appendices Chapter 8-2, Direction and Coordination*)
- B. Preservation of administrative and other vital records such as personnel and payroll records by the appropriate department following an emergency or disaster.

2. Direction and Coordination

- A. The person responsible for emergency management for the City of Fairburn will be the Local Emergency Manager as appointed by the City Administrator and under the direction of the City Administrator.
- B. Representatives from various departments may staff the EOC provided they have been properly trained.
- C. The combined communications systems of each department will be utilized to ensure contact with appropriate departments and/or resources.
- D. Upon a declaration of a State of Emergency by the Governor, state resources may be obtained by AFCEMA through GEMA at the State Operations Center (SOC).
- E. The Governor may request federal assistance if a disaster occurs and the situation exceeds the capability of the State to respond.

3. **Services and Resources**

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

- A. The City of Fairburn will commit services and resources in order to save lives and protect property. The City of Fairburn will first use all available resources within its jurisdiction. Additional need may be met from other neighboring jurisdictions, county, state, and/or federal government.
- B. When responding to an emergency or disaster, detailed records of expenditures are required for possible reimbursement.

VIII. PLANNING AND OPERATIONS

- 1. The **Designated Emergency Manager** will coordinate the efforts of departments responsible for plan development and ESF's and plan revisions.
- 2. The plan will be reviewed annually, and revisions completed, as necessary.

OPERATIONAL OBJECTIVES

The objectives of this plan are to:

1. Provide clear and easy to follow guidelines for the most critical functions and liaisons during an emergency response.
2. Organize and format this plan into an easy to follow format in which users can quickly determine their role, responsibility, and primary tasks.
3. Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response in which all departments have access into the emergency response process and know what is going on in the City of Fairburn.
4. Determine, through a clear decision process, the level of response and extent of emergency control and coordination that should be activated when incidents occur.
5. Efficiently utilize the resources in the City of Fairburn to implement a comprehensive and efficient emergency management response team.
6. Continually be prepared with a pro-active emergency response management action plan.
7. Provide a basis for training staff and departments in emergency response management.

City of Fairburn Emergency Operations Plan	Chapter 6-1	ESF #1 Transportation Services Emergency Support Function
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I. INTRODUCTION

This emergency support function of transportation services supports the City Emergency Operations Plan. It involves the direction and coordination, operations, and follow-through transportation services during an emergency or disaster.

II. PURPOSE

To provide local agency transportation service support including evacuation routing and road, highway, and bridge repair or clearance.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by Streets Department. The transportation function will be coordinated with other departments. The emergency transportation function is the primary responsibility of Streets and secondary support for this function is the responsibility of the following:

Public Works

Fire Department

Local Churches

Local Volunteer Organizations

1. Mitigation/Preparedness

- A. Plan and coordinate with support departments.
- B. Maintain a current inventory of transportation resources.
- C. Establish policies and procedures, plans, and programs to effectively address transportation needs.
- D. Recruit, designate, and maintain a list of emergency personnel.
- E. Participate in drills and exercises to evaluate transportation capabilities.

2. Response/Recovery

- A. Staff the EOC when notified of an event.
- B. Establish and maintain a working relationship with support departments, transportation industries, and private transportation providers.
- C. Provide transportation resources, equipment, and vehicles upon request.
- D. Channel transportation information for public release through the EOC and continue providing information and support upon re-entry.
- E. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-2	ESF # 2 Communications and Warning Emergency Support Function
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I. INTRODUCTION

The emergency support function of communications and warning supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To provide communications and warning for the affected area and coordinate with other support departments during a potential or imminent disaster situation.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Communications Consultant. This function will be coordinated with and involve other support departments. The emergency communications and warning function is the primary responsibility of the Communications Consultant and secondary support of this function is the responsibility of both City Administration's Office. Additional resources and organizations include, but is not limited to, the following:

AT&T

Comcast

Ham Radio Operators

Local Broadcast Media

A. Mitigation/Preparedness

1. Establish methods of communication and warning for probable situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary. Increased readiness actions are referred to as Operating Conditions (OPCONs). A method of warning must be made available to the public, including people with visual and hearing impairments and/or non-English speaking.
2. Ensure that primary and alternate communications systems are operational.
3. Recruit, train, and designate communications and warning operators for the EOC.
4. Establish warning systems for critical facilities.
5. Provide communications systems for the affected emergency or disaster

area.

6. Develop maintenance and protection arrangements for disabled communications equipment.
7. Participate in drills and exercises to evaluate local communications and warning response capability.

B. Response/Recovery

1. Verify information with proper officials.
2. Establish communication capability between and among departments with ESDF responsibilities and other assisting agencies.
3. Coordinate communications with response operations, shelters, lodging, and food facilities.
4. Provide a system for designated officials to communicate with the public to include people with special needs and non-English speaking.
5. Warn critical facilities.
6. Continue coordinated communications to achieve rapid recovery.
7. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-3	ESF# 3 Public Works/Engineering Emergency Support Function
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I. INTRODUCTION

The emergency support function for public works services supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through of public services during an emergency or disaster.

II. PURPOSE

To provide public works and engineering services including technical assistance, inspection, evaluation, repair, and maintenance of utility services, debris removal, restoration of roads, and bridges through coordination with appropriate agencies and/or the private sector.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by Streets Department in cooperation with other departments. This function will be coordinated with and involve other support agencies and private organizations.

The emergency public works function is the primary responsibility of Streets, and Utilities departments. Secondary support for this function, in the form of coordinating assistance and resources, is the responsibility of Building Operations.

A. Mitigation/Preparedness

1. Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness.
2. Develop and maintain an inventory of equipment, supplies, and suppliers required to sustain emergency operations.
3. Prioritize service restoration for emergencies.
4. Recruit, train, and designate public works, streets and utilities personnel to serve in the EOC.
5. Participate in drills and exercises to evaluate public works and engineering response capability.

B. Response/Recovery

1. Alert emergency personnel of the situation and obtain necessary resources.

2. Establish response operations and support personnel working in the EOC.
3. Maintain coordination and support among applicable agencies, organizations, and the private sector.
4. Channel all pertinent information through the EOC.
5. Assist in evaluating losses, recommending measures for conservation of resources, and responding to needs based upon a priority basis.
6. Conduct restoration and maintenance operations until completion of repair services
7. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-4	ESF# 4 Fire Services Emergency Support Function
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I. INTRODUCTION

The emergency support function of fire services supports the City Emergency Operations Plan. It provides direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To provide fire service support including personnel, equipment, and supplies needed to detect and suppress rural and urban fires.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Fire Department in cooperation with other departments. This function will be coordinated with and involve other departments, agencies, and organizations.

The primary responsibility for fire services rest with the Fire Department. Secondary support for this function consists of the Georgia Mutual Aid Group (GMAG).

A. Mitigation/Preparedness

1. Keep abreast of fire and weather forecasting information and maintain a state of readiness.
2. Implement efficient and effective Memorandums of Understanding among local fire agencies.
3. Establish reliable communications and incident command systems between support agencies for an emergency site and EOC.
4. Recruit, train, and designate fire personnel to serve in the EOC.
5. Participate in drills and exercises to evaluate fire service response capability.

B. Response/Recovery

1. Maintain a list of current fire service agencies and resource capabilities.
2. Coordinate fire services support among and between the EOC, functional support agencies, and organizations.

3. Obtain. Maintain, and provide fire situation and damage assessment information.
4. Channel fire services information for public release through the EOC.
5. Conduct firefighting operations.
6. Provide technical assistance and advice in the event of fires that involve hazardous materials.
7. Continue fire service operations through re-entry.
8. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-5	ESF # 5 Information and Planning Emergency Support Function
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I. INTRODUCTION

The emergency support function of information and planning supports the City Emergency Operations Plan. The emergency support function of information and planning involves the overall direction and coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To coordinate overall Emergency Operations Center (EOC) response to an emergency or disaster by collection, analysis, and dissemination of information and development of plans.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Police Department. This function will be coordinated with and involve other departments, support agencies, and organizations.

The emergency information and planning function is the primary responsibility of the Local Emergency Manager with secondary support for this function being the responsibility of both Police and Fire Departments.

A. Mitigation/Preparedness

1. Identify hazards and capacities for response in the jurisdiction.
2. Develop and maintain the Emergency Operations Plan in conjunction with departments having primary ESF responsibilities.
3. Distribute the EOP and accompanying revisions.
4. Coordinate and secure Standard Operating Procedures from department heads with primary responsibilities of emergency support functions.
5. Review the Atlanta Fulton County Emergency Operations Plan.
6. Maintain the EOC and secure an alternate location for emergencies.
7. Coordinate communications resources with other departments and assisting agencies.

8. Identify resources and equipment to support departments with ESF responsibilities.
9. Conduct drills and exercises to evaluate information and planning capability.

B. Response/Recovery

1. Activate and obtain resources for the EOC.
2. Notify appropriate departments with ESF responsibilities regarding EOC activation and necessary response.
3. Coordinate hazard warning and communication with appropriate local, state, and federal organizations.
4. Provide information on plans of evacuation during potential threats or imminent situations.
5. Coordinate needs and damage assessment of affected areas for dissemination to appropriate departments and/or organizations.
6. Prepare timely situation reports for department heads.
7. Secure and disseminate necessary information in support of other emergency functions.
8. Establish closing date for EOC.
9. Maintain records of expenditures and document resources used during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-6	ESF# 6 Mass Care and Shelter Emergency Support Function
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I. INTRODUCTION

The emergency support function of mass care and shelter supports the City Emergency Operations Plan. This emergency support function outlines the concept of operations, responsibility, direction, and control necessary for the performance of the emergency shelter and temporary housing function during an emergency.

II. PURPOSE

To provide care and shelter services to employees, employees' family members, and general public through coordinated efforts involving sheltering, feeding, and first aid in time of emergency or disaster.

III. CONCEPT OF OPERATION

Standard Operating Procedures will be developed and maintained by Parks & Recreation. This function will be coordinated with and involve other support departments, assisting agencies, and organizations.

The emergency mass care and shelter function are the primary responsibility of Parks & Recreation with secondary support responsibilities belonging to Economic Development. Support organizations include, but are not limited to, the following:

Fulton County Public Schools
American Red Cross
Local Churches
Volunteer Organizations

A. Mitigation/Preparedness

1. Coordinate Memorandums of Understanding with appropriate agencies for the provision of services to or on behalf of affected individuals or families.
2. Maintain, through the Fulton County Department of Family and Children Services, American Red Cross, and Salvation Army, an updated list of shelters. Monitoring of WebEOC and AFCEMA will also provide this information
3. Request that the American Red Cross assume responsibility for securing shelter and feeding agreements, train shelter workers, provide shelter management, prepare media releases of shelter locations, operate shelters,

and maintain shelter records.

4. Establish and staff an emergency shelter for employee families using material and resources procured and stored for such relief.
5. Prepare for evacuation and care of protective service recipients during an emergency or disaster.
6. Participate in drills and exercises to evaluate mass care and shelter response capability.

B. Response/Recovery

1. Support opening and operating American Red Cross shelters.
2. Assist with staffing of shelters, in coordination with the American Red Cross and other organizations.
3. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-7	ESF # 7 Logistics Resource Support Emergency Support Function
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I. INTRODUCTION

The emergency support function of resource support adheres to the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures for requesting, coordinating, and obtaining emergency resources.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Finance Department. This function will be coordinated with and involve other support departments.

The emergency resource support function is the primary responsibility of the Finance Department. Secondary support responsibility is the function of both Police and Fire Department.

A. Mitigation/Preparedness

1. Coordinate with all applicable departments, assisting agencies, and organizations to prepare for an emergency or disaster.
2. Identify available and needed resources and/or personnel that may be necessary.
3. Develop and maintain a resource directory for use in the EOC.
4. Establish uniform procedures and train personnel on procurement and documentation of expenditures, such as supplies and equipment.
5. Develop Memorandums of Understanding with other jurisdictions and agencies for the provision of necessary goods and/or services, personnel, and staging areas required during an emergency or disaster.
6. Participate in drills and exercises to evaluate resource support response capability.

B. Response/Recovery

1. Alert resource support agencies and organizations regarding a potential emergency or disaster.
2. Coordinate law enforcement for the protection of resources and personnel.
3. Implement resource inventory, record keeping and control system to include storage, donated goods, maintenance, and replacement of resources.
4. Request logistical assistance from supporting departments and assisting jurisdictions.
5. Assess damages and determine community needs.
6. Document and request additional resources, personnel, and staging area support need to accomplish re-entry.
7. Maintain records of all expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-8	ESF # 8 Health and Medical Services Emergency Support Function
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I. INTRODUCTION

The health and medical services emergency support function supports the City Emergency Operations Plan. It outlines the concept of operations, responsibility, directions, and control necessary for the health and medical services function before and after an emergency or disaster.

II. PURPOSE

To provide emergency health and medical services prior to, during, and after an emergency or disaster.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Fire Department. This function will be coordinated with and involve other departments, assisting agencies, and organizations.

The emergency health and medical function is the primary responsibility of the Fire Department. Secondary support for this function falls upon the Georgia Mutual Aid Group, assisting agencies, public organizations, and private sector assets that include, but are not limited to, the following:

- Palmetto Fire Department
- South Fulton Fire Department
- Chattahoochee Fire Department
- Fayette County Emergency Services
- Atlanta Fire Department
- College Park Fire Department
- East Point Fire Department
- Union City Fire Department
- Grady Health System
- Hapeville Fire Department
- Fulton Emergency Services
- Grady Emergency Medical Services

A. Mitigation/Preparedness

1. Coordinate Memorandums of Understanding with all appropriate agencies and organizations for provision of services to or on behalf of affected individuals of families.
2. Plan for the continuity of emergency medical services through coordination with assisting agencies and organizations.
3. Establish a directory of health and medical resources.
4. Maintain a coordinated approach to emergency medical service.
5. Participate in drills and exercises to evaluate emergency medical service response capability.

B. Response/Recovery

1. Assist with health and medical resources, services, and personnel upon notification of an emergency or disaster.
2. Provide informational support to emergency medical services.
3. Coordinate with the medical examiner when applicable.
4. Channel all relevant health and medical information for public release through the EOC.
5. Continue service assistance throughout re-entry and until all emergency medical health issues are resolved.
6. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-9	ESF # 9 Search and Rescue Services Emergency Support Function
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I. INTRODUCTION

The emergency support function of search and rescue services supports the City Emergency Operations Plan. The emergency support function of search and rescue services involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To provide search and rescue services including the location of individuals reported missing or in jeopardy, extrication of persons trapped, provision of medical assistance, and the retrieval and return of persons and property.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Fire Department. This function will be coordinated with and involve other departments and supporting agencies.

The emergency search and rescue function is the primary responsibility of the Fire Department. Secondary responsibility for this function rests with the Police Department and assisting agencies through the Georgia Mutual Aid Group.

A. Mitigation/Preparedness

1. Establish and maintain uniform search and rescue procedures.
2. Recruit, train, and certify search and rescue personnel.
3. Develop an inventory of resources, equipment, and personnel.
4. Enter Memorandums of Understanding for additional assistance and/or logistical support.
5. Establish a record keeping system.
6. Participate in drills and exercises to evaluate search and rescue response capability.

B. Response/Recovery

1. Respond to request by the EOC.
2. Monitor response efforts.
3. Channel emergency search and rescue information to the EOC.
4. Support requests from other departments.
5. Maintain records of all expenditures and document resources used during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-10	ESF # 10 Hazardous Materials Emergency Support Function
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I. INTRODUCTION

The emergency support function of hazardous materials supports the City Emergency Operations Plan. It involves the direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures for a coordinated response by agency officials to minimize the adverse effects of hazardous materials on man and environment resulting from an uncontrolled release of or exposure to such chemicals. Hazardous materials pose a significant threat to the City of Fairburn at both fixed facilities and during transport.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Fire Department in conjunction with the Police Department. This function is coordinated with and involves other departments and assisting agencies and organizations.

The legal duty for reporting, containing, and clean-up of a hazardous materials incident rests with the party responsible for the material prior to the incident. Several facilities have been identified in Fairburn that either produce, utilize, transport, and/or store hazardous materials.

The emergency hazardous materials function is the sole responsibility of the Fire Department. Secondary support for this function is available through the Georgia Mutual Aid Group.

A. Mitigation/Preparedness

1. Prepare facility profiles and inventory of potential hazardous materials.
2. Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous material threats and on-site inspections.
3. Plan for response to hazardous material incidents.
4. Develop procedures for identification, communications, warning, public information, evacuation, control, and clean-up of hazardous materials.

5. Obtain training for response personnel.
6. Participate in drills and exercises to evaluate hazardous material response capability.

B. Response/Recovery

1. Verify incident information and notify the EOC.
2. Establish a command post at a safe distance near the scene or staff the EOC.
3. Provide further information on the situation to the EOC and convey warnings for dissemination to the public.
4. Request assistance for emergency health and medical, as well as evacuation and mass care, if the situation warrants.
5. Ensure availability of expertise and equipment to manage incident.
6. Utilize proper procedures for containment and clean-up to prevent additional dangers.
7. Provide support to response teams, owner, shipper, and state or federal environmental personnel during cleanup.
8. Contain the incident and prohibit unauthorized personnel from entering site.
9. Terminate clean-up operations after dangerous situation subsides.
10. Maintain records of all expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-11	ESF # 11 Food Services Emergency Support Function
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I. INTRODUCTION

The emergency support function of food services supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through to ensure first responder personnel and the public is provided food during and after an emergency or disaster.

II. PURPOSE

To provide food services including food preparation for first responder employees, congregate shelters, food products and supplies, portable water, and distribution.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Parks & Recreation department. This function will be coordinated with and involve other departments, assisting agencies, and organizations.

The emergency food service function is the primary responsibility of Parks & Recreation department. Secondary support responsibility lies with Economic Development and Planning Zoning departments. Assistance from resources includes, but is not limited to, the following:

Salvation Army
American Red Cross
Atlanta Community Food Bank
Georgia Food Bank
Georgia Department of Agriculture
Local Churches
Volunteer Organizations

A. Mitigation/Preparedness

1. Identify agencies and organizations with food preparation and distribution capabilities and coordinate Memorandums of Understanding with appropriate entities.
2. Maintain procedures and responsibilities for food service, issuance, and distribution.
3. Develop and maintain a system for mobile and on-site feeding of emergency workers.

4. Participate in drills and exercises to evaluate food distribution and service response capability.

B. Response/Recovery

1. Work and liaison with the EOC to determine food and water needs.
2. Maintain a supply of emergency food rations for emergency workers and their affected family members.
3. Maintain a supply of potable water for emergency workers and their affected families.
4. Begin plan implementation as expeditiously as possible.
5. Coordinate community resources and personnel to assist with food and water service and/or distribution.
6. Establish sites for food and water distribution.
7. Issue contaminated food and water warnings, if applicable, through the EOC.
8. Continue the provision of food and water throughout re-entry and recovery.
9. Maintain records, expenditures, and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-12	ESF# 12 Energy Services and Fuel Emergency Support Function
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I. INTRODUCTION

The emergency support function of energy services and fuel supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures for maintaining and restoring energy services that were interrupted, damaged, or destroyed during and after an emergency or disaster.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by Utilities department. This function will be coordinated with and involve other support agencies and organizations. The emergency energy and fuel function is the primary responsibility of Utilities. Secondary support for this function lies with Streets Department and with responsibility of the Energy Service Industry and includes, but is not limited to, the following:

Georgia Natural Gas

Atlanta Gas Light Company

Georgia Power

Greystone

Fayette-Coweta EMC

A. Mitigation/Preparedness

1. Establish liaison with the private sector suppliers.
2. Identify additional resources and assistance teams.
3. Develop emergency response support plans.
4. Manage an inventory of fuels for emergency operations, personnel, and equipment and manage portable equipment for the delivery of said fuels.
5. Prepare damage assessment, repair and restoration procedures, and reporting mechanisms.
6. Recommend actions to conserve energy and conservation guidance.

7. Participate in drills and exercises to evaluate energy and fuel response capability.

B. Response/Recovery

1. Deploy portable power to city fuel resources for emergency use by first responders.
2. Determine critical energy supply needs of priority populations such as infants, elderly, and others with special needs.
3. Gather, assess, and share information on energy system damage.
4. Activate assistance personnel and obtain necessary resources to assist in recovery.
5. Coordinate with affected areas to maximize resources and information exchange.
6. Coordinate repair and maintenance operations with utility entities until restoration of services.
7. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-13	ESF# 13 Terrorism and Attack Emergency Support Function
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I. INTRODUCTION

The emergency support function of terrorism supports the City Emergency Operations Plan. It outlines the responsibilities, policies, and procedures necessary before, during, and after an emergency or disaster.

II. PURPOSE

To provide assistance for prevention and response of a terrorist attack, international incident, and/or militant or domestic act of violence through specialized services for detection, diffusion of nuclear, biological, or chemical agents or other explosives, security, decontamination, health/medical services, mass care and shelter, deceased identification, and disposition.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Police Department. Coordination with other departments, as well as appropriate assisting agencies and organizations will be performed to ensure operational readiness in time of emergency.

The emergency terrorism and attack preparedness function is the primary responsibility of the Police Department. Secondary support responsibility belongs to the Fire Department.

A. Mitigation/Preparedness

1. Train on the identification of and preparedness for an unusual threat or incident.
2. Maintain a working knowledge of facilities, companies, and businesses with chemical agents that could produce potentially dangerous explosives.
3. Identify specialized medical equipment and supplies.
4. Develop a proactive approach through Memorandums of Understanding with other agencies and organizations for specially trained personnel and resources.
5. Establish an incident command system for response.
6. Prepare for an adequate communications system and method of public

information response.

7. Plan for a post management and care system.
8. Participate in drills and exercises to evaluate terrorism response capability.

B. Response/Recovery

1. Respond immediately to calls for action by the EOC.
2. Mobilize specially trained personnel and ensure necessary identification, supplies, protective gear, and equipment.
3. Secure a perimeter around the incident.
4. Implement the incident command and communications systems.
5. Coordinate the dissemination of public information through the EOC.
6. Support federal and/or state response teams if called upon to respond.
7. Continue support assistance until completion of recovery.
8. Maintain records of all expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-14	ESF#14 Law Enforcement Services Emergency Support Function
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I. INTRODUCTION

The emergency support function of law enforcement services supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures which shall be followed in executing law enforcement services under an emergency or disaster condition. An emergency, for the purposes of this emergency support function, shall be a situation that is extraordinary to any single area of public safety and requires response of more than one department or agency to ensure public safety, assistance, and recovery. Some examples of these type situations include, but are not limited to parades, concerts, sporting events, and festivals.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by the Police Department. This function will be coordinated with and involve other departments, assisting agencies, and organizations.

The emergency law enforcement function is the sole responsibility of the Police Department. Secondary support in the form of mutual aid agreements and Memorandums of Understanding may be provided by the following:

Atlanta Police Department
College Park Police Department
East Point Police Department
Union City Police Department
Fayette County Sheriff's Department
Fulton County Police Department
Fulton County Sheriff's Department
Georgia Bureau of Investigation
Georgia State Patrol
Georgia Department of Natural Resources
Hapeville Police Department
Palmetto Police Department

A. Mitigation/Preparedness

1. Analyze hazard needs and determine public safety requirements.

2. Identify agencies and organizations capable of providing resources and support.
3. Coordinate with EOC on critical facilities that require special security.
4. Establish a chain of command and succession of authority for law enforcement and other first responders.
5. Develop Memorandums of Understanding with adjacent and support law enforcement agencies.
6. Participate in drills and exercises to evaluate law enforcement response capability.

B. Response/Recovery

1. Provide personnel for the EOC in time of emergency or disaster.
2. Coordinate dissemination of information through the EOC.
3. Assist with evacuation, traffic control, and security restricted areas, as well as provide communications.
4. Maintain adequate law enforcement communication and warning signals to support the EOC.
5. Control exit and entry into the emergency or disaster area.
6. Report transportation blockages to the EOC.
7. Arrange for security at critical facilities.
8. Request additional support through the EOC.
9. Assist in the return of evacuees.
10. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-15	ESF#15 Evacuation Emergency Support Function
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I. INTRODUCTION

The emergency support function of evacuation supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures for affecting an expeditious and orderly movement of the population from a threatened or stricken area to an area of safety and to ensure a prompt and orderly return after the threat has subsided and the area is safe for re-entry.

IV. CONCEPT OF OPERATIONS

Standard operating Procedures will be developed and maintained by the Police Department. This function will be coordinated with other departments and involve support from assisting agencies and organizations.

The emergency evacuation support function is the primary responsibility of the Police Department. Secondary support for this function is the responsibility of the Fire Department and Planning & Zoning. Support of this function may be accomplished with mutual aid agreements and Memorandums of Understanding, which may be received from the following:

Fulton County School System

Metro Atlanta Rapid Transit Authority

Local private Assets

Volunteer Organizations

Specific area evacuation is defined as the area needed to ensure the immediate safety of the population without regard to transportation, shelter, or other needs.

A. Mitigation/Preparedness

1. Coordinate with applicable departments to establish evacuation procedures.
2. Develop a system to move people in an orderly manner through the use of pre-planned routes and staging areas.
3. Identify available and necessary resources and personnel needed for evacuation.

4. Coordinate dissemination of route and evacuation information with appropriate departments and assisting agencies/organizations.
5. Identify a staging area for personnel and equipment.
6. Participate in drills and exercises to evaluate local evacuation response capability.

B. Response/Recovery

1. Recommend evacuation options for the public.
2. Alert support agencies and other jurisdictions regarding potential emergency or disaster.
3. Coordinate security of the evacuated area, limiting egress and ingress of the area.
4. Implement a prepared traffic plan.
5. Request logistical assistance from supporting agencies.
6. Acquire private transportation assets, if needed.
7. Coordinate with other jurisdictions to ensure opening of shelters to house evacuees.
8. Request additional personnel, resources, and support necessary to accomplish re-entry.
9. Maintain records of expenditures and document resources utilized during recovery.

City of Fairburn Emergency Operations Plan	Chapter 6-16	ESF#16 Public Information Emergency Support Function
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I. INTRODUCTION

The emergency support function of public information supports the City Emergency Operations Plan. It involves direction, coordination, operations, and follow-through during an emergency or disaster.

II. PURPOSE

To establish responsibilities, policies, and procedures for conducting public information programs to educate and inform the public or emergency preparedness program, the status of response to major emergencies or disasters, and a system for informing citizens of any restrictions or limitations which might be imposed during such incidents.

III. CONCEPT OF OPERATIONS

Standard Operating Procedures will be developed and maintained by City Administration and the Police department Public Information Officer. This function will be coordinated with and involve other departments.

The public information function is the primary responsibility of the Office of the Mayor or his/her designee. Secondary support for this function will be the responsibility of the Office of Local Emergency Manager.

A. Mitigation/Preparedness

1. Designate an individual to serve as public information officer.
2. Assist departments with ESF responsibilities in development of uniform procedures for media releases.
3. Maintain a media contact directory.
4. Educate the public on alert messages such as watches and warnings through media such as radio, television, and newspaper.
5. Participate in drills and exercises to evaluate public information capability.

B. Response/Recovery

1. Define public notification timeframe regarding an emergency or disaster and disseminate information to the public.

2. Maintain a system to ensure accurate dissemination of emergency information such as location, type hazard, and extent of damage, casualties, shelters, evacuation routes, and protective actions.
3. Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner.
4. Provide updates regarding the emergency or disaster.
5. Maintain records of expenditures and document resources utilized during recovery.

**City of Fairburn
Emergency Operations Plan**

**Emergency Operations Center/Command Center Manager Checklist
(Page 1 of 3)**

Name:	Date:	Time:
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EMERGENCY RESPONSE:	TIME/DATE
When notified of an emergency or imminent situation, advise department heads of EOC activation. Refer to the EOC Activation Form with this checklist.	
Fill out the attached EOC Activation Form. Determine the level of activation and identify current priorities, both for the EOC and the field operations.	
Notify the City Administrator and Mayor of the activation of the EOC and provide frequent updates as required on the status of the emergency or situation.	
Coordinate with departments heads to identify required functions for the EOC. Ensure each activated function will be staffed. Refer to assignment list (Chapter 8-3) for the primary and support assignees.	
Evaluate the situation to determine all operations. Identify the following: ▪ Location of incident(s) ▪ General type of incident- fire, police activity, flood, etc. ▪ Jurisdiction over field emergency response (police, fire, public works, etc) ▪ Location of field incident command post ▪ Number and types of injuries, casualties, fatalities ▪ Status of victims ▪ Displaced population ▪ Number and type of emergency responders ▪ Environmental impact ▪ Hazardous materials ▪ Immediate field response priorities ▪ Current and pending mutual aid operations ▪ Emergency public information/warning requirements	
Based upon preceding information, determine the following: ▪ Level of emergency activation of the EOC [] Level 1 [] Level 2 [] Level 3 [] Level 4	
As the EOC staff and department heads arrive, establish the EOC Action Plan. Follow the template provided with this checklist. Establish the immediate actions, next hour actions and short term actions. Work with department heads to establish a joint process for sharing information and coordinating emergency operations.	

Emergency Operations Center/Command Center Manager Checklist
(Page 2 of 3)

Summarize into the overall view of the emergency situation, understanding current operations and how operations will eventually transition to recovery. Update the action plan and re-post every 2-5 hours or as conditions change. Number action plan forms sequentially to establish a time sequence. Communicate this to the EOC staff and others as needed.	
Work with the Emergency Public Information Designee and department heads as available to establish a communications plan for the EOC activation. Determine what messages and information will be released, in what form, and who will receive them. Ensure news broadcasts are monitored for accuracy.	
If the crisis impacts schools, public services, local businesses, and/or whole communities, activate mutual aid agreements as needed to receive additional manpower and logistical support. Coordinate public information releases to ensure consistency and accuracy with the information released.	
If the crisis impacts Fulton County and the County has activated an EOC, establish ongoing communications and coordination with the Fulton County EOC.	
If the crisis impacts multiple jurisdictions, communicate and coordinate with those affected jurisdictions. Strive for combined public information and other key EOC functions including coordination with the Atlanta Fulton County Emergency Management Agency.	
If the EOC will be activated for more than normal working hours, or extended beyond 8 hours, consider establishing an EOC staffing schedule.	
Determine if the City should issue a Proclamation of a Local Disaster.	
Notify the Atlanta Fulton County Emergency Management Agency of the EOC activation and provide updates as needed and/or requested.	
Coordinate the review and updating of the EOC Action Plan, with a focus on the transition to recovery as the emergency subsides. Coordinate with the Information and Planning Leader to continually reassess the situation and assess damage and emergency response costs.	
Continue to update the EOC Action Plan every hour or as needed. Number and post EOC Action Plans in sequence. Bring together the department heads to review and implement the action plan. Lead periodic briefings with the entire EOC to communicate status and the EOC Action Plan.	
Consolidate all status reports and situation reports and updates, by placing them in a documentation file. Cause key email messages, letters, faxes, and notes to be collected and placed into a documentation file.	
As emergency conditions subside, deactivate non-essential EOC functions no longer needed. Retain all notes and completed checklists from staff before they leave and consolidate same into a documentation file.	
Confer with department heads and prepare a recovery plan.	
As the emergency subsides, continue to work with key functions that are needed to transition to recovery. Provide continual staffing of the EOC in the event other functions are needed.	
Transition to the recovery Phase	

Emergency Operations Center/Command Center Manager Checklist (Page 3 of 3)

RECOVERY:	TIME/DATE
If the disaster has significantly impacted the community and public assistance programs will be implemented for recovery, assign lead staff to coordinate with AFCEMA, GEMA, and FEMA. Coordinate and communicate with relief agencies such as the Salvation Army, American Red Cross, local churches, and volunteer organizations to obtain shelter and mass care resources for displaced persons.	
Continue to review the Recovery Plan, determining the status of recovery operations and report updates to the City Administrator and Mayor.	
Schedule and moderate an EOC activation debriefing session to encourage staff who worked in the EOC to provide feedback and input into opportunities for improvement of EOC operations.	
Coordinate damage assessment operations among involved departments.	
File all documentation associated with the EOC response and archive for a period of 7 years.	

EMERGENCY OPERATIONS CENTER ACTIVATION FORM

EOC Manager:			
Date:		Time:	
Problem:		Location:	
EOC Activated: YES ☐ NO ☐		LEVEL ☐	
1. Mark on attached chart functions to be activated.	2. Notify Duty Staff	3. Notify Administrator and Mayor	
EOC LEVEL OF RESPONSE			
		X	Deactivation Time
LEVEL 1	A situation exists that requires close monitoring		
LEVEL 2	A situation or major event whereby additional manpower is needed		
LEVEL 3	A disaster or event within the capabilities of local government		
LEVEL 4	A catastrophic event beyond the capabilities of local government		
Forms Completed: YES ☐ NO ☐		Key Departments Notified: YES ☐ NO ☐	
AFCEMA Notified: YES ☐ NO ☐		Elected Officials Notified: YES ☐ NO ☐	
SITUATION ANALYSIS			
1. Lives Threatened:		2. Property Damaged:	
3. Public Information Required:			
4. Public Services Impacted:		5. Community Reputation Impacted?	
6. Legal/Environmental/Regulatory Issues?			
DEPARTMENTS INVOLVED:			
Administration		Police	
YES ☐ NO ☐		YES ☐ NO ☐	
Streets		Building Operations	
YES ☐ NO ☐		YES ☐ NO ☐	
		Fire	
		YES ☐ NO ☐	
		Utilities	
		YES ☐ NO ☐	

EMERGENCY OPERATIONS:		
Police	Fire	EMS
Utilities	Building Operations	Finance
Medical Examiner	Parks & Recreation	Streets
Location(s) and Situation Status:		
Map Attached? YES [] NO []		
IMMEDIATE ACTION PLAN:		
Highest Priority/Goal for the EOC:		
EOC Actions:		
Primary Actions on Site:		
Anticipated Next Steps:		
ANTICIPATED DECISIONS/EOC ACTION PLAN UPDATE OR DEACTIVATION		
Date:	Time:	Decision Point:
Attachments (Please List):		

EMERGENCY RESPONSE PRIORITIES

Life Safety- protection of lives and care of the injured	
Containment of Hazards- protection of public and responders	
Protection of Property	
Perimeter Control/Security	
Providing Essential Services	Water Sewer Power Telephone
Protection of the Environment	
Emergency Public Information	
Restoring Public Services and Programs	
Care and Shelter of Displaced Persons	

EMERGENCY OPERATIONS CENTER ACTION PLAN
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EOC Manager:	Date:	Time:
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Primary Problem/Incident:	
Department In Charge of Field Operations:	
Highest Priority/Operational Objective:	

STRATEGIC ACTIONS PLAN

List all strategies in prioritized order:

- **PRIORITY 1:**
- **PRIORITY 2:**
- **PRIORITY 3:**
- **PRIORITY 4:**
- **PRIORITY 5:**

For each strategy, plan the primary actions, assign a lead who will identify tasks and problems, and list resources that will be needed:

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES

EMERGENCY OPERATIONS CENTER ACTION PLAN CONTINUATION

EOC Manager:	Date:	Time:
---------------------	--------------	--------------

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES

EMERGENCY OPERATIONS CENTER ACTION PLAN CONTINUATION

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES

Time:			
Strategy:			
ACTION	LEAD	TASKS/STEPS	RESOURCES

EMERGENCY OPERATIONS CENTER ACTION PLAN CONTINUATION

Main issues to be addressed:

ISSUE	LEAD	TIME TO REPORT BACK

TIME FOR NEXT ACTION PLAN UPDATE: _____

SITUATION STATUS REPORT

Date:	Time:	Report #:	Type Emergency:
EOC Activated: YES ☐ ☐ NO ☐ ☐		EOC Manager:	
Damage/Impacts: ☐ People – Fatalities ☐ People – Injuries ☐ People – Evacuated ☐ People – At Risk/Threatened ☐ People – Other: _____ ☐ Agriculture ☐ City Departments/Facilities		☐ Roads ☐ Water Systems ☐ Schools ☐ Buildings/Facilities (Attach List) ☐ Gas/Power/Energy Utilities ☐ Communications ☐ Banks/Finance ☐ Business ☐ Government Services	
Emergency Response: ☐ Police ☐ Fire ☐ EMS ☐ Streets/Utilities		☐ Communications Utilities ☐ Heavy Rescue/Construction ☐ Emergency Repair/Construction ☐ American Red Cross ☐ Salvation Army ☐ Public Health Services ☐ Media/Public Information	

ATLANTA FULTON COUNTY EMERGENCY MANAGEMENT AGENCY AFEMA

AFMEA Requests Mutual Aid: ☐ YES ☐ NO	AFEMA Provides Mutual Aid: ☐ YES ☐ NO	Others Request Mutual Aid: ☐ YES ☐ NO	Others Provide Mutual Aid: ☐ YES ☐ NO
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Status Report Sent From: Name: _____ Department: _____	Status Report Sent To: Name: _____ Department: _____
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Attachments:

EMERGENCY OPERATIONS CENTER PUBLIC INFORMATION CHECKLIST

RESPONSE	TIME/DATE
When notified of an emergency or an activation of the City of Fairburn Emergency Operations Center, ensure a public information officer has been designated to respond to the EOC and assume public information duties.	
Become fully briefed on the situation. Identify all affected areas and departments.	
Meet with the EOC Manager and review the current EOC Action Plan. Identify public information needs and processes. Develop a Public Information Communications Plan and present to the EOC Manager for review.	
Include, in the Public Information Communications Plan, the following: ☐ Basic messages and information ☐ Channels of dissemination ☐ Lead spokesperson ☐ Scheduled media conferences	
Prepare basic messages and obtain approval from the EOC Manager for release. Verify and validate information to ensure accuracy.	
Review and coordinate with Public Information Officer of other agencies and jurisdictions, as needed.	
Distribute and release information as planned. Maintain a record of released information and log all outgoing and incoming messages via copies attached to this checklist or a signature log.	
Monitor the receipt and dissemination by the professional media and other agencies via news broadcasts and live updates on television and radio. If the activation extends to more than one day, ensure the print media has been included.	
If inaccuracies or other mistakes are noted in the professional broadcasts, follow-up with corrections and updates.	
If the media is staging at a disaster site in the field, provide support as needed, to ensure consistency with media releases in the field and the EOC.	
If the media is staging at or near the EOC, establish a Public Information Center and direct media and other inquiries to this location. Establish a time schedule for media releases and ensure key officials are available for such.	
If the emergency requires notification and warning to the public, work with the EOC in developing public information and warning messages. Disseminate through public information channels and monitor for accuracy in re-broadcasts.	
As needed, provide public forums in conjunction with emergency responders and public officials to provide emergency information to affected neighborhoods, businesses, and other groups.	
Provide the EOC Manager and the EOC with updates regarding external conditions that may impact operations	
Implement rumor control procedures by coordinating the release of information.	
Prepare after action reports as requested by the EOC manager during debriefing and stand down operations.	

SCHOOL STATUS REPORT FORM

School System/School Name:		
School Location:		
Date of Status Report:	Time of Status Report:	
School EOC Location:	School EOC Manager:	
School EOC Activated: YES ☐ ☐ NO ☐ ☐		
School Status: OPEN ☐ ☐ CLOSED ☐ ☐		
SITUATION SUMMARY		
Type Situation:		
1. Status of School:	2. Damage:	3. Status of Students:
4. Status of Staff:	5. Injuries/Fatalities/Casualties:	6. Emergency Ops On Site:
EMERGENCY NEEDS		
Police:	Fire:	EMS:

SCHOOL STATUS REPORT FORM

Continued

RESOURCES NEEDED
Type Resources Needed:
Location Needed:
Amount Needed:
Person Requesting:
On-Site Coordinator:
RESOURCES AND SUPPORT ABLE TO PROVIDE
Emergency Shelter:
Food/water:
Transportation:
Equipment/Staff:

Next Status Update:	Date: _____	Time: _____
Attachments:		

EMERGENCY OPERATIONS CENTER City of Fairburn Elected Officials

RESPONSE	TIME/DATE
The City of Fairburn elected officials will need to be informed of emergency information and operations whenever the City EOC is activated. This function is primarily notification and information exchange.	
The City Administrator or designee will notify the electorate of the City of Fairburn upon the activation of the City EOC and the on-going status of operations when the EOC is activated for emergencies.	
Elected officials will receive status reports, press releases, and emergency public information from the EOC.	
The EOC will provide updates every four hours, or as new information becomes available.	

NOTE:

The notification of elected officials will not interfere with or impede emergency operations during a time of crisis. Critical functions will be staffed before assignments are made to disseminate information to elected officials.

EMERGENCY OPERATIONS CENTER ENVIRONMENT/HEALTH CHECKLIST

EMERGENCY RESPONSE:	TIME/DATE
Obtain a field situation report from public safety teams in the field. Obtain all information regarding health and environmental impacts to include: ☐ Potable (drinking) water ☐ Waste Water ☐ Hazardous materials spills, releases, contamination ☐ Airborne contaminants or toxic plumes ☐ Rivers, streams, and other waterway contamination ☐ Unstable land, slopes, and foundations ☐ Wind, weather, and other meteorological hazards ☐ Wells, mines, and pit hazards ☐ Infectious diseases, viruses, and other epidemiological hazards ☐ Food-borne contaminants and health risks ☐ Blood-borne pathogens and potential contamination ☐ Sanitation and waste disposal issues ☐ Disease hazard	
Evaluate the situation to identify specific hazards and risks. Prepare recommendations for immediate response, safety, and containment and present to the EOC Manager.	
Request mutual aid assistance from local and state agencies, if needed.	
If local, state, or federal agencies also respond to the incident, the EOC must identify the lead agency and command staff member in the field.	
Develop immediate plans for initiating and implement emergency warning operations in the field. Coordinate messages with the EOC to release public warning messages to surrounding public safety agencies.	
Provide technical support to the public information function for the development and release of public warning information and safety information. Be prepared to establish an emergency hotline for public inquiries.	
Track the numbers, locations, and disposition of victims, casualties, and affected persons.	

EMERGENCY OPERATIONS CENTER UTILITIES CHECKLIST
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EMERGENCY RESPONSE:	TIME/DATE
Provide a report to the EOC Manager and other applicable parties regarding the status of utility operations and services. Utilities include: ☐ Telephone ☐ Telecommunications ☐ Electric Power ☐ Natural Gas ☐ Fuels ☐ Water Delivery ☐ Wastewater ☐ Public Transportation ☐ Waste Pick-Up and Disposal	
Liaison with public safety functions and formulate a plan to restore critical utilities to areas populated by special needs persons.	
Contact appropriate utility suppliers and request priority restoration of services to areas populated by special needs persons.	
Serve as liaison between utility suppliers and the EOC.	
If water, sewer, and power are interrupted for an extended period, more than 24 hours, coordinate with Environmental Health Function to assess and determine hazards and risks to public health and safety.	
Track the status of utilities and notify the EOC as services are restored.	
Serve as technical resource to the EOC regarding utilities.	
Provide updates and information regarding the full restoration of services to promote business resumption and normal operations.	

EMERGENCY OPERATIONS CENTER PLANNING/INTELLIGENCE CHECKLIST
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EMERGENCY RESPONSE:	DATE/TIME
When EOC activated, obtain a full briefing from EOC Manager and department heads on the location of the emergency and the extent of the response operations. Ensure an EOC log has been initiated and update throughout the EOC activation.	
Provide regular updates to the EOC Manager and staff. Provide information and data to the Public Information Function after reviewing for accuracy and consistency.	
Review the display and posting of information. Ensure the following categories are addressed: ▪ Major events, incidents, and locations of field response operations ▪ General deployment of emergency response units and primary activities ▪ Status of neighborhoods and communities ▪ Status of adjacent hospitals ▪ Status of major transportation routes ▪ Status of public transportation services ▪ Status of City departments and services ▪ Status of City facilities, buildings, and resources ▪ Status of utilities and lifeline services ▪ General status of private property and location of damage ▪ Weather ▪ Summary of known damage ▪ Estimates of financial impact, losses, repair costs ▪ Problems outstanding- prioritized ▪ Resources needed ▪ Recommendations for actions, strategies, and continued operations ▪ Notifications made ▪ Status of key government officials and leadership	
If there is extensive damage to the municipal area, coordinate a Damage Assessment Team and determine if field assessments need to be conducted.	
If field assessments are needed, manage the assembly and deployment of the teams. Establish a priority for field assessment based upon: ▪ Life safety ▪ Public safety ▪ Hazard containment ▪ Restoration of critical utilities ▪ Other priority requests	
Coordinate with other departments to gather damage assessment information and data.	

EMERGENCY OPERATIONS CENTER PLANNING/INTELLIGENCE CHECKLIST (Continued)
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Provide a summary of damage assessment and estimated losses to the EOC Manager.	
Prepare summary reports based upon Federal Damage Categories as listed below: CATEGORY A: Debris removal CATEGORY B: Emergency protective measures CATEGORY C: Road systems and bridges CATEGORY D: Water control facilities CATEGORY E: Public buildings and contents CATEGORY F: Public Utilities CATEGORY G: Parks, recreational, and other agencies	
Refrain from releasing damage estimates to the media before a total estimate has been calculated and verified.	
Prepare an emergency repair and restoration plan to address immediate repair projects to restore facilities, roads, bridges, and other damaged properties. Prioritize based upon life safety, public health and safety, and critical services.	
Provide on-going updates to the EOC Manager regarding the overall situation and recovery process. Continue to provide status reports on City departments and services impacted by damage to City facilities.	
Provide a list of all City facilities that will be open for operations and public assistance.	
Keep track of and collect all documentation and reports for the EOC Manager and archive.	
Support the EOC Manager in planning for extended EOC operations. Ensure continued situation status posting and logging of activities are conducted throughout the activation of the EOC.	
Plan for the transformation of emergency projects and programs to transfer to normal City department functions.	
Be prepared to continue to provide support and updates to the recovery plan throughout the recovery stage.	

EMERGENCY OPERATIONS CENTER DAMAGE ASSESSMENT CHECKLIST
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EMERGENCY RESPONSE:	DATE/TIME
When EOC is activated, determine the geographical boundaries of the emergency. Identify types of damage and properties affected.	
Collect damage information on the following: ▪ City owned property and facilities ▪ Private commercial property and facilities ▪ Individual property and facilities ▪ Schools ▪ Hospitals, doctor's offices, and health clinics	
Plan to provide damage assessment data in several ways: ▪ Loss estimates are generally based upon damage to known value which results in a loss ▪ Repair/construction estimates are based on projects and restoration estimates and are higher than losses ▪ Financial impacts include loss of revenue, inventory, medical, fees, liability and other incurred expenses	
DO NOT RELEASE DAMAGE ASSESSMENT INFORMATION OUTSIDE OF THE EOC UNLESS APPROVED BY THE EOC MANAGER	
Provide damage summary reports based upon Federal Damage Categories as listed below: CATEGORY A: Debris removal CATEGORY B: Emergency protective measures CATEGORY C: Road systems and bridges CATEGORY D: Water control facilities CATEGORY E: Public buildings and contents CATEGORY F: Public Utilities CATEGORY G: Parks, recreational, and other agencies	
Update damage assessment information as information is received by the EOC.	

EMERGENCY OPERATIONS CENTER PURCHASING CHECKLIST

EMERGENCY RESPONSE:	TIME/DATE
Upon activation of the EOC, set up emergency purchasing system. Work with City Hall to obtain emergency account numbers and coordinate the purchasing process.	
Meet with Logistics and resource Function to analyze current emergency operations and identify anticipated resources.	
Contact potential resource providers, as directed, to set up contingency purchase plans and emergency contracts.	
Contact and activate qualified contractors, vendors, and service providers as needed to support emergency operations.	
Receive requests for services and procurement. Process within the authority of the EOC for the emergency.	
Handle all arrangements for logistics, including delivery and pick-up. Support the emergency operations by handling administrative items regarding procurement and delivery to include: ▪ Contract documents ▪ Purchase orders ▪ Insurance certificates ▪ Payment process	
Keep original source documents for all purchases and transfer to the appropriate department when the emergency subsides.	
Provide updates to Situation Status and EOC when resources have been procured.	
Transfer all active agreements, contracts, and invoices to purchasing department after EOC has been deactivated.	

NOTE:

During emergency situations or disaster, normal day-to-day purchasing guidelines will be suspended to ensure the prompt availability and delivery of supplies essential to the response and recovery effort. Department heads will be vested with the authority to authorize the purchase of emergency supplies.

EMERGENCY OPERATIONS CENTER PERSONNEL CHECKLIST
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EMERGENCY RESPONSE:	TIME/DATE
Identify any report of significant injuries or fatalities of City employees. Establish a file with an initial report of injury, if applicable.	
Coordinate and establish a temporary shelter facility to house employees and their families during the emergency or disaster. Coordinate the staffing and stocking of the temporary shelter with pre-positioned equipment and supplies.	
If volunteer resources will be needed to provide extended shelter and care for employees and their families, coordinate such assistance with the appropriate organizations.	
If special hiring of general labor is requested by the department heads, coordinate with Human Resources and Purchasing Department to process emergency hires.	
Prepare all reports and files for transfer to the appropriate department after the emergency situation has subsided and the EOC de-activated.	

EMERGENCY OPERATIONS CENTER SUPPLIES/MAINTENANCE/TRANSPORTATION CHECKLIST
--

EMERGENCY RESPONSE:	TIME/DATE
When the EOC is activated, conduct an inventory of City owned resources to include: ▪ Transportation vehicles ▪ Fuel ▪ Drivers ▪ Heavy equipment ▪ Materials ▪ Supplies ▪ Staff	
Receive requests for resources and coordinate the deployment of City resources to field operations.	
Manage the assignment and allocation of field resources to support the emergency. If City resources are not sufficient, coordinate with Purchasing Function or activate vended services to obtain sufficient resources.	
Track all expenses and document the location and use of all resources.	
Coordinate with other departments to plan for on-going operations and sustained emergency assignments for staff and equipment.	
Coordinate with the Metro Atlanta Rapid Transit Authority (MARTA) to plan for emergency public transportation services.	
Support emergency projects with City-owned resources for emergency projects and restoration.	
Support the recovery plan with transportation resources and other resources.	
Track and document the work of City employees.	
Track the use of and return of City owned vehicles and equipment.	

EMERGENCY OPERATIONS CENTER MASS CARE/SHELTER CHECKLIST
--

EMERGENCY RESPONSE:	TIME/DATE
Upon activation of the EOC, meet with EOC staff to determine extent of emergency operations and mass care and shelter needs and requirements	
For any operation involving the evacuation and movement of large groups of people, assess the following operational items for requirements and assignment: ▪ Emergency transportation ▪ Delivery point ▪ Temporary shelter and care ▪ Food, water, and sanitation support ▪ Reuniting and notification of families ▪ Crisis counseling ▪ Security and safety	
Coordinate and work closely with the American Red Cross and Salvation Army to establish and staff emergency shelters	
Review and contact available community resources such as local churches, service organizations, schools, and colleges	
Plan for the following shelter requirements: ▪ Registration of people sheltered ▪ Basic support of food, water, sanitation ▪ Time and duration of shelter operation ▪ Shelter management staff ▪ Liability of the City for incidents occurring at the shelter ▪ Security ▪ Release of minors and others ▪ Medical care ▪ Cost	
Provide information on shelter resources to the Public Information Function	
Provide on-going status reports to the EOC	
Plan for on-going operations and sustained emergency assignments for staff and services	
Plan for de-activation of shelter operations and recommend support strategies for returning displaced people to their homes.	

Attachments: Shelter Registration Form
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**City of Fairburn
Emergency Operations Plan**

Shelter Registration Form

NAME	ADDRESS	EMERGENCY CONTACT	SPECIAL NEEDS

City of Fairburn Emergency Operations Plan	Chapter 8-1	Appendix: Hazard Profile
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This hazard profile contains a community-specific prioritization of the most prevalent hazards that could occur, or do occur, in Fairburn. Number One is the hazard most likely to have a debilitating effect on the city's infrastructure and operation. The highest number is the least likely hazard to affect the community. Plans for training and exercises will be reflective of the most serious community hazards.

TYPE HAZARD	RANKING
Winter Storm A freezing rain or ice storm occurs when the surface temperature falls below freezing. High winds, accompanied by freezing rain, are more likely to become an ice storm. Liquid that falls and freezes on impact results in a heavy coating of ice on exposed objects. An ice storm may range from a light glaze to a heavy coating. A heavy accumulation of ice, especially when accompanied by wind, is devastating to trees and power lines. Streets and highways become hazardous to motorists and pedestrians, trees fall, and power outages occur. Mitigation is best accomplished by using protective construction techniques such as installation of underground power lines. Plans for large scale power outages, emergency transportation, and delivery of supplies to homebound persons are among preparations required for this hazard. Response and recovery involves de-icing roads, clearing debris, repairing power lines, and transporting stranded victims out of harm's way. Usually, this is short term in nature.	1
Transportation Accident A passenger related accident involving an airplane, train, bus, or other vehicle that is transportation related. Mitigation is accomplished by proper maintenance of roads, railroad tracks, traffic control devices, training of operators, vehicle safety inspections, and careful routing on the safest highways. A coordinated approach is critical to response and is outlined in preparedness. The recovery phase includes debris removal, repairs to transportation facilities and vehicles, and determination of the accident cause to prevent re-occurrence.	2
Hazardous Materials Major sources of hazardous material accidents are spills along roadways, railways, pipelines, rivers, and port areas. Hazardous materials are substances that are harmful to the health and safety of people and property. The City of Fairburn has facilities that produce, process or store, treat, and/or dispose of hazardous materials. Mitigation includes adherence to federal, state, and manufacturer's safety standards. Preparation of specialized equipment and training may be considered preparedness. Response may include a coordinated reaction to fires, injuries, environmental impacts, nuclear, biological, and chemical incidents. The rescue of injured or endangered parties, prevention of container failure, neutralization of the hazard, extinguishing an ignited material, and protection of exposure are considered responses. Salvage of materials, debris removal, and returning evacuees are a part of recovery.	3
Tornado Violent whirling wind accompanied by a funnel-shaped cloud is classified as a tornado. Severe weather conditions, such as a thunderstorm or hurricane, can produce a tornado. The extension may be up to 50 miles and move at speeds of 10-50 miles per hour. Through combined action of rotary winds and wind-blown debris, destruction occurs. The official tornado season begins in March and continues through August but may occur throughout the year. Weather band radios, tie-downs for mobile homes, and early warning systems are mitigating activities. Safe shelter-in-place is a key to effective response as well as assistance to those who are injured. Fires and looting are other common occurrences that accompany a tornado related incident. Recovery may involve debris clearing, power restoration, road repair, and rebuilding.	4

TYPE HAZARD	RANKING
Tropical Storm A well-organized counter-clockwise rotation of clouds and wind below 74 miles per hour constitutes a tropical storm. Severe flooding often accompanies a tropical storm. Mitigation includes identification of critical facilities and mapping of floodplains to protect people and property. Identification of shelters and other critical facilities outside flood prone areas is considered preparation. Response is the evacuation and protection of people and property from the path of the storm. Re-entry into the affected areas may include water testing, dam repair, housing relocation, and business reconstruction.	4
Large Gatherings of People When a large group of people gather inside a stadium, outdoor arena, park, mall, or other highly populated venue, problems can arise when attempting to evacuate the premises during an emergency or disaster situation. Incidents such as bomb threats, acts of terror, severe weather, acts of violence, and gang violence have the potential to cause mass destruction and loss of life. Mitigation includes the mapping of evacuation routes from large gathering areas. Preparedness is achieved by outlining responsibilities, conducting assessments, and developing operational plans. A coordinated approach amongst law enforcement, emergency medical personnel, and local hospitals is critical to a response of this nature. The recovery phase includes debris removal, restoration of transportation systems, and cause determination to prevent re-occurrence.	4
Fire A fire that burns in a community is primarily considered urban in nature. This type of hazard will affect people living in the structure or nearby in the neighborhood. Mitigation of urban fires includes enforcement of local building codes. Response is the responsibility of the fire service and assistance to victims by community organizations. The period of recovery may vary in scope depending upon the devastation of the fire.	5
Flood Overflow of rivers and streams due to severe storms or torrential rains may result as a secondary effect to a tropical storm or hurricane. Different variable impact flooding: topography, ground saturation, previous rainfall, soil types, drainage, basin size, drainage patterns of streams, and vegetation cover. Flooding may occur slowly or become a flash flood, such as in the case of a dam failure. Mitigation of this hazard includes mapping floodplain areas. Preparedness is the process of identifying early warning systems, evacuation routes, and shelters outside the floodplain. Response and recovery may encompass evacuation, search and rescue, sheltering, food, clothing, health and medical services, damage assessment, debris removal, dam repair, and temporary housing.	5
Heat High temperatures sustained over an extended period of time may cause heat related injuries or deaths, especially in infants, young children, elderly, persons with disabilities, and migrant or seasonal farm workers. Mitigation includes public awareness and education, working with the media to issue warnings, and requesting utility companies reduce shut off during times of high temperatures. Preparedness involves the identification of resources, such as fans, water, and ice. Response and recovery include the protection of people from a severe heat index through the distribution of resources and care of individuals.	6
Draught A drought is a prolonged period without rain, particularly during the planting and growing season in agricultural areas. It can range from two weeks to six months or more and affects water availability and quality. Draughts affect municipal and industrial water supplies, stream water quality, recreation, power generation, navigation, and forest resources. The potential for wildfires also increases. Mitigation includes water bans, controlled irrigation, and public awareness. Response includes identifying additional sources of water to assist with individual and family consumption during time of response and recovery.	6

TYPE HAZARD	RANKING
Terrorism Often, a terrorist attack is based on a political agenda or national cause. Terrorism is the use of violence to elicit fear and effect change. Terrorists take innocent civilians hostage at gunpoint, plot to assassinate prominent figures, detonate bombs, or utilize weapons of mass destruction in highly populated areas. Through surveillance, intelligence, and sharing of terrorists activities, law enforcement agencies can mitigate such plans. Specialized training in the areas of surveillance, disaster medicine, bomb disposal, decontamination, stress management, and grief assistance is considered preparedness. Response must be immediate, coordinated, and comprehensive at all levels to include bomb and explosive ordinance disposal, intelligence, security, aviation, transit, traffic, emergency medical, and mental health services. The process of recovery may take an extended period of time.	6
Hurricane A tropical cyclone above 74 miles per hour is considered a hurricane and poses threats such as storm surge, high winds, and rainfall. Most hurricanes in Georgia approach from the southeast or southwest. Secondary effects such as tornados and flooding can result from a tornado and greatly impact inland communities, including Fairburn. The hurricane season extends from June through November. Mitigation includes activities to lessen the damage from such storms, identification of floodplains, and public education and warnings. Response and recovery includes assisting with damage assessment, debris removal, securing the perimeter, search and rescue, and providing health related services.	6
Civil Disturbance A public crisis may occur with or without warning resulting in adverse impacts on the population. Civil disturbances may require law enforcement agencies to maintain intelligence on areas prone for uprisings to occur in order to mitigate this hazard. Crowd control, riot, gang, and security training are considered preparedness. Traffic control, security, and emergency medical assistance may be required to respond. Recovery includes the process of returning to normal, while continuing operations necessary to protect people and property.	7
Earthquake A sudden, violent shaking of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10-20 miles of the earth's surface is considered an earthquake. In Georgia, shaking is the most common phenomenon associated with an earthquake. Surface faulting, ground failures, landslides, and tectonic uplifts are other causes of earthquake damage. During response and recovery, urban search and rescue, debris removal, restoration of utilities and lifeline repairs, condemnation, and demolition of buildings must take place before community rebuilding.	8
Radiological Incidents Radioactive materials are produced in the operation of nuclear reactors. Transportation of radioactive materials is critical to ensure the safety and protection of the local population. Planning, training, and coordination of response resources is a form of preparedness. Response may include monitoring for contaminated water, food, livestock, and environmental impacts. The recovery phase ensures that the environment and community are safe to resume normal living.	9

City of Fairburn Emergency Operations Plan	Chapter 8-2	Appendix: Direction and Coordination
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Emergency Operations Center

The primary Emergency Operations Center (EOC) location, telephone, and fax numbers are stated below:

Address: The Fairburn Annex
40 Washington Street, Fairburn,

Telephone Number:

Fax Number:

The alternate Emergency Operations Center (EOC) location, telephone, and fax numbers are stated below:

Address: Fairburn City Hall
56 Malone Street SW
Fairburn, Georgia 30213

Telephone Number: 770-964-2244

The response command system will be established before an emergency occurs. Once the response begins, the organizational structure and succession of authority will be clearly defined. Open lines of communications should be established among and between response departments and assisting organizations. Agreement on a command system helps to ensure that responders understand designated responsibilities and are ready to implement upon emergency notification. Basically, there are two types of direction and coordination systems: centralized and on-scene command.

Centralized command refers to the EOC as a centralized management center to facilitate coordination of policies and overall direction for response to large-scale emergency situations.

An on-scene command system vests the responsibility for direction and coordination of all response with a designated individual at the emergency site.

Direction and coordination includes, but is not limited to, the following responsibilities:

- Establish protocols and a chain of command for emergency response;
- Establish lines of communication with other departments, assisting organizations, state agencies, and federal agencies involved in the disaster response;
- Identify fiscal authorities for commitment to a response;
- Assure transition of responsibilities between responders, assisting organizations, and agencies.

COMMAND RESPONSIBILITY CHART

To ensure an organized response and coordinated effort during the response to an emergency, disaster, or other significant event, a clearly defined Command Responsibility Chart has been created and will be adhered to during the activation of the Emergency Operations Center.

TYPE INCIDENT	COMMAND RESPONSIBILITY
Winter Storm	Police Department
Transportation Accident	Police Department
Hazardous Materials	Fire Department
Tornado	Fire Department
Tropical Storm	Police Department
Large Gatherings of People	Police Department
Fire	Fire Department
Flood	Police Department
Heat	Fire Department
Draught	Fire Department
Terrorism	Police Department
Hurricane	Police Department
Civil Disturbance	Police Department
Earthquake	Police Department
Radiological Incidents	Fire Department

EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT FUNCTIONS																
Primary and Support Departments and Organizations	Transportation	Communications/Warning	Public Works and Engineering	Fire Services	Information and Planning	Mass Care and Shelter	Resource Support	Health and Medical Services	Search and Rescue	Hazardous Materials	Food	Energy and Fuel	Terrorism and Attack	Law Enforcement	Evacuation	Public Information
Administration/City Hall		S														P
Communications		P														
Emergency Manager					P											S
Court Services																
Finance							P									
Fire Department	S			P	S		S	P	P	P			S		S	
Police Department					S		S		S	S			P	P	P	S
Community Development/Public Works	S		S													
Parks & Recreation						P					P					
Streets	P		P									S				
Utilities			S									P				
Building Operations			S													
Planning & Zoning											S				S	
Economic Development						S					S					
American Red Cross						S		S			S					
Salvation Army						S					S					
Volunteer Organizations	S					S					S				S	

P= Primary Department Responsibility

S= Secondary Support Responsibility

City of Fairburn Emergency Operations Plan	Chapter 8-4	Appendix: Communications/Warning Responsibilities
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Communication

Effective communications are essential to the success of emergency operations. The Fairburn Emergency Operations Center will coordinate all emergency communications in Fairburn.

Warning

Efficient warning procedures are critical to emergency operations. Warning messages will be disseminated on a 24 hour basis. Warnings can be received by the City of Fairburn via radio or commercial telephone.

Warning the public about an emergency or disaster situation includes various means of communication such as: local radio and television, Emergency Alert System, weather band radios, sirens mounted on emergency vehicles, and alert signals.

City of Fairburn Emergency Operations Plan	Chapter 8-5	Appendix: Operating Conditions
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Introduction

The possibility of a state emergency or federal disaster occurring with little warning requires that local government and community agencies take automatic, predetermined actions under varying conditions. However, with advance warning, an established system of preparedness will assist in response actions. These actions are designated as Operating Conditions (OPCONs).

Purpose

An OPCON is the level of emergency or disaster that may occur. Different numbers indicate OPCON level with “ONE” being the most severe.

OPCON LEVEL	DESCRIPTION	ACTIONS
5	The readiness state is normal day-to-day operations and includes training and exercise	▪ Maintain or revise plans, SOPs, MOUs ▪ Monitor weather or other disturbances/events that cause a threat
4	The possibility of an emergency or disaster situation developing requires plan review, readiness, and monitoring of the situation	▪ Review EOPs ▪ Monitor development of threat/incident ▪ Notify departments with ESF functions ▪ Begin preparation for on-site response and check mobile command posts
3	An alert, such as a watch or warning, is issued to indicate development of a threat requiring notification of appropriate departments or EOC activation	▪ Activate appropriate ESFs ▪ Notify appropriate departments ▪ Participate in briefings ▪ Coordinate issuance of warnings ▪ Issue public advisories
2	An emergency or disaster is imminent or occurring requiring notification to appropriate departments with ESF responsibilities and activation of the EOC	▪ Consult appropriate departments ▪ Mobilize appropriate departments and resources ▪ Continue issuance of public advisories ▪ Request additional assistance through mutual aid
1	The most severe emergency or disaster is imminent or occurring requiring immediate response by appropriate departments with ESF responsibilities and potential activation of the EOC	▪ Respond immediately ▪ Continue public advisories ▪ Determine preliminary damage assessment ▪ Pre-prepare for re-entry and continue assistance until completion of recovery

An OPCON will not necessarily progress from level 5 to level 1. the OPCON placed in effect will be the appropriate level for the situation existing at the time. Actions to be taken by the EOC Manager for a level 3 through 1 will include completion of all actions from the previous OPCONs.

City of Fairburn Emergency Operations Plan	Chapter 8-6	Appendix: Emergency Shelter List
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School Name	Address	City
Georgia Military College	320NW Broad Street	Fairburn
Bearcreek Middle School	7415 Herndon Road	Fairburn
Creekside High School	7405 Herndon Road	Fairburn
Campbell Elementary School	91 Elder Street	Fairburn

City of Fairburn Emergency Operations Plan	Chapter 8-7	Appendix: Health/Medical Services List
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ORGANIZATION/FACILITY	ADDRESS/TELEPHONE	RESOURCES
Atlanta Medical Center	301 Parkway Drive, NE Atlanta, Georgia 30312 404-265-4000	Hospital Acute Care Trauma Center Level I
Scottish Rite Hospital	1001 Johnson Ferry Road Atlanta, Georgia 30342 404-256-5252	Hospital Children's Healthcare
Crawford Long Hospital	550 Peachtree Street, NE Atlanta, Georgia 30308 404-686-4411	Hospital Acute Care
Grady Hospital	80 Butler Street, SE Atlanta, Georgia 30303	Hospital Acute Care Trauma Center Level I
Hughes Spalding Hospital	35 Butler Street, NE Atlanta, Georgia 30303 404-616-6191	Pediatric Care
Piedmont Hospital	368 Peachtree Road, NW Atlanta, Georgia 3-3-9 404-605-5000	Hospital Acute Care
South Fulton Medical Center	170 Cleveland Avenue East Point, Georgia 30066 404-305-4480	Hospital Acute Care
Fayette Community Hospital	1255 West Highway 54 Fayetteville, Georgia 30214 770-719-7000	Hospital Acute Care
Southern Regional Hospital	11 Upper Riverdale Road, SW Riverdale, Georgia 30274 770-991-8040	Hospital Acute Care

City of Fairburn Emergency Operations Plan	Chapter 8-8	Appendix: Hazardous Materials Facility Profiles
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Hazardous materials have been determined to have extremely hazardous substances as defined by Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. As required by the Georgia Department of Natural Resources- Environmental Protection Division, a profile is on file with the Fire Department.

City of Fairburn Emergency Operations Plan	Chapter 8-9	Appendix: Hazardous Materials
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TACTICS AND NOTIFICATION PROCEDURES

TACTICS

Specific tactics outlined are based upon the Student Performance Manual, Handling Hazardous Material, Transportation Emergencies, and U.S. Department of Transportation:

- Rescue and evacuate trapped or injured persons from the exposed area
- Cool containers, place barriers between source and object for injury prevention
- Stop the leak, apply diluting spray or neutralizing agent, construct dams, dikes, or channels, remove ignition sources, and start controlled ignition
- Use recommended extinguishing agent, remove fuel supply and oxygen source, and let substance burn
- Locate personnel and vehicles in proper position, protect nearest unburned materials, use tactical withdrawal, and exposure resistant barriers
- Implement additional emergency plans, control traffic and crowds, treat injured, and use media effectively

NOTIFICATION PROCEDURES

Incident information will be provided to mutual aid organizations as follows:

- Contact person, address, telephone number, pager or cell number, and fax number
- Location and type of incident
- Quantity, substance or chemical involved, and physical form involved
- Time of incident
- Anticipated health and/or medical risks and recommended actions
- Actions taken by first responders
- Status of situation including casualties

The Chemical Transportation Emergency Center (CHEMTREC) should be contacted for technical assistance.

CHEMTREC: 1-800-424-9300

HAZARDOUS MATERIALS RESPONSE ACTIONS

SAFETY

When approaching the scene that may involve hazardous materials, move toward the incident from an upwind and uphill direction, avoiding inhaling fumes, smoke and vapors, and touching the substance. Keep unauthorized persons at a safe distance.

RESPONSE ACTIONS

Proper procedures and safety precautions are essential in containing hazardous materials, for instance:

- Contact and notify the Atlanta Fulton County Emergency Management Agency
- Notify the carrier or manufacturer of the incident and request assistance
- Use respiratory protective equipment
- Perform lifesaving first aid, if required, and keep unauthorized persons from site
- Request all persons to remain at the site, unless transported to a hospital, and obtain names, addresses, and telephone numbers
- Prohibit eating, drinking, and smoking at the incident
- Survey the scene, determine conditions, and request mutual aid if needed
- Inform area hospital of incident and type hazard
- Follow U.S. department of Transportation Guidelines
- Treat area as toxic and likely to explode, if chemical cannot be identified
- Determine if evacuation of the community is necessary
- Ensure notification of type and form of materials to GEMA and appropriate agencies

NOTE:

Refer to the 1996 Title III Superfund Amendments and Reauthorization Act (SARA) and Occupational Safety and Health Administration (OSHA) Incident Command System (ISC)- Hazardous Waste Operations and Emergency Response Standard (29CFR 1910).

City of Fairburn Emergency Operations Plan	Chapter 8-11	Appendix: Media Contact List
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Television		
STATION	CONTACT NAME	TELEPHONE
WGCL (CBS)	Eric Heininger	404-327-3163
WSB (ABC)	Ray Carter	404-897-7000
WAGA (FOX)	Bud McEntee	404-875-5555
WXIA (NBC)	Robert Walker	404-892-1611
CNN	News Director	404-827-1500
The Weather Channel		770-226-0000
WATL 36	Daniel Berkery	404-881-3600
WGNX 46	Herman Ramsey	404-325-4646
WPBA 30	Milton Clipper	404-827-8900
WTBS 17	Joe Wheeler	404-827-1717
WUPA 69	Walter Naar	404-325-6929

Radio		
STATION	CONTACT NAME	TELEPHONE
WSB 750/WSB98.5	David Meszaros	404-897-7500
WKLS 96.1	Pat Ervin	404-325-0960
WZGC 92.9	Michael Hughes	404-851-9393
WGST 640	Pat McDonnell	404-367-0640
WFOX 97.1	Marv Nyren	770-953-9369
WVEE 103.3	Rick Caffey	404-898-8900
WCNN 680	Marc Morgan	404-897-7500
WNNX 99.7	Mark Renier	404-266-0997
WYAY 106.7	Neil McGinley	404-955-0106
WQXI 94	Rob Stadler	404-261-2970

Print Press		
	CONTACT NAME	TELEPHONE
Atlanta Journal/Constitution		404-526-5151
Atlanta Inquirer	David Stanley	404-523-6086
Mondo Hispanizo	Carola C. Reuben	404-881-4411
Southside Sun	Dave Hamrick	404-762-8446

GLOSSARY

TERM	DEFINITION
Alternate EOC	A site located away from the primary EOC where officials exercise direction and coordination in an emergency or disaster.
CHEMTREC	“Chemical Transportation Emergency Center” provides immediate advice for emergency personnel at the scene of an accident or spill.
Command Post	A designated location to communicate and exercise direction and coordination over an emergency or disaster.
Continuity of Government	Measures taken to ensure coordination of essential functions of government in the event of an emergency or disaster.
Critical Facilities	Schools, hospitals, libraries, and other essential facilities.
DAC	Disaster Application Center
Damage Assessment	An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communications networks, public works and utilities, and transportation resulting from a man-made or natural disaster.
Decontamination	A reduction or removal of chemical, biological or radioactive material from a structure, area, object, or person.
Direction and Coordination	Determining and understanding responsibilities so as to respond appropriately and expeditiously at a centralized center and/or on-scene location during emergency operations.
Disaster	A large scale man-made or natural hazard resulting in severe property damage, injuries and/or death, within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.
Drill	A method or procedure that involves elements of a preparedness plan or the use of specific equipment.
EAS	Emergency Alert System, a digital voice/text communications system consisting of broadcast stations and interconnecting facilities authorized to provide public information before, during, and after disasters.
Emergency	A man-made or natural hazard that threatens the loss of life and damage to property within a community and requires local or state response to save lives and protect property, public health, and safety.
Emergency Management	An organized analysis, planning, direction, and coordination of resources to mitigate, prepare, respond, and assist with recovery from an emergency or disaster.
Emergency Operations Center	A protected site from which local government officials and designated agencies exercise direction and coordination in an emergency or disaster.

TERM	DEFINITION
Emergency Operations Plan	A document describing mitigation, preparedness, response, and recovery actions necessary by local government and designated and supporting agencies or organizations in preparation of an anticipated emergency or disaster.

Emergency Support Function	A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.
Exercise	A simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice, and evaluation.
Evacuees	Persons moving from areas threatened or struck by an emergency or disaster.
Federal Disaster Assistance	Aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies/
Hazard	A dangerous situation or occurrence that may result in an emergency or disaster.
Hazardous Materials Incident	An occurrence resulting in the uncontrolled release of materials from a transportation accident capable of posing a risk to health, safety, and property.
Mitigation	Saves valuable resources and prevents suffering and hardship in future emergencies or disaster through avoidance of spatially predicted natural disasters, human activity, and built environment. This is done through prevention by enforcing building codes, establishing flood plains, and other such actions.
Mobile Command Post	A vehicle having the capability to communicate and exercise direction and coordination over an emergency or disaster.
MOU	A written memorandum of understanding between agencies and organizations to share resources and assistance during an emergency or disaster.
Mutual Aid Agreement	A formal written agreement among local governments which includes sharing of resources and assistance during an emergency or disaster.
Nuclear Power Plant	An electrical generating facility using a nuclear reactor as a power source.
Operating Condition OPCON	Increasing levels of preparedness from five to one requiring performance of predetermined actions in response to a real or perceived threat.
OSHA	Occupational Safety and Health Administration

TERM	DEFINITION
Power Outage	An interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.
Public Information	Dissemination of information in anticipation of an emergency or disaster and timely actions, updates, and instructions regarding an actual occurrence.
Public Information Officer	A person responsible for preparing and coordinating the dissemination of emergency public information.
Preparedness	Maintaining emergency management and response capabilities in a state of readiness and preventing those capabilities from failing through a regularly scheduled program of training, exercises, and drills.
Primary Responsibility	A department designated leadership and coordination of a specific emergency support function so as to mitigate, prepare, respond, and assist with recovery of an emergency or disaster.
Recovery	Long term activities beyond damage assessment necessary to satisfy immediate life support needs, maintain logistical support, begin restoration of infrastructure, identify individuals for assistance, and implement post disaster mitigation.
Response	Time sensitive actions to save lives and/or protect property, stabilize emergency or disaster situations, and initiate actions to notify emergency management representatives of the crisis, evacuate and/or shelter the population, inform the public about the situation, assess the damage, and request additional assistance, if needed.
SARA	Superfund Amendments and reauthorization Act of 1986.
Shelter	A designated facility that provides temporary congregate care for individuals and families who have been forced from their homes by an emergency or disaster.
Shelter Management	The internal organization, administration, and operation of a shelter facility by the American Red Cross.
SOC	State Operations Center
Staging Area	A location, pre-selected, for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel, and other relief operations.
SOP	Standard Operating Procedure, provides directions detailing task assignments and a step-by-step process of responsibilities relating to each Emergency Support Function.
Support Agencies	An agency or organization that provides assistance to the primary agency during an emergency or disaster.

TERM	DEFINITION
Warning	Alerting local government, agencies, and organizations with emergency support function responsibilities and the public regarding the threat of extraordinary danger such as a tornado, hurricane, or severe storm.
Watch	Indications by the National Weather Service that, in a defined

	area, conditions are favorable or possible for specific types of severe weather.
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STREETS DEPARTMENT

ESF #1 Transportation Services Standard Operating Guidelines

Procedure

ESF #1 Primary and support agencies are responsible for ensuring that the following response items are carried out:

ESF #1 is organized consistent with the City of Fairburn EOP, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of Fairburn.

Evacuation procedures will be supported by all agencies involved, based upon the decision made by the EOC in conjunction with the Incident Commander. Emergency first responder's primary job is the rescue of affected persons in danger and the safety of themselves. If sheltering of the evacuees becomes necessary, it will be handled as set out in ESF 6 - Mass Care, Housing and Human Services. Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. Evacuees from functional needs populations will be handled first by each individual agency to the best of their ability according to their facility/evacuation plan. Large scale transportation will be difficult with few resources to cover Fairburn. Among the potential transportation resources are Fulton County School Board, MARTA, private vehicles, and charter vehicles. The number of vehicles needed for those with severe physical

disabilities are extremely limited and would require the assistance of outside agencies and/or businesses.

Schools

All schools in Fairburn have access to transportation and have transportation plans in place. Day Care

Facilities

These facilities are generally smaller in nature and should have their own evacuation plan in place.

Fairburn Police Department

**191 SW Broad Street
Fairburn, Georgia 30213
(770) 964-1441**

STANDARD OPERATING GUIDELINE		
SUBJECT Communication	GUIDELINE#ESF2	EFFECTIVE DATE February 28,2023

Purpose: To establish guidelines for communicating operation functions and warnings

I. Procedures:

Upon notification of an event or incident Fairburn police department will take the necessary precautions to ensure communications and warning mechanisms are in place.

Code Red and social media will be utilized to relay pertinent information to the citizens of Fairburn.

When additional radios are needed for a preplan event Fairburn Police will notify Fulton County Emergency Services for additional radios and assignment of channel dedicated to the event.



STREETS DEPARTMENT

ESF #3 Public Works/Engineering Standard Operating Guidelines

Procedure

ESF #3 Primary and support agencies are responsible for ensuring that the following response items are carried out:

- Establish and maintain contact with the Incident Commander and/or appropriate Emergency Operations Center (EOC) for instructions.
- Determine operational capacity of the City's critical infrastructure, including the water and sewer system, the transportation system, and power.
- Initiate debris clearance operations.
- Maintain complete and accurate documentation of all related costs, actions and communications.
- Coordinate with all power companies, Ga. Power, EMC & Greystone, as needed.
- Establish emergency construction companies to provide equipment and/or services that will provide additional assistance for the Streets Department.

In General, the Utilities Department will operate using personnel from all divisions within the department. An assessment will be made on all infrastructure that include transportation systems, utilities, facilities and equipment.

During this process, the department will ensure it is consistent with the City of Fairburn EOP, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to City of Fairburn. Traffic management is a joint *effort* between the streets department and the law enforcement jurisdiction of the affected area. Immediate traffic control will be initially handled by law enforcement. Streets and/or volunteers may be called if the need for traffic control lasts an extended amount of time. Barricade placement is also a joint effort of Streets and law enforcement. If requested by law enforcement, Streets personnel will respond to areas and place barricades. In some situations (normal flooding), Streets personnel place barricades as the situation dictates. As roads are closed, contact is made with the local dispatch center to make notification to all other response entities. As normal traffic routes are closed, each agency will determine alternate routes based upon their home base location and

their final destination. Road closures are crucial to expediency and safety of the first responders and every effort is made to share that information as quickly as possible. A city map is also uploaded showing all roads, including the primary and those that would be considered secondary. Evacuation procedures will be supported by all agencies involved, based upon the decision made by the EOC in conjunction with the Incident Commander.

Street crews will utilize City and rented equipment or contracted services to clear streets. They will begin with major thoroughfares and then secondary streets as determined by importance of evacuation routes. This will include road treatment in inclement weather and debris removal from public streets.

Water/Sewer will, as time permits, respond to calls for water shut off and broken lines. Efforts will be made to control water with valve manipulations during the emergency incident. The response will include the control of water from the City's side of the meter only.

Documentation of expenses will be completed by the Streets Director or their designee.

Fairburn Police Department

191 SW Broad Street
Fairburn, Georgia 30213
(770) 964-1441

STANDARD OPERATING GUIDELINE		
SUBJECT Emergency Responses	GUIDELINE# OP0002	EFFECTIVE DATE February 28, 2023

Purpose: To establish guidelines and procedures for the Fairburn Fire Department to emergency responses.

- I. General: All personnel are responsible for the safety of personnel during a response. When a response is requested from the Fairburn Fire Department, the Communications Center will dispatch the appropriate equipment. Any change in the initial dispatch is only authorized by the Battalion Chief, the Deputy Fire Chief, or the Fire Chief. Common sense and good judgment will need to be exercised to determine if the response needs to be downgraded to non-emergency. Responding to emergency calls does not alleviate the vehicle operator from giving "due regard" to other drivers. Emergency vehicle operators must remember that responding emergency with "lights and sirens" and "request permission to the right of way on streets and highways.

Fairburn Fire Department

1949 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING GUIDELINE		
SUBJECT Confirmation of Dispatch and Response to Incidents	GUIDELINE # OP0003	EFFECTIVE DATE February 28, 2023

Policy:

- I. Confirmation:** Upon receipt of an incident response from the Fulton County Communications Center, the responding personnel will write down and confirm the information via radio
- II. Responding:** For incident responses occurring during the daytime hours, personnel will be in the apparatus with the appropriate personnel protective equipment in place for the type of incident responding to within one minute of the completion of dispatch. This will be confirmed from the apparatus via radio by stating that the dispatched apparatus is responding, e.g. "Engine 41 is responding." For incident responses occurring during the nighttime hours, the time allowed will be one and one half minutes from the completion of dispatch.

Fairburn Fire Department

**191 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911**

STANDARD OPERATING GUIDELINE		
SUBJECT Risk Guideline	GUIDELINE # OP0005	EFFECTIVE DATE February 28, 2023

Purpose: This policy outlines the risks that we are really to accept in the performance of our duty.

I. General: The following is a departmental guideline that should direct the members of the Fairburn Fire Department in the risks that one should take in performing our duties.

- A. We will take substantial risks to life in a calculated manner to protect lives which may be saved.
- B. We will take selected risks to life in a calculated manner to save property that can be salvaged.
- C. We will not take risks to life for lives or property that is already lost.
- D. A defensive mode of operation should be initiated if any of the following conditions exist.
 - 1. The risk to firefighter's lives and safety outweighs the potential benefits of an offensive operation.
 - 2. A building is structurally unsound, or scene conditions are otherwise unsafe for offensive operations.

These guidelines should assist in how we should respond to emergency incidents.

Fairburn Fire Department

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING PROCEDURE		
SUBJECT Incident Management System	SOP0006	Effective Date February 28, 2023

Purpose: To establish guidelines and procedures for the Fairburn Fire Department Incident Management System (IMS)

Policy: The Fairburn Fire Department will utilize the National Incident Management System (NIMS) on all EMS and incident responses to which we have jurisdiction or respond our apparatus and personnel.

1. General:

- A. The IMS is an essential element of successful intervention of the Fairburn Fire Department during an emergency incident. Fairburn Fire Department's IMS is patterned after the NIMS. NIMS is taken from the Incident Command System (ICS), which has been in place for several years. Fairburn Fire Department's IMS is a management approach with a common organizational structure responsible for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. IMS is management principles applied to an emergency situation. Under IMS the person in charge will plan, organize, direct, coordinate, and control the situation. IMS provides a solid foundation for incident management that allows for single or multiple agencies to respond to emergency situations with a minimum of confusion. Additionally, the National Fire Protection Association (NFPA) standards, Occupational Safety and Health Administration (OSHA), and the Department of Homeland Security (DHS) require the use of IMS on many types of incidents. IMS will be an integral part of the Comprehensive Emergency Management System for the Fairburn Fire Department.
- B. When the Fairburn Fire Department is the agency responsible for the mitigation of an incident, the concept of Single Command or an Incident Commander will be used. When the mitigation of an incident requires the Fairburn Fire Department in conjunction with other agencies, whether they be local, state, and/or federal; then a Unified Command will be used. In a Unified Command structure, the representatives from different departments or agencies must jointly determine the strategy, objectives, and priorities. As a Single Command structure, the Operations Battalion Chief will be responsible for the implementation of the plan. These procedures are designed to do the following:
 1. Ensure that a strong, direct, and visible Incident Command is established from the beginning of the incident.
 2. Organize resources commensurate with the emergency situation to create a positive intervention process.
 3. Provide for the expansion or contraction of the system as the incident changes.
 4. Clearly identify specific roles and responsibilities.
 5. Be used at all incidents requiring Fairburn Fire Department intervention.
 6. Provide uniform terminology and operations between individual units, battalions, and personnel.

II. Definitions:

- A. **Command Mode:** Certain incidents, by virtue of size, complexity, or potential for **rapid** expansion, **require** immediate strong, direct, overall command. In such cases, the Company Officer will initially establish a stationary command position and maintain that position until relieved.
- B. **Command Post (CP):** The location from which primary command functions are executed.
- C. **Division:** Divide an incident into physical or geographical areas of operation.
- D. **Fast Attack Mode:** Incidents that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these incidents, the Company Officer goes with the crew to provide the appropriate level of supervision utilizing the portable radio to maintain Command until transferred to another officer.
- E. **Incident Action Plan (IAP):** Provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.
- F. **Incident Commander (ICI):** The individual identified by the term "Command," who establishes the strategy and tactical priorities and has command and control of an incident. Identified by the **reflective vest marked "Incident Commander."**
- G. **Incident Management System (IMS):** The management system utilized with a common organizational **structure with responsibility** for the management of **assigned resources to** effectively accomplish stated objectives pertaining to an incident.
- H. **Liaison Officer (LNO):** Functions as the point of contact for representatives from other agencies. In a Single Command structure, the representatives from assisting agencies would coordinate through the Liaison Officer. In a Unified Command, agencies not involved in Command would coordinate through the Liaison Officer.
- I. **Logistics Section:** Responsible for providing facilities, services, and materials for the incident. Includes the communications, medical, and food units.
- J. **Investigation Mode:** These situations generally require investigation **by the initial arriving company. The** Company Officer should go with the crew to investigate while utilizing **a portable radio and retaining** command of the incident. Units shall follow Standard Operating Guidelines specific to the type of incident or occupancy.
- K. **Operations Section:** Responsible for coordinating and directing all tactical operations at an incident.
- L. **Public Information Officer (PIO):** The person responsible for the release of information for which the Fairburn Fire Department has responsibility. This officer coordinates on-scene media and just coordinates with other agencies in a multi-agency event. This position is a part of the Command Staff and reports directly to the Incident Commander.
- M. **Planning Section:** Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Incident Status, Resources Status, Documentation, and Demobilization Units, as well as Technical Specialists.
- N. **Safety Officer (ISO):** The person responsible for advising the Incident Commander of safety issues on the **incident. On incidents that require** immediate action, the SO shall have the authority to alter or halt operations and advise the Incident Commander of the changes. On incidents where immediate action is not necessary the SO **shall** advise the **Incident** Commander of *the* operations and make recommendations to stabilize it.
- O. **Section:** The organizational level having functional responsibility for primary segments of incident management, such as Operations, Planning, Logistics, Finance, and Administration. The Section level is organizationally between Division and Incident Commander.

- P. Section Chiefs: Title that refers to a member of the Command Staff (Planning Section Chief, Operations Section Chief, Administration Section Chief, and Logistics Section Chief).
- Q. Single Command: The method of command with one person as the Incident Commander responsible for developing strategy, Incident Action Plans, and objectives.
- R. Staging Officer: The person responsible for command and inventory of apparatus and staffing in the staging area.
- S. Unified Command: The standard method to coordinate command of an incident when multiple agencies are in operation in one jurisdiction.
- T. Water Supply Officer: The person responsible for ensuring that adequate water supply is developed and maintained to control and extinguish a fire.

III. Responsibilities of Command:

- A. The IC is responsible for the completion of tactical priorities. These priorities are as follows:
 - 1. Remove endangered occupants and treat the injured.
 - 2. **Stabilize** the incident **and** provide **for** life safety.
 - 3. Conserve property.
 - 4. Provide for the safety, accountability, and welfare of personnel. This priority continues throughout the incident.
- B. To meet these responsibilities the IC shall:
 - 1. Establish and announce command and establish an effective operating position (in the Fast Attack Mode this is with the crew operating in an offensive position; in the Command Mode this is stationary and at a CP).
 - 2. Rapidly evaluate the incident (Size Up).
 - 3. Identify the overall strategy, develop an incident Action Plan (IAP), and assign companies and personnel consistent with plans and Standard **Operating** Guidelines. The strategy and the **IAP** are to be transmitted verbally to all operating units.
 - 4. Develop an effective incident management organization.
 - 5. Provide tactical objectives.
 - 6. Review, evaluate, and revise (as needed) the IAP.
 - 7. Provide for the continuity, transfer, and termination of command.
- C. The IC is responsible for all of these functions. As command is transferred, so is the responsibility for the functions. The first five functions must be addressed immediately from the establishment of command.

IV. Incident Site Management:

- A. When the incident is located at a structure, specific terms shall be used to identify the incident site. The perimeter of the structure shall be identified by alpha designations, as follows:
 - 1. The **front** of the structure, which is Side A, shall be the addressed **side** of the structure unless otherwise designated by the IC. In those incidents where the structure location for configuration is unusual, the IC may designate the sides of the structure using a landmark. Landmarks may be a **swimming pool**, a

2. Exterior exposures shall be identified according to their proximity to the respective side of the fire **building**.
 - a. Example: Exposure 2A or Exposure 4B.
3. In multi-storied structures the IC may choose to identify the floors by sectors. Example: 5* floor would be Sector S or 5* floor Sector.

V. Procedures:

- A. The Incident Management System **shall** be placed into operation for all incidents. The first arriving unit shall establish command of the incident.
- B. Situation Reports: The first arriving Fairburn Fire Department unit shall size-up the incident scene and provide an initial report.
 1. Identify the arriving unit.
 2. Repeat the address of the incident.
 3. Report the number of stories of the structure.
 4. Report the type of building.
 5. Report what you are able to see.
 6. Establish command by the street name.
 7. Announce the mode of operation.
 8. Announce what actions you are taking.
 - a. Example: Engine 41 on the scene at 6510 Watson Street. We have a single story business facility. We have nothing showing. Engine 41 is establishing Union Street Command. **Union** Street Command will be in Investigation Mode.
- C. Transfer of Command: The transfer of command will take place according to the following procedure:
 1. The Officer assuming command will communicate with the person being relieved of command by radio or face-to-face. Face-to-face is preferred when possible.
 2. The person being relieved shall brief the Officer assuming command with at least the following information:
 - a. Incident operations (fire location and extent, HAZMAT spill or release, number of patients, etc.).
 - b. Incident Action Plan (IAP).
 - c. Progress towards the completion of the tactical objectives.
 - d. **Safety considerations**.
 - e. Deployment and assignment of operating companies and personnel.
 - f. Appraisal of need for additional resources.
 - g. The **person being relieved of command** should **review the Tactical Worksheet and Accountability**

Board with the officer assuming command.

- h. Once the Officer assuming command has been fully briefed, he or she shall notify dispatch of the transfer and dispatch will announce the change.

D CP

1. When operating in the Command Mode a stationary CP shall be established. The CP shall be a fixed location near the incident site. The IC, Command Staff, and other appropriate personnel shall be assigned to the CP.
2. The IC shall designate Command by street name. This designation of Command may need to be changed during an incident should another incident arise during the initial incident. The simple use of direction will then be utilized. Example: Incident 1: Highway 29 at Gresham Street — South Highway 29 Command. Incident 2: Highway 29 at Lower Dixie Lake Rd-North Highway 29 Command.
3. The IC will wear the reflective vest inside the Command Vehicle which shows “IC.”
4. Radio transmissions between the incident site and Dispatch shall go through Command.
 - a. “Engine 41 driver to Engine 42 driver, charge the supply line.” This type of communication does not go through Command.
 - b. “Interior to Command. Unable to make it to the fire floor. Request ventilation started above the fire floor.” This *type* of message must go through Command. The IC will decide which unit will be assigned to the task of ventilation.
5. Information that is directed to Dispatch but should have gone to the CP shall be relayed by Dispatch to the CP.
6. No one shall operate at the incident scene without reporting to, or communicating with, the CP and receiving appropriate directions. When reporting to the CP, only Company Officers should report.
7. Officers **shall** work through the CP when divisions have not **been** established.
8. Personnel operating on the incident shall not congregate around the CP. When face-to-face communications is necessary, only the Company Officer should report directly to the CP; other crew members should remain with their apparatus or in a place designated by the Company Officer.

E. Divisions

1. Separating the incident into manageable components is known as a Division. When multiple resources are, or may be assigned to perform tactical functions, a Division should be established. Whenever a Division is established, the IC shall brief the Division Officer on the tactical priorities and objectives and assign units to the Division. These assignments will be communicated to, and announced by, Dispatch.
2. Divisions can be geographical or functional. Examples of functional divisions are EMS Division, Ventilation Division, and Attack Division. Examples of geographic divisions include Rear Division, Interior Division, and Division 4 (4th floor of a structure).
3. All Division Officers shall communicate through the CP. Examples of communications to and from Divisions are as follows:
 - a. “EMS Division to Command. Three additional medic units will be required on this incident.”
 - b. “Interior to Command. One additional unit needs to be assigned to the 2nd floor to assist with overhaul.”

F. Staging:

1. Incoming units that are not assigned a tactical responsibility may be assigned to Level 2 Staging. When the IC designates a Level 2 Staging area, the following shall apply:
 - a. The IC shall designate the Staging Area. That designated area shall be announced by Dispatch.
 - b. The Staging Area shall be located so that units have easy access to the incident scene, but not such that its location interferes with the on-scene operations.
 - c. Personnel shall remain with their units while assigned to Staging.
 - d. A Staging Officer may be designated as necessary. If no Staging Officer is assigned, then Dispatch shall **maintain** a list of units in the Staging Area and dispatch them as requested by the IC.
 - e. Units are to announce via radio that they are in Staging as they arrive.

VI. Specific Incident Site Activities:

- A. Chief Officers and staff personnel arriving at an incident shall report to the CP for assignment.
- B. Rehab shall be set up by Command when necessary. Its location shall be determined by the IC.
- C. The responding Fire Marshal shall *report* to the CP and coordinate investigation activities with the IC.
- D. Breathing apparatus can only be removed after the “all clear” is given by the Division Officer or IC. The “all clear” for removal of breathing apparatus shall be announced by Dispatch.

VII. Termination of IMS:

- A. As the incident draws to a close, a formal retraction of the IMS shall begin. For extensive or complex incidents the Logistics Division will develop a Demobilization Plan that will specify the withdrawal of resources.
- B. Command will announce when Divisions are de-activated. For example:
 1. **“Command to Dispatch, the Rear Division is no longer in operation. Units operating in the Rear Division will report directly to the CP.”**
- C. If the IMS reduces to a few units and the Chief Officer is departing as the IC, then a Company Officer shall be designated as Command. Command shall remain in place until the last unit returns to service. Verbalizing to Dispatch the transfer of Command is as important as verbalizing the termination of Command, which must be done **via radio as** the incident concludes. For example:
 1. “Union Street Command to Dispatch, Fire Command is in service and transferring Union Street Command to Engine 41.”
 2. “Union Street **Road Command to Dispatch**, Engine 41 will be **returning to service**, Union Street Command is terminated; Engine 41 in service.”

Fairburn Fire Department

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING GUIDELINE		
SUBJECT Safety Equipment	GUIDELINE# OP0007	EFFECTIVE DATE February 28, 2023

Purpose: This procedure is implemented for your safety as well as other personnel and the public.

I. **Personal Protective Equipment (PPE):** The appropriate PPE as determined by Policy #OP0008 will be worn on all scenes as required, by said policy.

II. **Vehicular Traffic:** Anytime Fire Department personnel are outside their apparatus on an emergency scene or detail, and they are in an area open to vehicular traffic, they must wear the approved safety vest provided by the department. Depending on the function being performed, a minimum of your turnout coat and helmet shall be worn with the reflective safety vest placed over the coat, unless directly involved in fire suppression activities. Drivers will ensure that the traffic directing lights and portable traffic cones are utilized when personnel are operating in an area open to vehicular traffic.

III. **Portable Radio:** At the beginning of the shift, each member should check out a portable radio (carrying it in the appropriate holster) and monitor the radio traffic at all times when on an emergency response.

Fairburn Fire Department

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING GUIDELINE		
SUBJECT Personal Protective Equipment (PPE)	GB ODELINE # OP0008	EFFECTIVE DATE February 28, 2023

Purpose: To provide policy and guidelines relative to the proper personal protection, in the form of protective clothing, to all Fairburn Fire Department members exposed to dangerous situations and hazardous atmospheres and/or environments. The purpose of this guideline is to establish a system to regularly inspect protective clothing and equipment assigned to members of the fire department, and to set standards for the maintenance of these items.

Policy:

I. Responsibility:

- A. The Battalion Chief has the overall responsibility to ensure that the personnel assigned to their shift abide by the Fairburn Fire Department policies regarding the use of protective clothing. The inspecting officer shall verify proper fit of turnout coats and pants while the clothing is actually being worn by the firefighter when conducting the inspection. Protective hoods shall be inspected with SCBA face piece in place and hood on to verify proper fit and coverage of all facial and neck skin surfaces.
- B. All Fairburn Fire Department personnel are directly responsible for their **personal** safety and shall **utilize proper protective clothing as** prescribed within this policy. Each member of the Fire Department is responsible for inspecting his/her protective clothing daily, as well as for the cleaning, care and maintenance of all **issued** protective **equipment**. The individual member is responsible for reporting **repairs** or replacement items, when needed, by following established procedures.
- C. **Missing** items require a Lost, Stolen or Damaged Report **for replacement** or repair.

II. Definitions: All Fairburn Fire Department personnel shall wear and utilize full protective clothing as defined herein.

A. Full protective clothing shall consist of the following:

- 1. Helmet with shield.
- 2. Gloves.
- 3. Turnout coat.
- 4. Hood.
- 5. Turnout pants with suspenders.
- 6. Turnout boots.
- 7. SCBA with mask

m. Procedures:

A. Emergency Operations

1. Personnel will wear issued protective clothing on all of the following emergency **calls**:

- a. Structure fires.
- b. Wild land fires (grass, brush, etc.).
- c. Hazardous materials.
- d. Gas leaks.
- e. Bomb threats.
- f. Once units are given assignment from staging.
- g. Fire alarms.
- h. Vehicle extrication.
- i. SCBA at discretion of Incident Commander (IC) or Safety Officer.
- j. Vehicle fires.

1. Carbon monoxide alarms.

m. Any call that the Company Officer or Battalion Chief deems necessary.

Deviation from the above will be determined by the IC.

- 2. Driver/operators are not required to wear protective clothing while driving; however, after arriving on the scene and performing essential pump operator duties, will be required to don turnout coat and helmet as a minimum.
- 3. Personnel shall not remove their **PPE** until the IC or Company Officer determines that such protection is no longer necessary or a reduced level of protection is sufficient.
- 4. A Company Officer may, at their discretion, may order all personnel, including the driver/operator, into any level of protective clothing which may be necessary to protect from injury or death.
- 5. On motor vehicle collisions, the minimum protective clothing will be head, hand and feet protection to include **helmet**, turnout coat, turnout pants, turnout boots, gloves and reflective vest.

IV. Training:

- A. All personnel engaged in Training Sessions shall wear the amount of protection deemed necessary by the Company Officer or Training Officer.

V. Routine Operations:

- A. Personnel **involved** shall use appropriate safety gear and/or protective clothing when engaged in routine activities that may present a personal safety hazard. If personnel have questions regarding the need for safety gear for such routine activities or if they wish to obtain said gear, they should contact their Company Officer prior to beginning said activities.

	Department of Emergency Services Standard Operating Procedure	
S.O.P. — Mass Casualty Incidents (MCI) Dispatch Procedure		
Category: FIRE/MEDICAL	Number: 500.11	
Original Date: September 15, 2017	Effective Date: September 15, 2017	Revision Date:
Distribution: E911 Personnel	Authorized By: @-...-...-...	
Cancellations: Updates previous SOP # from Date:		
CALEA Standards: Listed on last page		

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Purpose Procedure

1.0 PURPOSE

To efficiently dispatch the appropriate number of emergency medical units for the triage, treatment, and transportation of victims involved in Mass Casualty Incidents (MCI's). The following procedure is applicable to all multiple victim situations. This procedure is intended for the everyday MCI when the number of injured exceed the capabilities of the first arriving unit as well as the large scale MCI's.

2.0 PROCEDURE

Fire Dispatch will dispatch the appropriate units for a declared Level 1, 2, or 3 MCI event. Once a MCI Level has been declared, the dispatcher will change the Response Determinate in CAD (MCI1, MCI2, and MCI3) and dispatch according to the MCI level response list. All units will respond to the staging area unless otherwise directed.

1. The following levels of response are the minimum amount of units required to manage a specific

3.0 LEVELS OF RESPONSE

number of patients when an MCI incident is declared by the First Responder On-Scene.

a) MCI Level 1 Response (5-10 victims):

- 4 ALS Transport Ambulances
- 2 Apparatus (Engine/Truck) and/or 8 first responders
- 1 Battalion Chief or Higher Rank
- 1 EMS Field Supervisor
- 2 BLS Ambulances

b) MCI Level 2 Response (11-20 victims):

- 6 ALS Transport Ambulances
- 2 Apparatus (Engine/Truck) and/or 8 first responders
- 1 Battalion Chief or Higher Rank
- 2 EMS Field Supervisors
- 3 BLS Ambulances
- EMS Office Notification
- Atlanta MCI Bus (AFD)

c) MCI Level 3 Response (Over 20 victims):

- 6 ALS Transport Ambulances
- 3 Apparatus (Engine/Truck) and/or 12 first responders

- 2 Battalion Chiefs or Higher Rank
- 3 EMS Field Supervisors
- 4 BLS Ambulances
- EMS Office Notification
- Atlanta MCI Bus (AFD)
- Medical Director Notification.

Original: September 15, 2017

Revised:

CALEA STANDARDS:

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING GUIDELINE		
SUBJECT Incident Response	Guideline # OP001	EFFECTIVE DATE February 28, 2023

Purpose: To establish guidelines for incident evaluation and safe handling of Hazardous Materials Incidents.

Policy: It shall be the policy of the Fairburn Fire Department to follow these procedures in the handling of Hazardous Material Incidents and to insure the safety of the personnel and citizens.

1. Procedures:

A. Upon arrival:

1. Size-up the situation:

- a. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate the effects of the wind, topography, and location of the situation.
- b. The objective of size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A Hazardous Materials Incident requires **more cautious and** deliberate size-up **than** most **fire situations**.
- c. Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance.
- d. Make careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue to evacuate an area, but this should be done with an awareness of the risk to **Fairburn** Fire Department personnel, and taking advantage of available protective equipment.
- e. Don't assume anything! A wrong decision, while working with hazardous materials, can be worse than no decision.
- f. Report on conditions.
- g. Establish an operational perimeter.
- h. If the involved incident has occurred on a public road or highway request Police. If Police personnel are already on the scene, make contact and coordinate with Police personnel.

2. Identify materials involved:

- a. It is imperative that the first arriving unit determine what hazardous material(s) is involved, and how much, prior to taking action to stabilize the incident.
- b. Entering the scene to make positive identification may be a considerable risk. The danger of explosion, leaking gas, and poisoning may be great.

- c. **Action taken prior to determining the product involved may be totally wrong and may severely compound the problem.**
- d. Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be unknown, warning signs may not be visible, or obscured by smoke and debris, the driver may be killed or missing.
- e. DOT hazardous materials marking systems are inadequate because some hazardous materials in quantities up to 1000 pounds do not require a placard and there may be combinations of products involved with only a “dangerous” label showing. Sometimes only the most evident hazard is identified, while additional hazards are not labeled.
- f. Attempt to identify the involved material(s) by way of the following:
 - i. Check **placarding and/or labeling.**
 - ii. Check paperwork associated with the materials transportation or storage.
 - iii. Check with people directly related to the accident/incident.
 - iv. Contact the shipper and/or manufacturer.
 - v. Obtain the exact spelling of the materials involved.

B. Initial Operations:

- 1. Establish command.
- 2. Obtain technical information:
 - a. **Utilize the DOT Hazardous Materials Emergency Response Guidebook.**
 - b. Contact ChemTrec at (800) 424-9300.
 - c. Utilize other informational sources available.
 - d. Contact the shipper and/or manufacturer.
- 3. **Identify** priorities based on the following:
 - a. The type and magnitude of life hazard involved.
 - b. The type and quantity of hazardous material(s) involved.
 - c. Reference the “DECIDE” mnemonic for determining the steps in dealing with a Hazardous Materials **Incident**:
 - i. D-Detect the presence of hazardous materials.
 - ii. E-Estimate potential harm without intervention.
 - iii. C-Choose response objectives.
 - iv. I-Identify action options.

- v. D-Do best option.
- vi. E-Evaluate progress.

4. Identify the Objectives:

- a. The objectives must be based upon those priorities that have already been identified. They must be flexible enough to account for the dynamics of *die* situation.
- b. The objectives must focus on confinement and/or control of the involved materials in such a way so as to save lives and to prevent the unnecessary exposure of on-scene or nearby personnel (including firefighters, bystanders, law enforcement personnel, etc.) to the adverse effects of the involved material(s). Objectives must also provide for the protection of involved property and the environment.
- c. Objectives **must be** clearly understood and well communicated **among** all levels of the on-scene organization that is attempting to cope with the problem. Close cooperation and coordination is essential if **disaster** is to be averted.
- d. The Incident Action Plan (IAP) must be based upon the identified objectives and must be understood by all involved **personnel at** the scene. The IAP should be centered primarily **around** the following:
 - i. Protection of life.
 - ii. Confinement of the material and its by-products.
 - iii. Control of the material and its effects on humans, animals, property, and the environment.
- e. Monitor progress of the IAP to ensure that objectives are either accomplished or modified according to the dynamics of the situation.

C. Safety:

- 1. All operations up to and including the evacuation process must be accomplished with the idea of overall safety as the key component.
 - 2. Fairburn Fire Department personnel shall wear the appropriate protective clothing. A minimum of full protective clothing must be worn inside the operational perimeter. Special protective clothing may be necessary depending upon the nature of the materials involved.
 - 3. Be alert for the symptoms of chemical poisoning and reactions that could threaten the lives of firefighters and other involved personnel.
 - 4. Personnel who have been exposed to hazardous materials shall receive immediate medical treatment.
- NOTE.-** Many symptoms may be delayed up to 24 hours after contact.
- 5. In general, the following safety guidelines should be observed:
 - a. Move and keep people away from incident scene.
 - b. Do not walk into or touch any spilled material.

- c. Avoid inhalation of all gases, fumes, and smoke even if no hazardous materials are involved.
 - d. Do not assume that gases or vapors are harmless because of lack of smell.
6. Keep in mind the basic safety priorities:
- a. Personal safety.
 - b. Safety of others.
 - c. Environmental impact.

D. Coordination and Control:

- 1. Fairburn Fire Department shall establish Incident Command for all agencies working at a Hazardous Materials Incident.

DI. Clean-up and Disposal:

- 1. The Incident Commander's (IC) responsibility beyond that of preserving life and property is only to identify and, if **possible**, contain the **spill** material. **Under most circumstances, no attempt** should be made to "decontaminate" a spill unless directed and supervised by responsible parties from the industry and/or other technical advisors. Professional disposal companies and/or teams should be **utilized for** clean-up and disposal. Use of this resource is expected, **but will normally** occur after local expertise is on hand.

DII. Procedures (General): It must be remembered that any and all procedures which may be carried out at a Hazardous Materials Incident must be based upon and compatible with the physical properties of the involved material(s). The following list contains some **basic** guidelines that may **apply** to hazardous materials situations in a general sense. The nature of materials involved will dictate more specific procedures.

- 1. Take all feasible steps necessary to protect or save human life. Safeguard property insofar as practical.
- 2. Take actions to contain and/or prevent the spread of the material(s). Spread sand or other collection agents. Build dikes, etc. Control runoff water at fires.
- 3. Keep the public as far from the scene of the incident as reasonably possible. Prevent souvenir hunting and handling of debris. In the case of a nuclear weapons incident, keep the public at least 2000 feet **away**.
- 4. isolate for further examination those people who may have had contact with the material(s). Obtain names and addresses **of those involved**.
- 5. Remove injured victims from the area with as little direct personal contact as possible. Hold them at a transfer **point** for first **aid**. **If serious** injury has occurred, **demanding** more than **first aid** measures, the **patient** should be sent **immediately to a** triage area. Advise medical personnel and **facilities of possible** contamination and what material(s) involved.
 - a. Medical attention is directed primarily at restoration of breathing, control of major hemorrhage, splinting for fractures, prevention of shock, and control of pain. These are carried out for an exposed person in the same fashion as for a non-exposed patient.
 - b. Medical attention for a contaminated patient consists of cleansing the skin of obvious dirt (possible contamination) and, if feasible, carefully remove the outer garments and shoes of the

patient and wrapping the patient in **mummy** fashion in a blanket, sheet, canvas, or large coat. By this measure, any remaining contamination is contained and if the wrapping is carefully done, the patient can be moved with little likelihood of spreading contamination.

6. If incidents involve fire or material subject to blowing in the wind, conduct operations from an upwind position. Keep out of smoke, fumes, or dust resulting from the incident. Segregate clothing and tools used at the scene until they can be checked for contamination. Do not handle suspected material until it has been inspected and released by qualified technical experts.
7. In a motor vehicle collision involving hazardous material, detour all traffic around the accident scene. If this is not possible, move the vehicle or vehicles involved the shortest distance necessary to clear the right of way. If the material is spilled, prevent the passage of vehicles and people through the area until it has been surveyed. If right of way must be cleared before the assistance team arrives, wash spillage to the shoulders of the right of way with a minimum of dispersal of wash water. Try and construct a dike to contain the wash water or use absorbent material to control run off. Do not allow wash water to enter the drainage system.
8. Do not eat, drink, or smoke in the accident area. Do not use food or drinking water that may have been in contact with material from the incident area.
9. Take only necessary emergency actions prior to the arrival of a qualified Hazardous Materials Specialist, Team, and/or physician.
10. There are basically 4 different methods of handling hazardous materials spills or leaks. They are:
 - a. Absorption.
 - b. Containment.
 - c. Separation.
 - d. Neutralization.

i1. Sometimes, a non-attack posture is the best approach to a hazardous materials problem. A fire in any of the following materials should signal a non-attack posture and immediate evacuation of the surrounding area:

- a. Explosives A.
- b. Explosives B.
- c. Oxidizers.
- d. Organic peroxides.
12. Hazardous materials must not be carelessly washed down storm drains or sewers. Such action could compound the problem and hasten disaster.
13. In some cases, it may be better to let a fire involving certain hazardous materials to burn. In such cases, the run-off water from fire extinguishment operations may pose more of a hazard than the fire itself.

4. Fires involving hazardous materials in closed containers such as tanker trucks require special decision-making considerations and may also indicate a non-attack posture.

NATURAL GAS INCIDENTS:

Purpose: The purpose of this document is to establish a guideline on the response to Natural Gas Incidents.

Policy: It shall be the policy of the Fairburn Fire Department to follow these procedures in the handling of Natural Gas Incidents and to insure the safety of the personnel and citizens.

I. Guideline:

Fairburn Fire Department units may encounter natural gas in a variety of situations and incident types with each presenting a different set of hazards and problems. The following guidelines present approaches that will be applicable in the majority of the situations; but do not replace good judgment and experience on dealing with any particular incident.

Natural gas is much lighter than air and will dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket; particularly in attic and dead air spaces. The flammable limits are approximately 4% to 15% in air. Natural gas itself is non-toxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. A combustible gas instrument can only determine the presence of a combustible gas, not the gas ranges and oxygen contents.

Burning **natural gas** should not **normally be extinguished, since this would change the situation** from a **visible to an invisible hazard** with *explosive* potential. Stopping the flow of fuel should **control the fire**.

- A. Incidents at which an explosion has occurred: Units arriving at the scene of a structure explosion must consider natural gas as a possible cause. Explosions have occurred in structures that were not served by natural gas (underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces). With these circumstances, the cause of the explosion may be difficult to determine.
 1. **Until** it can be determined that the **area is** safe from the danger of further explosions, evacuate **all** civilians and keep the number of Fairburn Fire Department and/or other emergency personnel in the area to the minimum number necessary to stabilize the situation.
 2. Do not rely on gas odor. Use combustible gas detectors to check all suspected areas.
 3. Check areas systematically using combustible gas detectors. Start outside of the area of the explosion and move into the area until readings indicate detectable concentration. Map the reading for the affected area.
 4. If a gas concentration is encountered inside, **adjacent** to, or underneath any building, secure **all** possible sources of ignition in the affected area. Disconnect electricity from outside the affected area to avoid arcing. Ventilate the building where gas is found with explosion proof equipment only.
 5. The use of ground probes is essential to evaluate potential underground leaks. When the gas company personnel are on the scene, ground probe readings and locations must be coordinated. Time, location, and concentration should be recorded for each probe. Subsequent readings should be taken from the same holes when possible.
 6. **The IC shall provide for effective interaction between the Fairburn Fire Department and the gas company personnel. Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide the IC with valuable assistance in the effective handling of these incidents. These personnel should be directed to the IC to report their arrival, etc. In most cases, Fairburn Fire Department personnel with portable radios will be required to supervise during their on-site operations.**

- B. Incidents Involving a Reported Gas Leak-No Fire or Explosion: Calls for “odor of gas, gas leak, broken gas line” and similar situations may range from minor to potentially major incidents. All of these should be approached as potentially dangerous situations.

With gas company personnel on the scene of an incident, it shall be standard procedure for the Fairburn Fire Department unit to provide effective interaction between agencies. Gas company personnel shall be responsible for locating and eliminating leak sources.

- D. In all cases, Fairburn Fire Department units shall take whatever actions are necessary to provide for life and property safety.
 1. Evacuate any civilians in the area of the escaping gas.
 2. Attempt to locate the source of the gas and any shut off devices available.
 3. Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter. The IC shall insure the meter is red tagged and locked off until repairs are complete. This is most easily accomplished with the cooperation of gas company personnel.
 4. If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Shut off electrical power from an outside breaker. Check for explosive concentrations with a structure. Ventilate when safe to do so.
 5. If the gas company personnel must evacuate to shut off a leak, provide stand-by protection with a charged 1½ hand line and 2 firefighters in full protective clothing including SCBA.

Personnel Safety: All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing with SCBAs. Personnel working in a suspected ignitable atmosphere shall use SCBA and shall be covered by a manned protective hose line. The number of exposed personnel will be kept to an absolute minimum at all times.

A safety perimeter shall be established and maintained around any suspected gas leak and “fire line” tape should be used to identify the safety perimeter when necessary.

F. Natural Gas Summary:

1. Natural gas is lighter than air.
2. It will pocket in buildings.
3. Flammable limits are 4% to 15%.
4. Natural gas displaces oxygen.
5. Burning natural gas generally should not be extinguished.
6. Turning off the flow of gas should control fires.

RAPID INTERVENTION CREW AND MAYDAY PROCEDURES:

Purpose: The purpose of the Standard Operating Guideline is to outline the procedures used too the rescue or personnel operating at emergency incidents if the need arises. It further outlines the procedures for members entering and IDHL atmosphere or working in an environment recognized to be unstable.

See also Policy OP0022

I. General:

- A. Personnel assigned to perform this function will be designated as the Rapid Intervention Crew (RIC). The composition and structure of the **RIC** shall be flexible depending on the type, size, and complexity of the incident. Level I RIC will consist of no less than 3 trained members.

II. Definitions:

- A. IDHL:
1. **Immediately Dangerous to Life and Health.**
 2. Oxygen level below 19.5%.
 3. Lower Explosive Limits (LEL) in excess of 10%.
 4. Toxins in excess of permissible exposure level.
 5. Confined space, collapse, or any other situation recognized to be unstable and could cause injury or death.
 6. An atmosphere that poses an immediate threat to life would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. The interior of a structure involved in fire, beyond the incipient stage, is considered an IDHL atmosphere.
- B. Incipient Stage Fire: A fire in the initial stage which can be controlled or extinguished using portable extinguishers, or small hose systems, without the need for protective *clothing* or SCBA.
- C. Personnel Accountability Report (PAR): A report given to the IC or Operations Division that all members of the crew are accounted for. Level I RIC:
1. A team consisting of a minimum of 3 trained members. Level **II RIC**:
 2. A team consisting of a minimum of 4 trained members *whose* duties are to track, and rescue if needed, emergency personnel that enter a structure involved in fire beyond the incipient stage (**IDHL** atmosphere), or the rescue of emergency personnel who fall victim to an unstable situation at an emergency scene. RIC shall be referred to as **RIC-I**, RIC-II, etc. Mayday:
 3. A verbal notification to the IC that immediate action is required to rescue or assist emergency personnel operating in emergency **incidents**. **RIC Kit** (Rescue Equipment).
 4. Desirable equipment should be a secured hand line, portable radio, forcible entry tools, rescue rope, hand **light**, and **Thermal Imaging Camera (TIC)**.
 5. **After** conducting a size-up of the incident scene, the **RIC** may determine the need for additional equipment not listed above. The RIC shall attempt to obtain this equipment by utilizing the apparatus at the incident scene.
 6. The RIC kit is to have, as a minimum, the following equipment: SCBA cylinder, spare mask, regulator, flashlight, search rope, door chocks, and wire cutters.
- D. Implementation:
1. The RIC shall be implemented during the initial stages of an incident.

2. Multiple RICs may be established on large incidents.
3. The RIC will report directly to the IC.
4. The RIC shall report to the IC unless given a different assignment. They shall bring their RIC equipment, not carried in the RIC kit that may be needed to affect a rescue.
5. RIC members must maintain visual or voice contact with one another at all times.
6. The RIC shall announce via radio to the IC that the RIC has been established.

E. Entry Team:

1. No entry team shall enter into an IDHL until a RIC has been established.

F.

1. Anytime emergency personnel operating on an incident feel they are trapped, injured, or lost they shall signal a MAYDAY alert. Immediately following the MAYDAY alert, those personnel shall activate their PASS device on their SCBA.
2. They shall transmit the word “MAYDAY” via radio by announcing in increments *of three*, “**MAYDAY, MAYDAY, MAYDAY**” followed by a radio message to the IC identifying themselves along with their location. Information pertaining to the location should be as specific as possible. This shall be repeated until acknowledged by either the IC or Dispatch. If the IC does not acknowledge the MAYDAY **alert**, Dispatch shall **immediately relay** this information to the IC.
3. The IC shall deploy the necessary resources needed to assist with a rescue.
4. Other personnel operating on the scene should be aware to the **MAYDAY situation. However**, they must continue with their assigned tasks. The task they are currently performing may very well limit **injury** to the **person** or persons in distress as well as the **RIC**.
5. Upon the **MAYDAY call**, a PAR shall be initiated for all other crews.
6. The RIC shall notify the IC that the person or persons have been located and the actions being taken to remove them or if additional assistance is needed. **Rapid Intervention:**
 - a. The RIC will only be deployed upon order from the IC.
 - b. A backup **RIC** shall be established whenever the initial **RIC** is deployed.
 - c. The RIC personnel shall utilize the information from their on-going scene size-up to help determine the type of rescue that they may encounter.
 - d. The RIC shall be deployed to the last known location of the lost or trapped personnel.
 - e. If a self rescue or quick grab and go rescue are not possible, RIC personnel shall use the “**AWARE**” principle while determining the method of rescue as well as the estimated time it will take to complete the rescue.

When the RIC is deployed, the rescue shall come under the Division of the RIC Leader. Other personnel must continue with their assigned tasks. Fire suppression units may switch to *another* channel so as not to interfere with the **RIC** rescue activities. **AWARE** Principle:

7. **Trapped** emergency responder's **hopes of** survival depend on the **following four** critical needs **being** met:
 - a. **AIR:** The RIC should first provide the victim with the redundant supply of air.
 - b. **WATER:** If the rescue involves fire, the next consideration is to provide a defensible space for the victim by using a hose line or distributor to protect the victim.
 - c. **ARADIO:** If the victim is conscious and able to communicate, the **RIC** may want *to* provide the trapped victim with a radio to monitor his condition; should the battery be low on the assigned radio.
 - d. **EXTRICATION:** Removal of the victim.
- G. Termination of the RIC:
 1. **The RIC** can only be terminated when the incident no longer meets any of the definition of an IDHL.

MOTOR VEHICLE COLLISIONS:

Purpose: To establish a guideline for the safe removal of patients involved in Motor Vehicle Collisions.

Policy: These guidelines should be followed **when** responding to Motor Vehicle Collisions.

I. Procedure:

- A. Approach the scene cautiously.
- B. Position the apparatus properly.
 1. Place the apparatus between oncoming traffic and rescuers.
 2. Properly place warning devices.
 3. Keep exhaust from pointing at the scene or victims.
 4. Beware of fuels running downgrades.
 5. Request additional fire units for scene safety for working units.
- C. Complete Size-up.
 1. Ensure that crews are in proper protective clothing.
 2. Determine the number of vehicles involved.
 3. Determine hazards.
 4. Transmit equipment needed, hazards, and best access routes.
 5. Establish Command and use the Incident Management System.
 6. Perform triage and determine medical resources needed.
 7. Stage incoming apparatus until properly assigned.

8. If death involved, do not move debris unless necessary for rescue.

D. Heavy Extrication.

1. Proper protective clothing, gloves, eye protection, and head protection.
2. Stabilize the vehicle prior to extrication.
3. **Think ahead, determine personnel** needs.
4. Initiate patient care. This includes patient covering, and application of necessary medical treatment available.
5. Pull and staff at minimum a 1½" hand line for heavy extrication.
6. Determine the best method for removal.
7. Remove the patient out the undamaged side of the vehicle.
8. Remove or flap the roof.
9. Open or remove the doors.
10. Roll up the dash.

EMERGENCY ELECTRICAL OPERATIONS:

Purpose: To provide safe guidelines for the handling of Electrical Emergency Operations.

Policy: When it has been determined that an electrical emergency exists, these guidelines have been established.

I. Procedure:

- A. Determine the type of electrical problem and request the appropriate power company to respond, if needed.
- B. Give the dispatcher the proper location of the incident, including the pole number.
- C. Set up an operational perimeter. Request police assistance when necessary. The rule of thumb for establishing an electrical incident operational perimeter is to maintain the distance of 1 complete span of wires on either side of fallen **wirrs**.
- D. Park the apparatus outside of the operational perimeter.

II. Safety:

- A. Do not fight electrical fires unless de-energized or life is in danger. Protect exposures.
- B. Be careful when spotting equipment and hose lines. Electrical lines may fall on apparatus, personnel, or hose lines.

- C. Do not walk under transformers as they may contain PCBs or burning oil. Remember transformers can and do explode.
- D. Wear full protective clothing.
- E. Keep bystanders clear of the hazardous area.
- E. Do not assume that telephone wires are not hot-they may be in contact with hot wires.
- F. Do not use water to control pole top fires unless de-energized by the power company. Protect exposures.
- G. Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment may be involved or nearby.
- H. to handle downed wires assume that all wires down are **HOT** and act accordingly.
- J. Do not use non-rated equipment such as pike poles, **non-rated cutters**, and **non-rated ropes**

III. Wires Down:

- A. Personnel should not move wires unless necessary to rescue victims, and then only after all safety precautions have been observed.
- B. Be careful when spotting hose lines and apparatus because additional wires fall.
- C. Establish a secure area; include fences, **vehicles**, **guard rails**, **railroad tracks**, and puddles of water which may be electrically energized.
- D. Standby and keep *the* public away from the scene until wires are de-energized by power company personnel.

IV. Electrical Fire Control:

- A. Power Pole Fire-do not extinguish with water unless life is threatened or a major structural component of the power pole is threatened or directed to by power company personnel.
- B. Electrical fires are best handled by shutting down the power source.
- C. CO2 and dry chemical extinguishers are the best extinguishing agents for electrical fires.
- D. If a structure fire involves electrical service or wiring, the power to the building should be disconnected.
- E. Electrical vault fires should be extinguished only after they have been de-energized.

Power company personnel shall be notified anytime electrical service is disconnected by Fairburn Fire department personnel.

V. Vehicle Rescue:

- A. Uninjured or mildly injured victims should stay in vehicle until power to downed lines can be secured by

power company personnel.

- B. If it is necessary to care for an injured patient or to remove a patient from a vehicle prior to the arrival of the power company, proceed with the proper protective clothing and electrical equipment to remove the wire free from the vehicle.
- C Do not use **pike** poles, non-rated ropes, **and/or** non-rated equipment to handle downed wired during vehicle rescues.

City of Fairburn Emergency Operations Plan

56 Malone Street SW,
Fairburn, Georgia 30213
(770) 964-2244

STANDARD OPERATING GUIDELINE		
SUBJECT ESF 6- Mass Care/ Sheltering	Guideline #	EFFECTIVE DATE 2/28/2023

The ESF #6 Mass Care, Human Services and Housing Annex provides a structure of responsibilities, procedures and concept of operations for response and recovery functions during a potential, current or declared emergency/disaster. Specifically, ESF #6 addresses: 1. Mass Care: Includes non-medical sheltering, feeding operations, basic first aid, bulk distribution of emergency relief items, collecting and providing information to extended family members and available assistance. 2. Housing: Assisting with short term and long-term housing to those affected by the emergency/disaster. Housing assistance may include evacuation centers, short term emergency sheltering, long term sheltering, interim housing and permanent housing. 3.

These services will be provided to all persons affected by the emergency/disaster, including those with access and functional needs. Those persons with access and functional needs include those who require medical attention beyond basic first or a personal care attendant but under usual circumstances can function independently with or without support services. Other access and functional needs include limited English language proficiency, communication barriers, mobility issues, cognitive issues, difficulties in maintaining independence, transportation disadvantaged, those needing close supervision, the elderly, children and those with limited education.

Mass Care Operations - Sheltering — includes the use of pre-identified existing facilities within and outside the emergency/disaster area to be used to temporarily house those individuals that have been displaced or evacuated from their home. Sites that are not owned by City of Fairburn will be operated under a Memorandum of Understanding (MOU) for use. All pre-identified facilities will be surveyed for accessibility using the American's with Disabilities Accessibility Guidelines (ADAAG) standards and compliance. All efforts will be made to ensure accessibility for those with access and functional needs. Temporary structures or other facilities may be used in the event that all pre-identified sites are no longer structurally safe for use or are otherwise unavailable. Factors that would deem a facility suitable for sheltering include location, close to public transportation, area for sleeping, restrooms, shower facilities, kitchen, backup power capabilities, parking and accessibility. For short term events i.e. incident requiring short term evacuation shelter will be established **by employees from Parks and Recreation and Economic Development until a decision is made to request support from American Red Cross or another Non Governmental Organization (NGO).** For a long-term event the American Red Cross (ARC) will be used to set up, close, staff and provide overall direction to the shelter during its operation. Once a decision has been made to open a shelter Director of Parks and Recreation will be notified to begin the preparation. The auditorium will be utilized as the gathering place for those needing shelter.

The Gathering Place located at 149 SW Broad Street will be the primary shelter with Landmark Christian Church being at secondary location. Coordination for transportation will be established with ESF 1 Streets and /or ESF 15 Police Department.

City of Fairburn Emergency Operations Plan

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STANDARD OPERATING GUIDELINE		
Subject ESF 6- Mass Care/ Sheltering	Guideline g	EFFECT AVE DATE 02/28/2023

The ESF #6 Mass Care, Human Services and Housing Annex provides a structure of responsibilities, procedures and concept of operations for response and recovery functions during a potential, current or declared emergency/disaster. Specifically, ESF #6 addresses: 1. Mass Care: Includes non-medical sheltering, feeding operations, basic first aid, bulk distribution of emergency relief items, collecting and providing information to extended family members and available assistance. 2. Housing: Assisting with short term and long term housing to those affected by the emergency/disaster. Housing assistance may include evacuation centers, short term emergency sheltering, long term sheltering, interim housing and permanent housing. 3.

These services will be provided to all persons affected by the emergency/disaster, including those with access and functional needs. Those persons with access and functional needs include those who require medical attention beyond basic first or a personal care attendant but under usual circumstances are able to function independently with or without support services. Other access and functional needs including limited English language proficiency, communication barriers, mobility issues, cognitive issues, difficulties in maintaining independence, transportation disadvantaged, those needing close supervision, the elderly, children and those with limited education.

Mass Care Operations - Sheltering — includes the use of pre-identified existing facilities within and outside the emergency/disaster area to be used to temporarily house those individuals that have been displaced or evacuated from their home. Sites that are not owned by City of Fairburn will be operated under a Memorandum of Understanding (MOU) for use. All pre-identified facilities will be surveyed for accessibility using the American's with Disabilities Accessibility Guidelines (ADAAG) standards and compliance. All efforts will be made to ensure accessibility for those with access and functional needs. Temporary structures or other facilities may be used in the event that all pre-identified sites are no longer structurally safe for use or are otherwise unavailable. Factors that would deem a facility suitable for sheltering include: location, close to public transportation, area for sleeping, restrooms, shower facilities, kitchen, backup power capabilities, parking and accessibility. For short term events i.e. incident requiring short term evacuation shelter will be established and staffed by employees from City Hall and Parks and Recreation until a decision is made to request support from American Red Cross. For a long term event the American Red Cross (ARC) will be used to set **up, close**, staff and provide overall direction to the shelter during its operation. Once a decision has been made to open a shelter.

Director of Parks and Recreation will be notified to begin the preparation. The auditorium will be utilized as the gathering place for those needing shelter.

The Gathering Place located at 649 SW Broad Street will be the primary shelter with Landmark Christian Church being at secondary location. Coordination for transportation will be established with ESF 1 Streets and/or ESF 15 Police Department.

Fairburn Fire Department

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING PROCEDURE		
SUBJECT Health and Medical ESF #8 EOP	Guideline # EOP-002	EFFECW EDATE January 7, 2019

Purpose: To provide guidelines for responses to Incidents listed under Emergency Support Function #8 which include Public Health, Medical, Mental Health Service and Mass fatality management.

This support function will be carried out under the supervision of the fire chief while operating as part of a **Unified** Command Structure. **When** requested to respond the these events the first arriving officer of the **Fairburn** Fire department will assume command of the scene and make a determination of the extent of injuries and request resources as specified in the Fulton County Emergency Services Mass Casualty Incidents (MCI) Dispatch Procedure (see attached). In the event a mobile morgue is needed Fulton County Medical Examiner's office will be contacted to respond with their mobile morgue. Should they be unable to respond Incident Commander will contact Robert Foster to make arrangements for a refrigerated trailer.

Fairburn Police Department Standard Operating Procedures Manual

STANDARD OPERATING PROCEDURE		
Subject	Procedure #	Effective Date
Incident Command, All Hazards, Critical Incidents	6-3-2	2/28/2023

1. POLICY:

The Fairburn Police Department (UCPD) has adopted the National Incident Management System (NIMS) and Incident Command System (ICS) as the method of response to organize both short-term and long-term field-level operations for an "All Hazards" approach to a broad spectrum of emergencies ranging from small to complex incidents, both natural and man made. The complete NIMS handbook can be located on the Federal Emergency Management Agency website. This adoption is in conjunction with the City of Fairburn Emergency Operations Plan, the Homeland Security Act of 2002, and Homeland Security Presidential Directive 5. This agency must be prepared to coordinate actions with the Fairburn Fire/EMS Department, City, Local Emergency Planning Committee, and County Civil Defense authorities.

II. DISCUSSION

- A. ICS is a key component of the NIMS. All levels of government Federal, State, Local, and Tribal - use ICS as well as many private sector companies and nongovernmental organizations. ICS is applicable across disciplines and is normally structured to facilitate activities in five major functional areas: Command; Operations; Planning; Logistics; and Finance and Administration.
- B. ICS is a proven management tool representing "best practices" and has become the standard for all hazard emergency operations management, ensuring unity of command and providing a framework for more efficient and effective response and recovery coordination.
- C. **The expanding scope and sophistication of emergency operations, along with increased possibilities of acts of terrorism, require law enforcement agencies to quickly act to stabilize and control a large scope of emergency situations, some with catastrophic possibilities. Increasingly, law enforcement agencies must deal with large catastrophes with little or no notice. Immediate and decisive action is required to minimize loss of life, reduce property damage, and permit involved authorities to fulfill their responsibilities. While disasters, critical incidents, and/or terrorist/weapons of mass destruction (WMD) incidents are complex by nature, every incident is different and therefore, coordination is the key.**
- D. **The ICS permits a clear point of control with various element of support, which can be expanded and/or contracted with ease to escalating or diminishing situations. This directive does not eliminate the need to carry out the procedures and specific activities set forth in operational directives, nor will this directive divert, replace, or contradict the responsibilities of the first responder on scene. Rather, it is the intent of this directive to ensure that all hazards are handled in a manner so as to ensure unity of command and maximize the benefits of a coordinated emergency management response through the**

activation/deactivation of the ICS, as deemed appropriate by the nature, size and severity of a given incident.

111.

NATIONAL INCIDENT MANAGEMENT SYSTEM OVERVIEW

- A. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management, standard ICS, and emphasis on preparedness, mutual aid and resource management.
- B. All Federal, State, tribal, and local levels of government, as well as many private sectors and non-governmental organizations use ICS for a broad spectrum of emergencies. These range from small to complex incident, both natural and manmade, and include acts of catastrophic terrorism.**
- C. To provide this framework for interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization.
 - 1. **The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.**
 - 2. The NIF1S provides a set of standardized organizational structures such as the ICS, multiagency coordination systems, and public information systems.
 - 3. The NIMS provides requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas to include:
 - a. Training;
 - b. Resource management;
 - c. Personnel qualification and certification;
 - d. Equipment certification;
 - e. Communications and information management;
 - f. Technology support; and
 - g. Continuous system improvement.

IV. INCIDENT COMMAND SYSTEM OVERVIEW

Incident Command System (ICS) — ICS is a component of NINIS and is a standard incident management organization with five functional areas — command, operations, planning, logistics, and finance/administration - for management of all major incidents. As such, the Fairburn Police Department requires the following minimum training for sworn personnel:

- A. All Employee's and Volunteers - Shall be completed at the Police Academy as part of the Basic Law Enforcement, Police Orientation class(es), or completed as a part of Field Training and/or new employee Orientation.
 - 1. **IS-100.b or IS-100.LEb - Introduction to ICS or earlier equivalent;**
 - 2. IS-200.b - Single Resources and Initial Action Incidents or earlier equivalent;
 - 3. IS-700.a - NINIS, an Introduction or earlier equivalent; and
 - 4. IS-800.b - National Response Framework, an Introduction or earlier equivalent.
- B. Sergeants — in addition to (A.1-4), shall complete, ICS 300 Intermediate ICS for Expanding Incidents prior to or after promotion.
- C. Lieutenants and Administration — in addition to (A. 1-4 and B.), shall complete, ICS 400 Advanced ICS for Command and General Staff — Complex Incidents prior to or after promotion. Annually, personnel involved in disaster coordination and planning will attend training. The training will consist of tabletop exercises, simulations, multi-agency involvement, or actual training exercises.
- D. Annual training related to the All Hazard plan for affected personnel will be conducted and documented in accordance with SOP 3-1-1 Training.
- E. The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable and modular. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is also applicable across disciplines.
- F. ICS is organized into Command Staff (i.e., Safety, Liaison, and Public Information) and General Staff (i.e., Operations, Planning, Logistics, and Finance).
 - 1. Command — The Incident Commander's responsibility is the overall management of the incident. Additionally, as identified in the NIMS/ICS curriculum, he is responsible for all Command and General Staff positions until he designates a qualified individual to fill a specific position. Another basic principle of NIMS/ICS is that the first individual on scene is the Incident Commander until he is relieved by a more qualified or credentialed person. In most incidents, the Incident Commander will quickly transfer from Officer, to Sergeant and then to Lieutenant. As the identity of the Incident Commander changes through transfers of command, this responsibility shifts with the title. The term command refers jointly to both the person and the function. The Incident Commander responsibilities include:
 - a. Overall management of the incident, including:
 - (1) Activate the ICS. First officer on the scene is the incident commander. He or she relays by radio a summary of observations so far and further relays "3345 has command." For

example, on a collision with injuries, the first arriving officer would state over the radio “UC10 is on the scene of a 4 vehicle MVA, roadway is blocked in both directions, I need X amount of units for traffic...UC10 has command.” As the event progresses and multiple units become involved in the incident, the Incident Command may order all units to use “plain talk” to communicate. This officer retains command until relieved by an officer of high rank or by assignment.

(2) Practice the CALM technique for incident management:

C - Chaos Control.

When police officers respond to a chaotic incident, they must first gain control over the basics: assist the injured, identify suspects, and protect the scene. Taking timely notifications for additional units and supervisors is the first step to managing the incident. A majority of law enforcement incidents end at this level; the chaos is controlled, write reports, incident mitigated.

A - Assume Command

When the first supervisor arrives on the scene, he or she must assume command. State on the radio, “(i.e.) UC10 has command.” Follow up assuming command by summarizing the incident so far and any additional resources that are needed. The supervisor cannot participate in the chaos. Someone must stay put and start managing the incident. One more gun at the scene may not be helpful, but someone taking charge of the effective response of forty more guns could be really helpful.

L - List assignments and objectives

After you establish command, you start making assignments. It is crucial that each person understands his or her exact function and they stay focused on that assignment. Delegated assignments will get results more efficiently especially when key people take ownership of their assigned branch or group. These initial assignments are the first indication that names and positions can start fitting into boxes in an ICS organization. Start using the ICS forms found in the Supervisor’s Book.

M - Manage the Incident

Once key assignments are filled, and each person is staying on task, the flow of information and actions necessary to manage the event can move from one operational period to the next smoothly. The incident can expand and contract more easily. The incident commander may now focus on actual management objectives rather than the line level chaos.

- (3) **Establish safety requirements;**
 - (4) **establish the immediate priorities;**
 - (5) establish an appropriate ICS organization;
 - (6) determine the Incident Objectives and strategy;
 - (7) **establish an incident command post;**
 - (8) localization of additional agency personnel and resources;
 - (9) **Approve and authorize the implementation of an Incident Action Plan; and**
 - (10) Notifying and updating members of the Sheriff's administration.
- b. Establish Command Staff positions, as needed, including:**
- (1) **Safety Officer — ensure adequate safety measures are in place;**
 - (2) Liaison Officer — coordinate with key people, officials, and outside agencies; and
 - (3) **Public Information Officer — provide public information (approved by the Incident Commander).**
- 2. Operations — The Operation's Section is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and restore normal conditions. The Operations function will address the following, although not limited to:**
- a. Establishing perimeters;
 - b. Conducting evacuations;**
 - c. Maintaining the incident scene security;**
 - d. Providing for detainee transportation, processing, and confinement;**
 - e. Directing and controlling traffic;
 - f. Establishing a staging area for resources; and**
 - g. Conducting post-incident investigations.**
- 3. Planning — The Planning Section is responsible for collecting, evaluating, disseminating, and using information about the incident, and the status of incident assigned resources. Information is needed to:**
- a. Understand the current situation;
 - b. In conjunction with the Operation Section and Logistics Section, prepare a documented Incident Action Plan;**

- c. Predict probable course of incident events;**
 - d. Prepare alternative strategies for the incident;**
 - e. Consult with the Operations Section Chief and prepare recommendations for the release of resources;**
 - f. Prepare the Demobilization Plan; and**
 - g. Prepare a documented After-Action Report.**
4. Logistics — The Logistics Section is responsible for providing manpower, facilities, services, and materials in support of the incident response. The Logistics Section Chief participates in developing and implementing the Incident Action Plan, determines anticipated equipment and manpower needs, and activates and supervises Branches and Units within the Logistics Section.
 5. Finance/Administration — The Finance and Administration Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. These include recording personnel time, procuring additional resources, recording expenses, and documenting injuries and liability issues.
- G. The Incident Command will establish the sixth functional area, Intelligence, based on the requirement of the situation at hand.**
 - H. The modular concept is based upon the following considerations:**
 - 1. Develop the form of the organization to match the function or task to be performed;**
 - 2. Staff only those functional elements that are required to perform the task;**
 - 3. Observe recommended span-of-control guidelines;**
 - 4. Perform the function of any non-activated organizational element at the next highest level;**
 5. Deactivate organizational elements no longer required;
 - 6. Use the separate sections to organize staff as the need arises; and**
 - 7. Assign an individual to be responsible for functions requiring independent management.**
1. **Some of the more important transitional steps that are necessary to apply ICS in a field incident environment include the following:**
 - 1. Recognize and anticipate the requirement that organizational elements will be activated and take the necessary steps to delegate authority as appropriate;**
 - 2. Establish incident facilities as needed, strategically located, to support field operations;**

3. Establish the use of common terminology for organizational functional elements, position titles, facilities, and resources when other city departments and/or assisting law enforcement agencies become involved;
 4. **Rapidly evolve from providing oral direction to the development of a written Incident Action Plan.**
3. NIMS classifies incident(s)/event(s) by type. Supervisors will be issued a Supervisor Book that contains resources information to document and manage ICS incident:s.
1. A Type 1 incident/event is the most complex requiring national resources to safely and effectively manage and operate. This type of incident/event will be run by the Emergency Operations Center following the guidelines established in the City of Fairburn Emergency Operations Plan. Demobilization of this type of Incident Command will be at the discretion of the Chief of Police.
 2. A Type 2 incident/event extends beyond the capabilities for local control and is expected to go into multiple operational periods. This incident/event may require the response of resources out of the area, including regional and/or national resources to manage effectively the operations, command, and general staffing. This type of incident/event will be run by the Emergency Operations Center following the guidelines established in the City of Fairburn Emergency Operations Plan. Demobilization of this type of Incident Command will be at the discretion of the Chief of Police.
 3. **A Type 3 incident/event extends beyond the capabilities of the initial response and the incident may extend into multiple operational periods. This incident/event would typically involve the call up of additional departmental or City of Fairburn resources. On a Type 3 incident/event or above, the following will be documented:**
 - a. Initial response activities will be documented on an Incident Briefing form (204 Incident Briefing Form). This form will be used in real-time to assist in activating the ICS. It will serve as foundation for the development of a formal Incident Action Plan for the next operational period and for the transfer of command.
 - b. **A written Incident Action Plan which will include, at a minimum:**
 - (1) **Incident Objectives (ICS Form 202);**
 - (2) Organization Assignment List (ICS Form 203); and
 - (3) Assignment List (ICS Form 204).
 - c. **Optional forms which may be included in the Incident Action Plan, depending on the complexity of the situation:**
 - (1) **Incident Radio Communications Plan (ICS Form 205);**
 - (2) Medical Plan (ICS Form 206);

- (3) Organizational Chart (ICS Form 207); and
 - (4) Safety Message (ICS Form 208).
- d. Additional forms may be used for documentation, depending on the complexity of the situation:
 - (1) Incident Status Summary (ICS form 209);
 - (2) General Message (ICS Form 213); and
 - (3) Unit Log (ICS Form 214).
- 4. A Type 4 incident/event is when several resources are required to mitigate the incident and the incident is usually limited to one operational period. Type 4 incidents that require a supervisor's response as listed in VI. A. PROCEDURES listed below will be documented using the (204 Incident Briefing). The determination of whether ICS is activated, and a 204 Incident Briefing Form is utilized is based upon the event/incident factors:
 - a. Size;
 - b. Duration;
 - c. Number of agencies or jurisdictions involved;
 - d. High profile incident or event.
- 5. A Type 5 incident/event can be handled with one or two resources and does not extend into any additional operational periods.

VI. PROCEDURES

A. Critical Incidents:

The Patrol Supervisor will respond to the scene of Critical Incidents and is required to implement Incident Command and complete an ICS Supervisor's Form (26 Incident Briefing). Those incidents which require that a Patrol Sergeant or Lieutenant's response to the scene and utilize the Incident Command System are:

- 1. Any accident involving a serious injury or death;
- 2. All Special Response Team (SRT) call outs;
- 3. Any discharge of a firearm by police, except in the dispatching of animals;
- 4. Any escape of a prisoner involving a manhunt;
- 5. Missing Person or missing juvenile cases that require an immediate search for the victim;
- 6. Manmade disasters;
- 7. Pandemics;
- 8. Civil disturbances;

9. Pass arrests;
- 10. Bomb threats;**
- 11. Acts of terrorism, and other unusual incidents;**
- 12. Any explosion; or a bomb threat if a device is located;**
- 13. Any structure fire;**
- 14. CBRNE Incidents or threats;**
- 15. A strike or union activity involving large-scale unrest, an unruly crowd, or serious injury;**
16. Any call involving *the* disorder, injury, or arrest of a law enforcement officer or government official;
- 17. Traffic crashes involving a city vehicle with a serious injury or death;**
- 18. Termination of a police pursuit;**
- 19. Any code red lockdown of a school; violence at any educational facility;**
- 20. Any unattended death investigation;**
- 21. Any large-scale civil disorder;**
- 22. An aircraft accident;**
- 23. Any incident likely to attract media attention.**

NOTE: Some of the above listed incidents/events which are small in size, short in duration or are resolved with initial responding resources, may not require the establishing of Incident Command or the completion of 204 Incident Briefing (e.g., accidental discharge of a firearm with no injuries, termination of a pursuit with no further action, structure fire that is under control quickly, etc.). The Incident Command template in the records management system would be sufficient for incidents that are short in duration

B. Mobilization/Call-back:

- 1. In any emergency or incident requiring the activation of Incident Command as described in this SOP where additional departmental police resources are required, the Supervisor may:**
 - a. Hold over the previous shift so that personnel of Mo shifts are available;**
 - b. Call in additional personnel.**
2. In case of call-back, the supervisor will call in the following order:

- a. **Lieutenant (if not on duty), Operations Captain, and Deputy Chief of Police;**
 - b. **Next shift due to work, CID, and/or CERT personnel;**
 - c. **And/or retain the team just relieved.**
- 3. **The Supervisor will advise the proper personnel of the situation and specific manpower, materials, equipment, and vehicles that may be needed. When personnel are called in for duty, the supervisor will ensure that each individual called is in proper mental and physical condition to perform duty properly and that each individual is properly equipped.**
- 4. In the event of a potential incident as described in this SOP or an actual incident* the supervisor will follow the Notification List and initiate the following stages progressively:
 - a. **STAGE ONE: All sworn personnel are notified of conditions and are requested to stay in contact with the department either by telephone or radio until the alert is lifted.**
 - b. **STAGE TWO: All sworn personnel are notified of the conditions and are requested to stay in contact with the department either by telephone or radio until the alert is lifted with the exception of the next scheduled shift of patrol officers. They will report for duty as soon as possible to assist the patrol shift presently on duty.**
 - c. STAGE THREE: All sworn personnel will report for emergency duty immediately.
 - d. **During a STAGE TWO or STAGE THREE alert, regardless of the scheduling, no officer will be released from duty until authorized by the Chief of Police, the Incident Commander, or his or her designee.**

6. Some special operations are planned in advance and, where possible, additional personnel required will be given advanced notification of time, place, uniform dress, equipment, and duties. Emergency operations may only allow a few minutes advanced notification. When notification is made, each responding employee will be advised of a primary and alternate assembly area.

- 9. Callback time is compensated for and will be strictly controlled and accounted for **by the supervisor in accordance with the City of Fairburn Personnel Policy. Expenditure will be minimized as feasible.**
- 10. **SRT personnel will be called in accordance with SOP 6-10 (Special Response Team).**

C. Special Events & Contingency Plans:

- 1. **All special event planning will include the procedures listed in this SOP on Incident Command.**

2. A "special event" is defined as a planned event that requires police presence for security or traffic control. Special events include Events or organized activities that operate in city facilities or in commercial areas that include event components requiring the coordination of a number of city departments or other agencies such as the use of alcohol, tent setups, on-site cooking, or large-scale temporary structures typically are reviewed through the City of Fairburn Special Event Permit Process. Examples include: festivals, parades, runs/walks, farmer's markets and other planned group activities. All special events will have a written contingency plan created by the Special Events Coordinator. All special events' plans are considered Special Orders In accordance with SOP 1-6 Written Directives and will be approved by the Chief of Police through PowerDMS workflow.
3. The number of officer's required for a special event is determined by the Chief of Police. The Special Events Coordinator will use the following as a guide in determining the number of officers required:

Factors that increase risk levels for any event

The need for personal protection for speakers, performers or guests Guest(s) will be at multiple locations

Non-city residents are invited to the event Cash protection/deliveries Anticipation of *large* ticket sales (or oversell)

Night time event Outdoor venue Live/amplified entertainment Multiple events on the same day Venues with multiple entrances Traffic control needs Sales of alcoholic beverages Lack of timely notification to the Fairburn Police to prepare Other factors determined by the Fairburn Police

Factors that may decrease risk levels for any

Guest(s) will stay at one general location Events limited to invitation only Competing event elsewhere will affect attendance

Patrons are screened for weapons at the entrance

Prior events of similar nature with no history of safety problems or required police actions Day time event Indoor Venue Shorter duration of event Historically poor ticket sales

2.

Special event plans will include, at a minimum:

- a. Designation of a single person or position as supervisor and coordinator for the coverage of a given event;
- b. Written estimate of traffic, crowd control, and crime problems expected for any given event;
- c. Contingency plan for traffic direction and control;
- d. A detailed listing of all meetings and the personnel involved in the planning of the special event.
- e. Use of Special Response Team personnel, if any;
- f. Logistics requirements.
- g. Coordination inside and outside the agency;
- h. After-action report; and
- i. The need for public information/media release.

D. AFTER ACTION REPORTS

1. If a 204 Incident Briefing and any other relevant forms in based on the incident are utilized, they will serve as the after-action reports for any critical incident. The last Incident Commander will submit a summary memorandum and attach all ICS forms and submit through the Chain of Command.
2. On an annual basis as part of the Department's Annual Report, the Emergency Operation's Coordinator will complete a documented evaluation of the department's response to critical incidents, emergency operations, and training operations.

Fairburn Fire Department

**149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911**

STANDARD OPERATING PROCEDURE		
SUMECW Advanced Life Support	PROCEDURE # A0026	EFFECTIVE DATE 2/28/2023

Purpose: To establish a guideline for Fairburn Fire Department personnel to follow in regard to responding Advanced Life Support (ALS) equipment and the appropriate staffing for same.

Policy: When a unit is staffed with a paramedic, it shall be considered ALS. ALS equipment will include endotracheal intubation equipment, EKG monitor, and drug kit. The paramedic shall be responsible for the equipment to be checked daily. Equipment check-off will include proper documentation of the drug kit and the controlled medication sheet.

When there is only one (1) ALS unit in service, that unit shall respond to those calls which have the potential for ALS care; regardless of the location. These calls shall include, but not limited to; difficulty breathing, chest pain, person shot, and person stabbed. If the first arriving unit is staffed for Basic Life Support only, then that unit shall perform a primary survey and determine if further response of the ALS unit is needed. Should an ALS ambulance arrive prior to the arrival of a Fairburn Fire Department ALS unit, then the Incident Commander may cancel the responding Fairburn Fire Department ALS unit.

Paramedics will be assigned equally to each shift. The Battalion Chief shall be responsible for each paramedic, including the assigned duties for each paramedic.

149 SW Broad Street
Fairburn, Georgia 30213
(404) 730-7911

STANDARD OPERATING PROCEDURE		
SUBJECT Road Closures	PROCEDURE # A0036	EFFECTIVE DATE 2/28/2023

Purpose: The purpose of this SOP is to establish operational guidelines for preparatory procedures and *community* notification in the event an interstate highway, state Highway, **secondary road**, or municipal street must be temporarily or permanently closed due to construction, environmental damage, traffic accident, or other **hazard** or event.

Policy: The Fairburn Fire Department and Fairburn Streets Department will activate the following precautionary and notification procedures in the event an interstate highway, state highway, secondary road, or municipal street must be closed.

I. Scope: This SOP is applicable to all members of the Fairburn Fire Department, Fairburn Police Department, and Fairburn Streets Department.

O. Procedure:

A. Responsibilities (Fairburn Police Department)

1. In the event a road within the incorporated limits of the City of Fairburn should be closed, the Watch Commander will notify the Fairburn Communications Center of the road closure, reason for closure, and anticipated closure time.
2. The Watch Commander will notify the Chief of Police of any road closures anticipated to last for an extended period of time. (Example: automobile accident on the interstate wherein hazardous materials were spilled and the interstate is anticipated to be closed for several hours).
3. The Chief of Police will contact the City Administrator, if appropriate, and make arrangements to disseminate information to the public concerning the road closure using the internet, local broadcast media, and signage.

B. Responsibilities (Fulton County 911 Communications Center)

1. Upon being advised of an interstate or state highway closure, the Communications Center will notify the appropriate official with the Georgia Department of Transportation and the Fairburn Fire Department.
2. Upon being advised of a road closure involving a secondary road or municipal street, the Communications Center will notify the Director of Streets and the Fairburn Fire Department of the affected road, reason for closure, and anticipated closure time.

C. Responsibilities (Streets Department)

1. The Streets Department will notify the Fairburn Police Department and the Fairburn Fire Department in the event of a road closure. The notification will include the name of the affected road, reason for closure, and anticipated closure.
2. Upon being advised of a road closure, the Streets Department will dispatch a representative to the scene to make arrangements for proper signage and barricades to warn and advise the public of the closure.

D. Public Notification

1. In the event of a road closure expected to impact the motoring public and lasting less than three (3) business days, the City of Fairburn will take appropriate steps to notify adjacent homeowners and affected businesses and place appropriate signage as warranted.
2. In the event of a road closure expected to impact the motoring public and lasting longer than three (3) business days, the **City of Fairburn** will take steps to properly **notify the** public of current road closures **and** impending road closures via the following **methods**:
 - a. Website: The City of Fairburn maintains a website for the dissemination of information to the public.
 - b. Cable Information Channel: The City of Fairburn utilizes a local cable access channel for the dissemination of information to the public.

Broadcast Media: The City of Fairburn maintains a relationship with local broadcast media outlets for the dissemination of information to the public.

- d. Signage: The Fairburn Streets Department maintains an inventory of street signs, warning signs, and barricades to direct and route traffic in times of emergency.

Fairburn Fire Department

149 SW Broad Street
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STANDARD OPERATING GUIDELINE		
SUBJECT Apparatus Emergency Responses	C•UIBELINE # OP0001	EFFECTIVE DATE 2/28/2023

Purpose: When responding to requests for emergency assistance, the Fire Apparatus Operator will observe all Georgia traffic laws governing emergency vehicles, and drive with due regard for the safety of all persons. When not responding with red lights and siren, the driver will observe all Georgia laws governing motor vehicles and traffic. All personnel must obtain, and maintain a minimum of a Class B license (issued by the State of Georgia) to operate the fire apparatus.

Georgia Law Enforcement Handbook 1998 Revision

I. 40-6-6 (GCA § 68A-107) Authorized emergency vehicles

- A. The driver of an authorized emergency vehicle when responding to but not returning from a fire alarm, may exercise the privileges set forth in this Code section.
- B. The driver of an authorized emergency vehicle or law enforcement vehicle may:
 1. Park or stand, irrespective of the provisions of this chapter;
 2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
 3. Exceed the maximum speed limits so long as he or she does not endanger life or property;
 4. Disregard regulations governing direction of movement or turning in specified directions.
- C. The exceptions granted by this code section to an authorized **emergency vehicle** shall apply only when such vehicle is **making use of an audible signal and use of a flashing or revolving red light visible** under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal state, or local law enforcement agency and operated as such shall be making use of an audible signal and a flashing or revolving **blue** light with the same **visibility to the front of the vehicle**.
- D. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.
- E. The provisions of this subsection shall apply only to issues of causation and duty and shall not affect the existence or absence of immunity, which shall be determined as, otherwise provided by law.
- F. It shall be unlawful for any person to operate an authorized emergency vehicle with flashing lights other than as authorized by subsection C. of this code section.
- G. Seat belts will be worn at all times while riding in any City vehicle. Whenever structural firefighting gear is required, it should be donned prior to entering the apparatus.

(Acts 1974, pp. 633, 644; 1990, p. 2048; 1995, p. 855, elf. May 1, 1995.)



UTILITIES & STREETS DEPARTMENT

ESF #12 Energy Services and Fuel Standard Operating Guidelines Procedure

ESF #12 Primary and support agencies are responsible for ensuring that the following response items are carried out:

- Establish liaison with the private sector suppliers.
- Identify additional resources and assistance teams.
- Develop emergency response support plans.
- Manage an inventory of fuels for emergency operations, personnel, and equipment manage portable equipment for the delivery of said fuels.
- Prepare damage assessment, repair and restoration procedures, and reporting mechanism.
- Recommend actions to conserve energy and conservation guidance.
- Participate in drills and exercises to evaluate energy and fuel response capabilities.

In General, the Utilities and Streets Department will manage, coordinate, and monitor all activities associated with utilities and fueling services.

During this process, the department will ensure it is consistent with the City of Fairburn EOP, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to City of Fairburn.

The Streets department will ensure all gas and diesel tanks are full before inclement weather arrives if possible.

All other utilities will be assessed by staff members throughout the City. Constant communication between Utilities and the utility owners will be maintained throughout the emergency event until services has been established.

Restoration of services to critical facilities will be prioritized based on the probable impact to public safety and the number and types of people potentially affected if restoration is delayed. Several factors associated with restoration of electricity and natural gas lines drive the order in which service is restored to geographical areas. Damage to a utility, such as electrical power, will

be first priority as it can impact communications, the ability to pump sewer, the ability to pump fuel,
and¹⁴¹ other lifelines needed for public health and safety.

Fairburn Police Department Standard Operating Procedures Manual

STANDARD OPERATING PROCEDURE		
Subject	Procedure #	Effective Date
Intelligence	6-7-2 ESF14	2/28/2023

I. PURPOSE:

The purpose of this directive is to establish guidelines and responsibilities for collecting, processing, and disseminating information relating to specified crimes, criminal activities, and homeland security activities when appropriate.

II. POLICY:

This agency shall maintain a unit of personnel for carrying out the criminal intelligence function. In most situations the sources of information and the actual information is to be treated as confidential.

The areas of concern include organized crime, vice, illegal drug trafficking, terrorism, gangs, subversive groups or activities, and planned civil disorders. The process of gathering, evaluating, storing, and disseminating for action intelligence information shall meet standards of legality and integrity, and shall not be used for political or other purposes unrelated to a legitimate law enforcement function.

III. SCOPE:

This directive is applicable to all members of the Fairburn Police Department.

IV. DEFINITION

Criminal Intelligence - The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments (perhaps less solid than fact, but always more helpful than raw information) that can form the basis for development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc.

V. PROCEDURE:

A. General:

1. Intelligence activities are important in all agencies, regardless of size. This agency does not have a full-time organizational component for intelligence, but there is accountability for such activities designated in identifiable positions.
2. The Criminal Investigation Division (**CID**) is responsible for intelligence activities.
 - a. The CID Lieutenant shall be principally responsible for intelligence but may direct unit functions to particular investigative officers.
 - b. The CID Lieutenant shall maintain all files and records concerning Intelligence, informant management, operational funds, and evidence.
 - c. The CID Lieutenant shall also maintain all special equipment for use in surveillance, intelligence, and undercover operations.

- d. There shall be liaison with area law enforcement and intelligence gathering agencies.
 - e. The CID Lieutenant shall keep the Chief of Police informed on matters concerning intelligence and special operations.
3. Our intelligence activities include information gathering, analysis, and dissemination to the proper units. Information is often collected from patrol officers working a beat, surveillance operations, and liaison with outside agencies, concerned citizens, and informants.
 4. There shall be provisions for accomplishing the following:
 - a. Permit the continuous flow of raw data into a central point from all sources. This is accomplished by training officers on how to document intelligence information and ensuring that the information is given to the CID Lieutenant or his/her designee.

System of analysis capable of developing intelligence from both the records system and other data sources. When intelligence information is forwarded to CID, the Intelligence Officer may utilize systems such as CLEAR to check for related information that may help increase the amount of information received. Additionally, our records management system may be utilized to pull reports that confirm the information. The department may choose to utilize other accepted electronic investigative tools to verify and further develop information.

Maintain a system for dissemination of information to appropriate units. This is accomplished through the **email**, roll call **briefings**, PowerDMS or any **other** recognized means of dissemination.

5. The information that is collected is limited to criminal conduct and relates to activities that present a threat to the community. We are committed to keeping our officers informed of developments concerning:
 - a. Theft rings;
 - b. Drug sales and clandestine labs;
 - c. Vice activities;
 - d. Fraudulent schemes and white-collar crime;
 - e. Tracking of career criminals;
 - f. Tracking activities of criminal groups;
 - g. Methods of operation.
6. Investigative officers are normally utilized, but all members of the agency may become involved in special operations based on situation needs and experience.
7. Our personnel shall utilize legal and acceptable techniques and practices for intelligence gathering operations. Techniques such as surveillance, decoy, covert, undercover, and **raids** are utilized when **justified for** gathering intelligence, conducting **investigation of** organized **crime** and vice **activities**, and special enforcement tactics.

8. All personnel have role in the development of criminal intelligence. Any officer who receives intelligence information will document it and forward it to CID for evaluation.
9. All agency personnel will be trained on this policy. Additional training through Regional Academies, or other approved training, may be completed once approved via the Chain of Command.
10. An annual review of the procedures and processes will be conducted by the CID Commander or his or her designee.

B. Evaluating Intelligence Information and Internal Quality Control:

1. The bulk of the data an intelligence unit receives consists of allegations or information, which is initially unverified. Evaluating the information source and content at the time of receipt indicates to future users the information worth and usefulness and is essential in protecting the individual's right to privacy. Circulating information which may not have been evaluated or where sources reliability is poor or content validity is doubtful is detrimental to the operations of this agency and may be contrary to an individual's civil rights.
2. Information retained in the criminal intelligence files shall be evaluated for source reliability and content validity.
3. The following terms and guidelines are used: Source Reliability
 - a. Reliable - The reliability of the source is unquestioned or has been well tested in the past.
 - b. Usually Reliable - The reliability of the source can usually be relied upon as factual. The majority of information provided in the past has proved to be reliable.
 - c. Unreliable - The reliability of the source has been determined unreliable or sporadic in the past.
 - d. Unknown - The reliability of the source cannot be judged. The authenticity or trustworthiness has not yet been determined by either experience or investigation.

Content Validity

- a. Confirmed - The information has been corroborated through sources and/or verified by investigation.
- b. Probable - The information is consistent with past accounts.
- c. Doubtful - The information is inconsistent with past account.
- d. Cannot be judged, not evaluated.
4. Information that is collected in the criminal intelligence records shall be reviewed to ensure compliance with these procedures.
5. This quality control measure shall be the responsibility of the CID Lieutenant.
- C. Safeguarding, securing, and storing information based on information sources and classifications:

1. Intelligence records are maintained under the control of CID Lieutenant. The information will be internally distributed on a need-to-know basis.
2. The information may be distributed only to criminal justice agencies and on a need-to-know basis only.
3. Intelligence information shall be collated and analyzed and maintained by the CID office in restricted electronic storage files. Information determined may be distributed to agency personnel as follows:
 - a. Daily Bulletins, emails, PowerDMS, or rollcall briefings.
 - b. Lengthy, detailed, or information of a more sensitive nature may be distributed to agency personnel in the form of BOLOs or confidential memorandums.
 - c. Patrol Supervisors shall be responsible for reviewing intelligence information with Patrol Division personnel during Roll Call. This shall be conducted as the information becomes available or is updated. Information contained in this system is considered highly confidential and will not be disseminated to any person outside of the department without the CID Lieutenant's approval. Officers shall ensure that they shred any outdated information they have printed.
 - d. The CID Lieutenant shall be responsible for the updating and purging of this information.
4. Intelligence information will be maintained in a secure state
 - a. in electronic format, on a secure drive and/or password protected as to prohibit unauthorized access;
 - b. or in documents properly secured in a limited access room or safe.
5. Normally, any information maintained in files shall identify the source of the information by name and agency.
6. Informants shall normally be identified in reports and files by a code name or number. An example of this would be to describe the **information** reported as "CI 14-001, a reliable police **informant**, states he did see or hear", "a reliable law enforcement source of the Police Department reports", a particular event at a particular date and time. The files may reflect that the same or similar information has been reported in the past by "CI 14-007".
7. Some factors to consider in determining whether source identification is warranted include: nature and value of information reported, reliability of the source, and potential need to refer to the source identity for further investigative or prosecutorial reasons.
8. There shall not be public release of source identity without approval of the Chief of Police and consent of the source.

D. Intelligence Files:

- I. The CID Lieutenant is responsible for maintaining files and records in accordance with policy and procedures. The files may include crime analysis reports, confidential supplemental reports from patrol officers, reports generated from the Crime and Narcotics Information Hotline, and Crime Stoppers tip.

2. Intelligence records shall be separate from the agency's centralized record system. The highly sensitive nature of intelligence files requires that they be maintained separately from other agency records to prevent compromise and protect the integrity of the system.
3. The information collected may be directed and filed on target names or suspects, particular enterprises, known associates, with cross-reference to M.O., aliases, and vehicles, etc.
4. Files shall be continuously updated and evaluated, and periodic updates concerning information shall be provided to the Chief of Police.
5. Those personnel assigned to the collection and maintenance of data and files shall periodically purge records. When to conduct the purge is determined by a number of factors including out of date or incorrect information.
 - a. How often is the information used?
 - b. For what purpose is the information being used?
 - c. Who uses the information?
 - d. Is the information outdated?
 - e. Is the information relevant to the needs, objectives, and threat assessment of this agency?
 - f. Is the information relevant to the purpose for which it was collected and stored?
 - g. Is the information available from other sources?
 - h. Is this information which should be stored elsewhere?
 - i. Is the information still valid?
 - j. Is the information adequate for identification purposes?
 - k. Can the validity of data be determined through investigative techniques?
6. Records will be destroyed in accordance with the current Georgia Records Retention Laws.

E. Confidential Funds & Accounting System:

All confidential funds will be maintained in accordance with SOP 5-7 Informants Management and Operational Funds.

F. Liaison with Other Agencies; Exchange of Information:

1. The Fairburn Police Department shall maintain liaison with Federal, State, and local agencies having similar responsibilities. This exchange enhances the preparedness of each agency.
2. The CID Lieutenant or his designate shall normally be responsible for this liaison. The Chief of Police and designated personnel are also involved in liaison.
3. The FBI, DEA, Bureau of Alcohol, Tobacco & Firearms, the U.S. Customs, the U.S. Secret Service, Immigration and Customs Enforcement, and U.S. Marshall's Service, are the federal agencies most involved in criminal intelligence activities.
4. The U.S. Military services also have agencies involved in criminal intelligence activities.

5. The Georgia Bureau of Investigation (GBI) is the principal State agency involved in criminal intelligence activities. **The GBI maintains an** Intelligence Unit, an *Anti-Terrorist* Unit, Major and Local Drug Violator Squads, etc. We have in the past coordinated undercover operations with GBI and continue to maintain a professional relationship with this State agency.
6. We maintain liaison with the GBI, Fulton, Clayton, Fayette, Douglas and Coweta County Narcotics Units, as well as their Investigative Units.
7. The CID Lieutenant or his *designee* shall *maintain* representative membership with at least the following organizations:
 - a. Metro Tech
 - b. Georgia Auto Theft Intelligence Council
 - c. Georgia Information Sharing & Analysis Center (GISAC);
8. Information developed through intelligence activities should be provided to operations units to increase the effectiveness of their enforcement and deterrent efforts. There should be feedback on the utility and timeliness of intelligence information.
9. There will be an appropriate criminal information exchange between the **CID** Intelligence Unit and other agency components.
10. This is normally accomplished through an in-house computer intelligence exchange program, dissemination of information at roll-call briefings, and providing special bulletins to the Patrol Division via PowerDMS.

G. Equipment:

1. This agency maintains or has access to specialized equipment to support the intelligence and criminal investigation function.
2. When electronic surveillance equipment is to be utilized, the use must be approved by the CID Lieutenant or his designee. In the case of a wiretap request, all evidence will be presented to the CID Lieutenant who shall brief the Chief of Police. He or she will then consult with the District Attorney for approval and court orders necessary for any *implementation* for a wiretap.
3. All departmental equipment will be logged out and logged in each time it is used by officers. The log shall be maintained by CID. The person checking out the equipment shall be responsible for proper use and maintenance.
4. Logs and/or appropriate reports shall reflect the use of the equipment, pertinent information or observations made, or any arrests made as result of the use of specialized equipment. Any audio/video recordings shall be treated and logged as evidence or part of the confidential files.
5. Equipment available in this agency shall consist primarily of audio/visual monitoring equipment and night vision equipment. Currently the department maintains equipment including, but not limited to:
 - a. Body transmitters and receiving devices;
 - b. Compact remote video surveillance equipment;
 - c. Photographic equipment;

- d. Binoculars;
 - e. Night vision; and
 - f. Unmarked vehicles.
6. Additional equipment may be available from the GBI or the Georgia Criminal Justice Coordinating Council.



System Specific Information

Basic Information

PWSID: 1210004

Owner: City of Fairburn, Georgia

Administrative Contact Person:

John Martin, Utilities Director Alternate

Contact:

Willie Smith, Water Superintendent

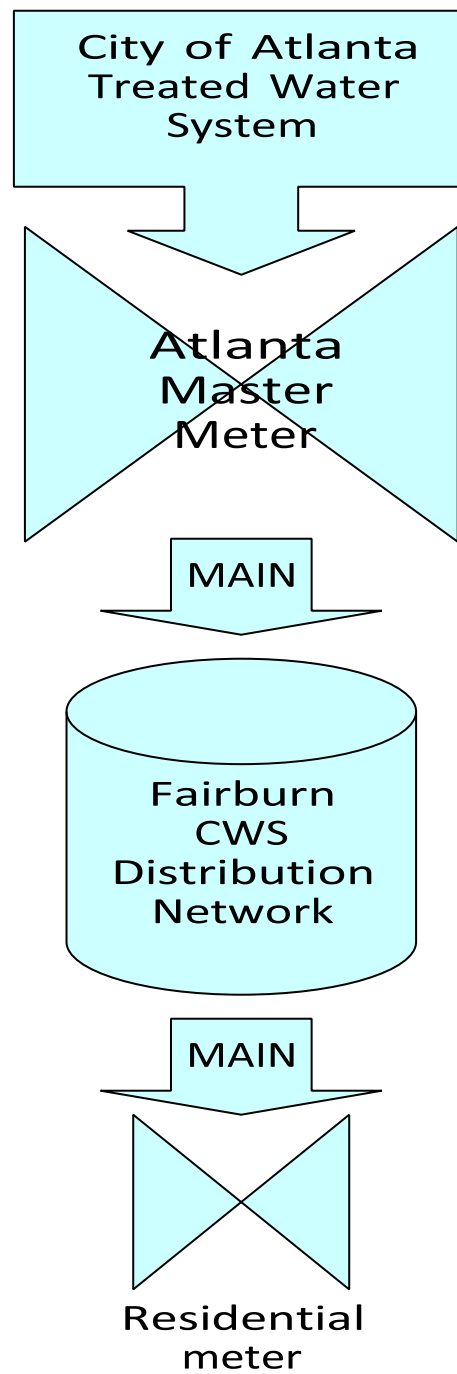
Population

Population: 17,542

Area: 17.07 square miles

Maps

A Distribution Map is maintained in the City of Fairburn GIS server.

Process Diagram

As-Built Drawings

As-built plans are maintained in the Water System offices and due to the size of these documents, are not provided herein.

Operating Procedures

The City of Fairburn Water System operates a simple distribution system and functions on a manage-by-exception philosophy regarding system maintenance. Repairs to the older elements of the system are programmed as needed into a capital improvement program, if non-emergency related.

Currently, most of the repairs and large-scale work is outsourced to keep costs down and to maintain efficiency in most of the other operations.

SCADA

A SCADA system has not been implemented on the City of Fairburn Water System at this time. Operations are coordinated with the City of Atlanta Watershed and communication is seamless through field personnel.

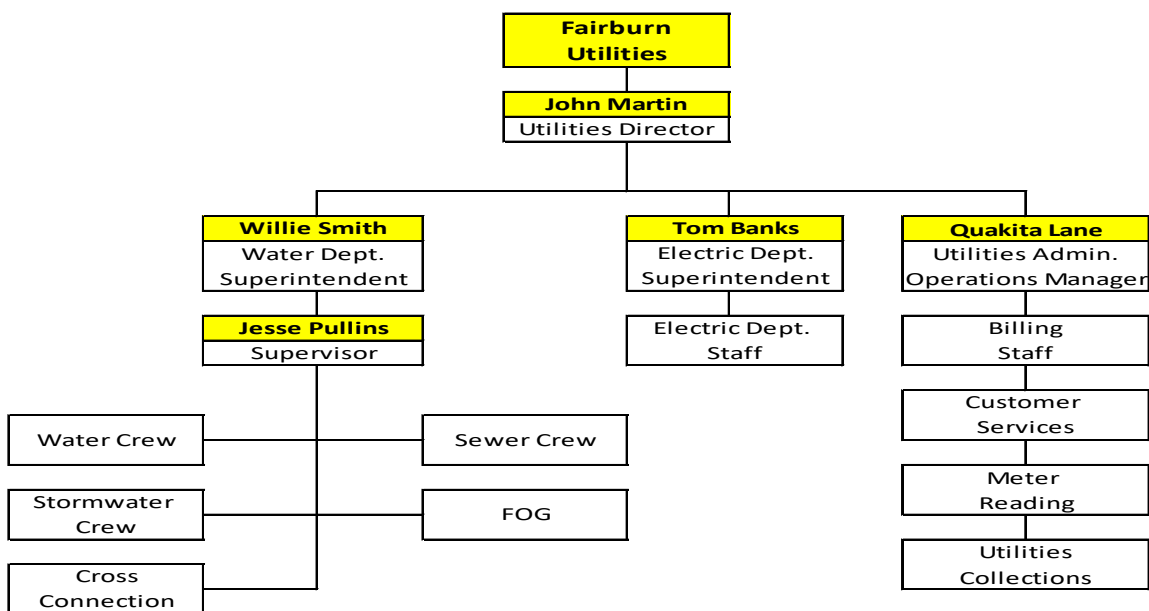
Communications

The CWS has the following communications systems in place:

1. Primary: Telephone line to the Water Department Office: **770-969-3482**
2. Secondary: Superintendent Cellular Phone: **678-584-3045**

Staffing Roster, Responsibilities

City Administrator:	Tony Phillips
Utilities Director:	John Martin
Streets Director:	Gale Higgs
Water Department Superintendent:	Willie Smith
Water Dept. Field Supervisor:	Jesse Pullins



Chemical Handling/Storage Facilities

CTL #	FACILITY	ADDRESS	Fairburn Water	Fairburn Sewer
1	ABL Tech	203 Fairburn Industrial Blvd	Y	Y
2	LTI Boyd	4700 Stalwart Dr	N	N
3	Porex	500 Bohannon Rd	Y	Y
4	Coleman American	7280 Graham Dr	N	N
5	Nestle Purina	5001 Fayetteville Rd	N	N
6	CSX Intermodal Terminals	6700 McLarin Rd	N	N
7	Adesa	4955 Oakley Industrial Blvd	N	N
8	Excel 4787	4787 Stalwart Dr	N	N
9	US Foods	7950 Spence Rd	Y	N
10	Excel 5010	5010 Terminus Dr	N	N
11	Impreglon	220 Fairburn Industrial Blvd	Y	Y
12	Excel 7320	7320 Oakley Industrial Blvd	N	N
13	Owens Corning Fairburn Plant	7000 McLarin Rd	N	N
14	Newco Industries Inc	222-C Fairburn Industrial Blvd	Y	Y
15	Linde Gas, N.A. (Holox)	7390 Graham Rd	N	N
16	Pangborn	4630 Coates Dr	N	N
17	Chambers Drum Co, Inc	71 Roberts St	Y	Y
18	Toto	7700 Spence Rd	Y	Y
19	Excel	130 Whitewater Place	N	N
20	Landmann USA	7405 Graham Road	N	N
Not within Fairburn city limits				

City of Fairburn Water System Roles and Responsibilities

The Emergency Response Lead will be the Water Department Superintendent and alternate will be the Utilities Director.

Communication Procedures:

Internal CWS communication shall be by cell phone if the incident is during normal business hours for all field personnel. Otherwise a normal telephone line will be the primary means of notification and information exchange and in the case of mobile/cellular communication failure.

Once notification of an incident has been reported, the receptionist at City Hall will serve as the information clearinghouse until such time as Emergency Management personnel establish the EOC Activation Level and set up an incident command center if necessary.

Internal Notification List:

1. Emergency Response Lead-Willie Smith [678-584-3045]
2. Alternate Lead-John Martin [470-367-3617]
3. Fire Chief-Cornelius Robinson [770-964-2244]
4. Police Chief-Anthony Bazydlo [770-964-1441]
5. City Administrator-Tony Phillips [770-964-2244]
6. Streets Director-Gale Higgs [770-964-2244]

External Notification List:

7. ATL-FULCO EMA EOC Duty Officer [404-730-5600]
8. Atlanta Watershed Management [404-546-0311]
9. Georgia EPD – Drinking Water [404-463-1511]

Personnel Safety

Since this CWS has no treatment facility identifiable as a specific target for credible threats, an evacuation plan is not provided herein for such concentrated facilities. Upon notification at another incident site somewhere in the distribution system, the lead emergency responder will, with the assistance of the fire and police department, notify residents in the affected area of any need to evacuate based upon the airborne or water-borne concentrations.

Routing for widespread vehicular evacuation shall be by the following collector roads:

1. To the South:
 - a. SR-74 South into Fayette County.
 - b. Bohannon Road South into Fayette County.
 - c. SR-14 (Roosevelt Highway) Southwest into Palmetto.
 - d. SR-92 (Campbellton/Spence Road) South into Fayette County.
 - e. Fayetteville Road South into Fayette County.

2. To the North:
 - a. SR-92 (Campbellton Road) North to College Park.
 - b. SR-14 (Roosevelt Highway) Northeast into Union City.
 - c. Rivertown Road Northwest into Fulton County.
 - d. Johns River Road to Rivertown Road.
 - e. Bishop Road to Rivertown Road.

Identification of Alternate Water Sources

Alternate water sources are being pursued with the Middle Chattahoochee Regional Water and Sewer Authority of Georgia. There are specific plans to construct a reservoir to serve the South Fulton cities (Fairburn, Palmetto, and Union City) with water from the Chattahoochee/Line Creek basins. No other immediate water sources exist currently to provide alternate sources other than City of Atlanta. One other consideration includes deep water wells, and this is being investigated.

Replacement Equipment and Chemical Supplies

Supplies and materials are kept in adequate supply in the water department warehouse for replacement in the event of an incident requiring replacement. No chemical supplies are kept on hand due to the absence of a treatment facility.

Property Protection

The water department warehouse is kept locked and gated during non-business hours. No specific or credible threats have been identified at the building location.

Water Sampling and Monitoring

Continual monitoring of primary drinking water standards is ongoing. This process will help identify sources of potential problems.

SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN (SSOERP)



City of Fairburn, Georgia

August 3, 2022
Revised: February 20, 2023

Issued by:

Fairburn Utilities Department

Prepared by
John Martin, Director of Utilities

Approved On: August 3, 2022

Sewer System Owner:

City of Fairburn
56 Malone Street
Fairburn, Georgia 30213-1341

Contact Persons:

City Administrator, Tony Phillips (770) 964-2244
Utilities Director, John Martin (770) 964-2244
Water & Sewer Superintendent, Willie Smith (770) 964-2244
Mayor, Mario B. Avery (770) 964-2244

Regulatory Agency to Report Sewer Overflow:

Georgia DNR Environmental Protection Division
Permitting, Compliance & Enforcement Program
Reginald Williamson
2 MLK, Jr. Drive SW, Suite 1152
East Tower, Floyd Building
Atlanta, Georgia 30334
Phone: (470) 604-9247
E-mail: reginald.williamson@dnr.ga.gov

After Hours:
GA DNR EPD Environmental Emergency Hotline
(404) 656-4300
(800) 241-4113

SSOERP Prepared By:

John Martin
56 Malone Street
Fairburn, Georgia 30213
(770) 964-2244
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I. AUTHORITY

The City of Fairburn owns and operates a sanitary sewer system, which is a Publicly Owned Treatment Works (POTW) as defined in the Georgia Department of Natural Resources Rules for Water Quality Control. Wastewater collected in the City's sewerage system is discharged into the Fulton County Sewerage System for conveyance and treatment at the Fulton County Camp Creek Water Reclamation Center.

The City has a Utilities Ordinance that regulates the use of the sanitary sewer system and provides the legal framework for operation of the wastewater collection system. In addition, the City is located within the Metropolitan North Georgia Water Planning District, which requires that the City develop a Sanitary Sewer Overflow Emergency Response Plan (SSOERP) for sanitary sewer overflows (SSOs) in order to provide written policies for actions to be taken in the event of an SSO event.

REGULATORY REQUIREMENTS

Georgia Environmental Protection Division has adopted emergency actions that are required to be taken by a Publicly Owned Treatment Works (POTW) in response to a sanitary sewer overflow. The City of Fairburn SSOERP is designed to adhere to these requirements. The Following is an excerpt concerning emergency actions required for sanitary sewer overflows in accordance with Georgia Department of Natural Resources Environmental Protection Division Rules for Water Quality Control Chapter 391-3-6, Section 391-3-6-.05 Emergency Actions.

Section 391-3-6-.05 Emergency Actions**(1) Purpose.**

The purpose of Paragraph 391-3-6-.05 is to provide procedures to handle any emergency which endangers the waters of the State.

(2) Definitions.

All terms used in this Paragraph shall be interpreted in accordance with the definitions as set forth in the Act unless otherwise defined in this Paragraph or in any other Paragraph of these Rules.

(a) *"Spill" means any discharge of raw sewage by a Publicly Owned Treatment Works (POTW) to the waters of the State.*

(b) *"Major Spill" means:*

1. *The discharge of pollutants into the waters of the State by a Publicly Owned Treatment Works (POTW) that exceeds the weekly average permitted effluent limit for biochemical oxygen demand (5-day) or total suspended solids by 50 percent or greater for any one day, provided that the effluent discharge concentration is equal to or greater than 25 mg/L for biochemical oxygen demand or total suspended solids.*

2. *Any discharge of raw sewage that (1) is in excess of 10,000 gallons or (2) results in water quality violations in the waters of the State.*

(b) *"Consistently exceeding an effluent limitation" means a POTW exceeding the 30-day average limit for biochemical oxygen demand or total suspended solids for at least five days out of each seven-day period during a total period of 180 consecutive days.*

(3) Notice Concerning Endangering Waters of the State. *Whenever, because of an accident or otherwise, any toxic or taste-and color producing substance, or any other substance which would endanger downstream users of the waters of the State or would damage property, is discharged into such waters, or is so placed that it might flow, be washed, or fall into them, it shall be the duty of the person in charge of such substances at the time to forthwith notify the Division in person or by telephone of the location and nature of the danger, and it shall be such person's further duty to immediately take all reasonable and necessary steps to prevent injury to property*

and downstream users of said water. The following specific requirements shall apply to publicly owned treatment works (POTW):

(a) The owner of a POTW shall immediately notify the Division, in person or by telephone, when a major spill occurs in the system. Within five (5) days of the incident, the owner of the POTW shall submit a written report to the Division which includes, at a minimum, the information required in (3)(e) below. The spill notification and report may be submitted electronically, as approved or required by the Division.

(b) The owner of a POTW responsible for a major spill shall publish a notice of the major spill in the legal organ of the County where the spill occurred. The notice shall be published within seven days after the date of the spill. The notice at a minimum shall include the following:

1. Date of the spill
2. Location and cause of spill
3. Estimated volume discharged and name of receiving waters
4. Corrective action taken to mitigate or reduce the adverse effects of the spill.

(c) The owner of a POTW shall immediately establish a monitoring program of the waters affected by a major spill or by consistently exceeding an effluent limit, with such monitoring being at the expense of the POTW for at least one year. The monitoring program shall include an upstream sampling point as well as sufficient downstream locations to accurately characterize the impact of the major spill, or the consistent exceedance of effluent limitations as described in (2)(c) above. At a minimum the following parameters shall be monitored in the receiving stream:

1. Dissolved Oxygen
2. Fecal Coliform Bacteria
3. pH
4. Temperature

The monitoring and reporting frequency as well as the need to monitor additional parameters, will be determined by the Division. The results of the monitoring will be provided by the POTW owner to the Division and all downstream public agencies using the affected waters as a source of a public water supply.

(d) The Division will provide notice of a major spill within 24-hours of notification to every county, municipality, or other public agency whose public water supply is within a distance of 20 miles downstream and to any others which could potentially be affected by the spill.

(4) Noncompliance Notification. If, for any reason, the permittee does not comply with, or will be unable to comply with any effluent limitations specified in the permittee's NPDES permit, the permittee shall provide the Division with an oral report within 24 hours from the time the permittee becomes aware of the circumstances followed by a written report within five (5) days of becoming aware of such condition. The written submission shall contain the following information:

(a) A description of the noncompliance and its cause; and

(b) The period of noncompliance, including exact dates and times; or, if not corrected, the anticipated time the noncompliance is expected to continue, and steps being taken to reduce, eliminate, and prevent recurrence of the noncomplying discharge.

(c) The noncompliance notification and report may be submitted electronically, as approved or required by the Division.

(5) Emergency Orders. The Director shall have the authority to issue an emergency order pursuant to Section 20 of the Act, and Section 17(a) of the Executive Reorganization Act of 1972, as amended.

(6) Effective Date. *This Rule shall become effective twenty days after filing with the Secretary of State's Office.*

II. GENERAL

The Sewer Overflow Emergency Response Plan (SSOERP) is designed to ensure that every report of a sewage overflow incident is immediately dispatched to the appropriate City of Fairburn Sewer Department personnel for confirmation. Quick response will minimize the effects of the overflow with respect to impacts on public health, beneficial uses, water quality of surface waters, and on customer service. The SSOERP further includes provisions to ensure safety pursuant to the directions provided by Georgia Environmental Protection Division (GA EPD) and that notification and reporting is made to the GA EPD when applicable. For purposes of this SSOERP, "confirmed sewage spill" is also sometimes referred to as "sanitary sewer overflow," "overflow," or "SSO." The effective date of this plan is August 3, 2022.

OBJECTIVES

The primary objective of the SSOERP is to protect public health and the environment, satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows, and minimize risk of enforcement actions against the City of Fairburn, the sewer system owner.

Additional objectives of the SSOERP are as follows:

- Protect collection system personnel;
- Protect the collection system, wastewater pump stations, and all appurtenances; and
- Protect private and public property beyond the wastewater collection system.

ORGANIZATION OF PLAN

The key elements of the SSOERP are addressed individually as follows:

Section III - Overflow Response Procedure

Section IV - Public Advisory Procedure

Section V - Regulatory Agency Notification Procedure

Section VI – Maintenance of SSOERP

Section VII - Appendices

III. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for the City of Fairburn Water and Sewer Department to mobilize labor, materials, tools, and equipment to correct or repair any condition, which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land, or buildings.

RECEIPT OF INFORMATION REGARDING AN SSO

An overflow may be detected by City of Fairburn employees or by others. The City of Fairburn is responsible to act based on received phone calls or reports on possible sewage overflow from the wastewater collection system, and to provide immediate response to investigate and/or correct reported sewer overflow.

Generally, telephone calls from the public reporting possible sewer overflows are received at the public offices identified in Appendix D.

1. The telephone operator obtains all relevant information available regarding the overflow including:

- a. Time and date call was received;
- b. Specific location;
- c. Description of problem;
- d. Time possible overflow was noticed by the caller;
- e. Caller's name and phone number;
- f. Observations of the caller; and
- g. Other relevant information that will enable the City of Fairburn Water and Sewer Department, to quickly locate, assess, and stop the overflow.

The telephone operator records initial information in the Sewage Overflow Report (Ref. Appendix A) and notifies City of Fairburn Water and Sewer Department.

2. Confirm Sewer Overflow

- The City of Fairburn Water and Sewer Department dispatches sewer maintenance personnel to confirm the overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow."
- The City of Fairburn Water and Sewer Department completes the Sewage Overflow Report (Ref. Appendix A) within 24 hours of the sewer overflow confirmation and provides the information orally to the GA EPD.
- If the overflow will affect Waters of the State and public drinking water intakes within 20 miles of Fairburn, the City of Fairburn shall notify the GA EPD contact person, immediately after becoming aware of the discharge.
- If the overflow results in a fish kill, notify the GA EPD contact person immediately becoming aware of the discharge. The City of Fairburn Water and Sewer Department Superintendent is responsible for reviewing, updating, and signing the final Sewage Overflow Report. Sewage overflow response tracking protocol is summarized in Appendix C.

DISPATCH OF SEWER MAINTENANCE PERSONNEL TO SITE OF SEWER OVERFLOW

Failure of any element within the wastewater disposal system that threatens to cause or causes a SSO must trigger an immediate response to isolate and correct the problem. Personnel and equipment must be available to respond to any SSO locations. Additional maintenance personnel shall be "on call" in the event extra manpower is needed. Summary of Sewer Overflow Action Plan is included in Appendix C.

1. Dispatching Maintenance Personnel

- When the City of Fairburn receives notification of a potential sewer overflow outlined in Section A, City of Fairburn Water and Sewer Department dispatches maintenance personnel with appropriate resources as required.

2. Maintenance Personnel Instructions

- Dispatch maintenance personnel by telephone or radio. Assign and appropriate personnel, materials, supplies, and equipment needed.
- The telephone operator must verify that the entire message has been received and acknowledged by the maintenance personnel who were dispatched. All personnel being dispatched to the site of an SSO proceed immediately to the site of the overflow. Report any delays or conflicts in assignments immediately for resolution.
- In all cases response maintenance personnel report their findings, including possible damage to private and public property, to the City of Fairburn Water and Sewer Department Superintendent immediately upon making their investigation. If the City of Fairburn Water and Sewer Department Superintendent has not received findings from the field crew within one (1) hour the City of Fairburn Water and Sewer Department Superintendent shall contact the response maintenance personnel to determine the status of the investigation.

3. Additional Resources

- The City of Fairburn Water and Sewer Department Superintendent receives and conveys to appropriate parties' requests for additional personnel, material, supplies, and equipment for maintenance personnel working at the site of a sewer overflow. If additional outside resources are required to correct the SSO event, the Water and Sewer Department Superintendent is authorized to engage private companies that specialize in sewer system maintenance to assist with corrective work activities required to remediate SSO events. The City has specialty agreements in place with specialty contractors for this purpose.

4. Preliminary Assessment of Damage to Private and Public Property

- The City of Fairburn maintenance personnel shall use discretion in their actions as reasonably as they can. They must be aware that the City of Fairburn could face increased liability for any further damages inflicted to private property during such assistance. The City of Fairburn maintenance personnel shall not enter private property for purposes of assessing damage unless authorized by the City of Fairburn Water and Sewer Department Superintendent. The City of Fairburn maintenance personnel shall take appropriate still photographs and/or video footage; if possible, of the sewer overflow impacted area in order to thoroughly document the nature and extent of impacts. Retain photographs for filing with the Overflow Report.

5. Field Supervision and Inspection

- The City of Fairburn Water and Sewer Department Superintendent visits the site of the sewer overflow to ensure that provisions of this Overflow Emergency Response Plan and other directives are met.
- The City of Fairburn Water and Sewer Department Superintendent is responsible for verbally notifying GA EPD within the specified time and submitting the Overflow Report to GA EPD.

6. Coordination with Hazardous Material Response

- Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the City of Fairburn sewer maintenance crew shall immediately contact the City of Fairburn Water and Sewer Department Superintendent for guidance before taking further action.

- Should the City of Fairburn Water and Sewer Department Superintendent determine the need to alert the hazardous material response team, the maintenance personnel awaits the contracted hazardous waste team response.
- Contact the GA EPD 24-hour Spill Hotline at (800) 241-4113.
- Upon arrival of the hazardous material response team, the City of Fairburn sewer maintenance personnel takes direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the City of Fairburn sewer maintenance personnel to proceed under the SSOERP with the containment, clean-up activities and correction.

OVERFLOW CORRECTION, CONTAINMENT, AND CLEAN-UP

This section describes specific actions to be performed by the City of Fairburn sewer maintenance personnel during a SSO. The objectives of these actions are:

- To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- To promptly notify the regulatory agency with preliminary overflow information and potential impacts;
- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters; and
- To minimize the City of Fairburn's exposure to any regulatory agency penalties and fines.

Under most circumstances, the City of Fairburn can handle all response actions with its own maintenance forces. They have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system.

Circumstances may arise when the City of Fairburn could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City of Fairburn may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of City of Fairburn Sewer Maintenance Personnel Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the maximum extent possible. Should the overflow not be the responsibility of The City of Fairburn but there is imminent danger to public health, public or private property or to the quality of waters of the state, then the City of Fairburn Water and Sewer Department Superintendent takes prudent emergency action until the responsible party assumes responsibility and provides actions.

Upon arrival at a SSO, the City of Fairburn sewer maintenance personnel performs the following:

- Determines the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- Identifies and requests assistance or additional resources to correct the overflow or to assist in determination of its cause;

- Takes immediate steps to stop the overflow, e.g. relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way); and
- Requests additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Initiate measures to contain the overflowing sewage and recover where possible sewage, which has already been discharged, to minimize the impact to public health or the environment.

- Determine the immediate destination of the overflow, e.g., storm drain, street curb gutter, body of water, stream bed, etc.;
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
- Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, set up a portable by-pass pumping operation around the obstruction.

- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

Clean sewer overflow sites thoroughly after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, and rubber products) is to remain.

- Whenever possible digital photos should be taken of the area before and after cleanup.
- Where practical, thoroughly flush the area and clean of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- Secure the overflow area to prevent contact by members of the public until the site has been thoroughly cleaned.
- Where appropriate, disinfect and deodorize the overflow site.
- Where sewage has resulted in ponding, pump the pond dry and dispose of the residue in accordance with applicable regulations and policies.
- If a ponded area contains sewage, which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, do not use bleach. Contact the GA EPD for specific instructions.

SEWAGE OVERFLOW REPORT

The Sewer Overflow Report in Appendix A contains information which is required to be reported to GA EPD depending upon the nature of the spill.

If the overflow will affect Waters of the State or public drinking water intakes, the City of Fairburn shall notify the GA EPD contact person orally, within 24 hours of becoming aware of the discharge.

If the overflow results in a fish kill, notify the GA EPD contact person within 24 hours of becoming aware of the discharge.

The City of Fairburn Water and Sewer Department Superintendent completes a Sewer Overflow Report (Ref. Appendix A). The City of Fairburn Water and Sewer Department Superintendent promptly notifies the City of Fairburn Office and GA EPD when the overflow is eliminated. Information regarding the sewer overflow includes the following:

- Determination if the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters; and
- Determination that the sewage overflow had not reached surface waters by describing conditions at the sewage overflow, which support this determination.
- Determination of the start time of the sewer overflow by one of the following methods:
 - a. Date and time information received and/or reported to have begun and later substantiated by City of Fairburn sewer maintenance personnel;
 - b. Visual observation;
- Determination of the stop time of the sewer overflow by one of the following methods:
 - a. When the blockage is cleared, or flow is controlled or contained; or
 - b. The arrival time of the City of Fairburn sewer maintenance personnel, if the overflow stopped between the time it was reported and the time of arrival.
- Visual observations

An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

- Direct observations of the overflow; or
- Measurement of actual overflow rate from the sewer main.

Determination of the volume of the sewer overflow; calculation based on openings and/or average daily flow and basin size.

Photographs of the event, when possible.

Assessment of any damage to the exterior areas of public/private property. City of Fairburn sewer maintenance personnel shall not enter private property for purposes of estimating damage to structures, floor and wall coverings, and other personal property without authorization from the City of Fairburn Water and Sewer Department Superintendent.

CUSTOMER SATISFACTION

The City of Fairburn Water and Sewer Department Superintendent follows up in person or by telephone with the entity who was reporting the overflow within two weeks. The cause of the overflow and its resolution will be disclosed.

IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions the City of Fairburn will take, in cooperation with the GA EPD, to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

TEMPORARY SIGNAGE

The City of Fairburn has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

Georgia EPD determines if posting of a confirmed overflow site is necessary.

OTHER PUBLIC NOTIFICATION

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by Georgia EPD, the City of Fairburn Water and Sewer Department Superintendent will also place a legal advertisement in the City's legal organ, in accordance with Georgia EPD requirements.

V. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures, which the City of Fairburn follows to provide formal notice to the GA EPD as necessary in the event of a SSO.

Agency notifications will be performed in parallel with other internal notifications. Internal notification and mobilization of City of Fairburn sewer maintenance personnel are established in Section III - Overflow Response Procedure.

Using data supplied during the verification process and updates from the maintenance personnel, the City of Fairburn Water and Sewer Department Superintendent prepares initial and final Overflow Reports. Initial report will be provided orally to the GA EPD within 24 hours from the time the City of Fairburn became aware of the SSO. If the overflow will affect Waters of the State, or public drinking water intakes, the City of Fairburn shall notify the GA EPD contact person verbally, within 24 hours after becoming aware of the discharge. If the overflow results in a fish kill, notify the GA EPD contact person within 24 hours after becoming aware of the discharge.

Prepare and provide final written report to the regulatory agency as soon as possible but in no case shall the notification be made more than five (5) days after the City of Fairburn becomes aware of the overflow. The report shall be submitted to EPD by mail. The City of Fairburn Water and Sewer Department Superintendent is responsible for meeting the notification requirement. The City of Fairburn Water and Sewer Department Superintendent is responsible for preparation of the written notification to the appropriate regulatory agency of any confirmed overflows. The City of Fairburn Water and Sewer Department Superintendent signs these notifications.

IMMEDIATE NOTIFICATION

If the overflow will affect Waters of the State, or public drinking water intakes, the City of Fairburn shall notify the GA EPD contact person by telephone, within 24 hours of becoming aware of the discharge. If the overflow results in a fish kill, notify the GA EPD contact person within 24 hours of becoming aware of the discharge.

E-mail the initial and any updated Sewer Overflow Report to:

Georgia DNR Environmental Protection Division
Permitting, Compliance & Enforcement Program
Reginald Williamson
2 MLK, Jr. Drive SW, Suite 1152
East Tower, Floyd Building
Atlanta, Georgia 30334
Phone: (470) 604-9247
E-mail: reginald.williamson@dnr.ga.gov

SECONDARY NOTIFICATION

City of Fairburn Water and Sewer Department Superintendent may contact other agencies, as necessary, as well as other interested and possibly impacted parties.

VI. MAINTENANCE OF SSOERP

The SSOERP will be reviewed on an annual basis. Possible amendments can include:

- Change in procedures
- Change in contact personnel
- Changes due to regulatory requirements

VII. APPENDICES

APPENDIX A - SANITARY SEWER OVERFLOW REPORT FORM

APPENDIX B -SEWER OVERFLOW NOTICE PLAN FLOW CHART

APPENDIX C -SEWER OVERFLOW RESPONSE TRACKING PROTOCOL

APPENDIX D -LIST OF PUBLIC OFFICES TO REPORT OVERFLOW

APPENDIX E -SUGGESTED CRITERIA FOR DEMONSTRATING HOW A SEWER OVERFLOW WAS UNAVOIDABLE

APPENDIX F -MEASURES TO AVOID SEWER OVERFLOW

APPENDIX G -OVERFLOW DESCRIPTIONS AND REQUIRED NOTIFICATIONS

Appendix A**SANITARY SEWER OVERFLOW REPORT FORM
CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM****1. General Information**

a. Name of collection system: City of Fairburn Wastewater Collection System

b. Authorized representative filing this form:

Name: _____

Title: _____

e-mail Address: _____

c. Type of filing report:

Initial _____

Final _____

d. Date of filing report:

Initial _____

Final _____

2. Oral Reporting of Overflow

All releases of untreated or partially treated sewage, which reach a Water of the State require notification of EPD by telephone and by written notification to Georgia EPD.

a. Overflow requiring notification within 24 hours (immediate).

Impact to Water of the State

Impact or closure of public drinking water intake

Results in fish kills

Other: _____

b. Overflow requiring 24-hour notification.

Gravity sewer manhole

Pump station

Other: _____

c. Oral report to EPD contact person.

Georgia DNR Environmental Protection Division
Permitting, Compliance & Enforcement Program
Reginald Williamson
2 MLK, Jr. Drive SW, Suite 1152
East Tower, Floyd Building
Atlanta, Georgia 30334
Phone: (470) 604-9247
E-mail: reginald.williamson@dnr.ga.gov

After Hours:GA DNR EPD Environmental Emergency Hotline
(404) 656-4300
(800) 241-4113

Date of phone notification: ____ / ____ / ____

3. Overflow Location and Description

a. Location within City of Fairburn:

Address or Landmark:

b. Discharge Location:

Directly to receiving ground water

Ground

Receiving water via storm drain

Building

c. Type of overflow

Gravity sewer manhole

Pump station

Bypass at treatment plan

Other: _____

4. Time of Overflow/Bypass Incident

a. When did the incident begin? Date: ____ / ____ / ____

b. Was the overflow/bypass event ongoing at the time of notice: Yes No

c. If yes, how long is the incident expected to continue?

d. If no, when did event end? Date: ____ / ____ / ____ Time: _____

5. General Information about Overflow at this Location

a. Estimated volume of overflow released at time of report: _____

b. Method of estimating volume: _____

c. Estimated total volume of overflow released at end of incident: _____

d. Were digital photos taken: Yes No

e. Corrective measures taken:

No action

Removed blockage

Repair pump station

Other: _____

f. Cause of overflow/bypass (select all those that apply):

Rain

High ground water

Other excessive flow

Sewer system blockage or collapse

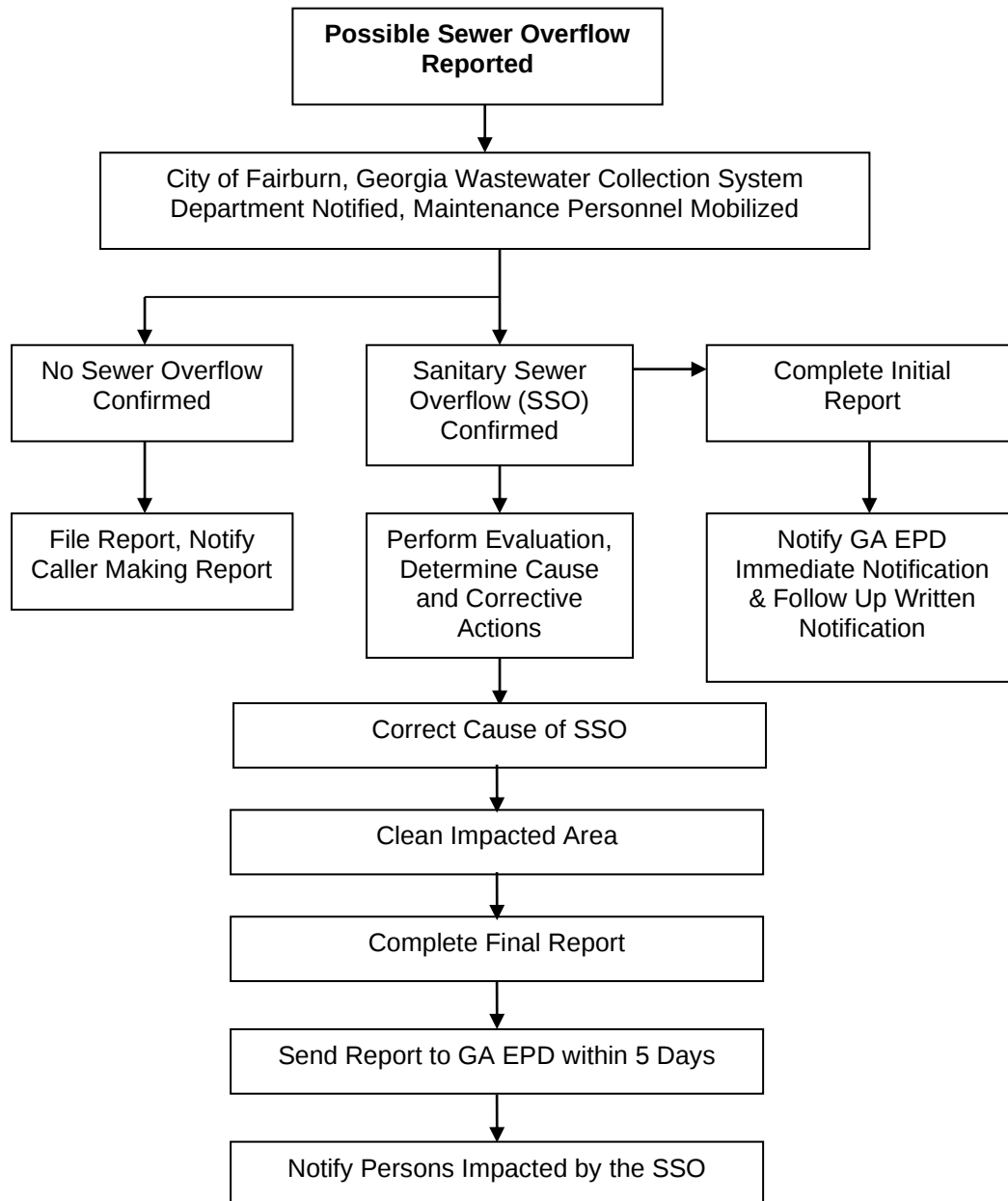
Pump /lift station failure

Other: _____

g. Additional comments:

FIVE DAY WRITTEN INCIDENT REPORT

Complete the first five sections of this notification form and use the space below to include any additional information regarding the overflow. Include any steps taken or planned to prevent a recurrence. Submit this form to the GA EPD office within five days of becoming aware of the incident.

Appendix B**SEWER OVERFLOW NOTICE PLAN FLOW CHART
CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM**

Appendix C**SANITARY SEWER OVERFLOW (SSO) RESPONSE TRACKING PROTOCOL
CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM**

Step	Event
1	Report of possible SSO received by a telephone operator
2	Telephone Operator enters received information into Sewer Overflow Report
3	Telephone Operator contacts City of Fairburn Water and Sewer Department, which then deploys maintenance personnel to confirm reported SSO.
4	Maintenance personnel reports back to the City of Fairburn Water and Sewer Department Superintendent reporting significance of the overflow.
5	City of Fairburn Water and Sewer Department Superintendent completes initial Overflow Report. If the overflow will affect Waters of the State, or public drinking water intakes, the City of Fairburn shall notify the GA EPD contact person verbally, within two hours of becoming aware of the discharge. If the overflow results in a fish kill, notify the GA EPD contact person within two hours of becoming aware of the discharge.
6	Within 5 days the City of Fairburn Water and Sewer Department Superintendent prepares final Overflow Report. Report is e-mailed to GA EPD.
7	Data from Overflow Report are entered into a permanent record on file at the City of Fairburn Water and Sewer Department.
8	Attach Report of Noncompliance to Discharge Monitoring Report

Appendix D**LIST OF PUBLIC OFFICES TO REPORT OVERFLOW
CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM**

Contact Name	Telephone
City of Fairburn City Hall Tony Phillips, City Administrator	(770) 964-2244
City of Fairburn Utilities Dept. John Martin, Utilities Director	(770) 964-2244
City of Fairburn Department of Water and Sewer Willie Smith, Superintendent	(770) 964-2244
Fairburn Fire Department Cornelius Robinson, Fire Chief	(770) 964-2244
City of Fairburn Police Anthony Bazydlo, Police Chief	(770) 964-1441
Georgia DNR Environmental Protection Division Reginald Williamson	(470) 604-9247

SEWER SYSTEM SPECIALTY CONTRACTORS FOR EMERGENCY RESPONSE

Contact Name	Telephone
RDJE, Inc. Ronny Jones, President 679 Highway 29 South Newnan, Georgia 30263	Phone: (770) 251-2667 E-mail: info@ronnydjones.com Mobile: (770) 301-4270
Crawford Grading and Pipeline, Inc. Herbert Crawford, President 1505 Dunlap Road Luthersville, Georgia 30251	Phone: (770) 927-0413 Emergency Number: (678) 378-0750 Email: herbert@crawfordgrading.com Fax: (770) 927-2533

Appendix E

SUGGESTED CRITERIA FOR DEMONSTRATING HOW A SEWER OVERFLOW WAS UNAVOIDABLE CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM

SSO's can be demonstrated as unavoidable by showing the discharge meets each of the criteria 1 through 4.

- 1. The discharge resulted from a temporary, exceptional incident that was either:**
 - A. Necessary to prevent loss of life, personal injury, or severe property damage
 - B. Beyond the reasonable control of the operator. Incidents beyond the reasonable control of the operator would include:
 - Exceptional acts of nature;
 - Third party actions that could not be reasonably prevented, including vandalism that could not be avoided by reasonable measures;
 - Blockages that could not be avoided by reasonable measures;
 - Unforeseeable sudden structural, mechanical, or electrical failure that could not be avoided by reasonable measures.
- 2. The discharge had no feasible alternative**
- 3. The discharge was not caused by any of the following;**
 - A. Operational error,
 - B. Improperly designed or constructed collection system facilities,
 - C. Inadequate collection system facilities or components,
 - D. The lack of appropriate preventive maintenance, or
 - E. Careless or improper oversight
- 4. Steps to stop the discharge, address the source of the problem, and mitigate potential impacts from the discharge were taken as soon as possible after becoming aware of the release.**

Appendix F

MEASURES TO AVOID SEWER OVERFLOW CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM

A. Proper Collection System Maintenance and Operations Program

Cleaning of pipes (grease, roots deposits)
Sealing or maintenance for deteriorating sewers
Remediation of poor/substandard construction (short term)
Sewer replacement or rehabilitation program (long term)
Proper maintenance and operations of pump stations
Inspection of private laterals

B. New Wastewater Disposal System Construction

Use latest technology and standards in constructing new wastewater disposal system improvements
Perform proper construction inspection/quality assurance procedures

Appendix G

OVERFLOW DESCRIPTIONS AND REQUIRED NOTIFICATION CITY OF FAIRBURN WASTEWATER DISPOSAL SYSTEM

Overflows requiring immediate Verbal (by telephone) Notification to EPD

Overflow that reaches a Water of the State

Overflow that results in:

Impact of closure of public drinking water intake (GA EPD)

A fish kill (GA EPD)

Overflows Requiring Notification (GA EPD)

Sewer System Overflow that reaches a State Water from sanitary sewer system elements including:

Gravity sewer manholes

Pipelines

Pump stations

Major Sewer Overflow in excess of 10,000 gallons

Minor Sewer Overflow less than 10,000 gallons

Contacts:

Georgia DNR Environmental Protection Division
Permitting, Compliance & Enforcement Program
Reginald Williamson
2 MLK, Jr. Drive SW, Suite 1152
East Tower, Floyd Building
Atlanta, Georgia 30334
Phone: (470) 604-9247
E-mail: reginald.williamson@dnr.ga.gov

After Hours:

GA DNR EPD Environmental Emergency Hotline
(404) 656-4300
(800) 241-4113