

# CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

ESF-01 ANNEX  
APPENDIX 1-1  
TAB B

## EVACUATION ASSEMBLY AREA (EAA) OPERATIONS

NOVEMBER 2014





**THIS PAGE INTENTIONALLY BLANK**



## **RECORD OF CHANGES**

- Rewrite November 2014



**THIS PAGE INTENTIONALLY BLANK**



## **ACHRONYMS**

|           |  |
|-----------|--|
| ARC       | American Red Cross   |
| BOE       | Board of Education, (Savannah-Chatham County Public School System) |
| BOECP     | BOE Campus Police Department                                       |
| BOE Trans | BOE Transportation Contractor                                      |
| CAT       | Chatham Area Transit   |
| CCICS     | Chatham County Information & Communications Services               |
| CCPH      | Chatham County Public Health                                       |
| CCPIOA    | Chatham County Public Information Officer Association              |
| CCSO      | Chatham County Sheriff's Office                                    |
| CEMA      | Chatham Emergency Management Agency                                |
| CoS       | City of Savannah   |
| CPG       | Command Policy Group   |
| Deputy    | CEMA Deputy Director   |
| DFCS      | Department of Family and Children Services                         |
| DO        | Duty Officer   |
| EAA       | Evacuation Assembly Area   |
| EAAG      | Evacuation Assembly Area Group                                     |
| EAAGS     | Evacuation Assembly Area Group Supervisor                          |
| EMS       | Emergency Medical Services   |
| EOC       | Emergency Operations Center  |
| EOP       | Emergency Operations Plan  |
| ERB       | Evacuation Re-entry Branch   |
| ERBD      | Evacuation Re-entry Branch Director                                |
| ESF       | Emergency Support Function   |
| FMN       | Functional Medical Needs   |
| GEMA      | Georgia Emergency Management Agency                                |
| JIC       | Joint Information Center   |
| LTCF      | Long Term Care Facilities  |
| OPCON     | Operational Condition  |
| OPS       | Operations Section   |
| OSC       | Operations Section Chief   |



**ACHRONYMS (con't)**

|          |  |
|----------|--|
| PIO      | Public Information Officer                           |
| SA       | Salvation Army                                       |
| SCMPD    | Savannah-Chatham Metropolitan Police Department      |
| SSFD/EMS | Southside Fire Department/Emergency Medical Services |
| TCP      | Traffic Control Point                                |



## TABLE OF CONTENTS

|   |     |
|---|-----|
| Acronyms .....  | i   |
| Record of Changes .....                                     | iii |
| Table of Contents .....                                     | v   |
| I. Introduction.....  | 1   |
| II. Purpose .....   | 1   |
| III. Scope .....  | 1   |
| IV. Authorities.....  | 1   |
| V. Assumptions .....  | 2   |
| VI. Implementation .....                                    | 4   |
| VII. Concept of Operations.....                             | 4   |
| A. Organization .....                                       | 4   |
| B. Activation .....   | 4   |
| C. Operations .....   | 5   |
| D. Security .....   | 7   |
| E. Public Information .....                                 | 8   |
| F. Training and Exercises .....                             | 9   |
| G. Logistics.....   | 9   |
| VIII. Responsibilities.....                                 | 18  |
| A. Command Policy Group.....                                | 18  |
| B. Chatham Emergency Management Agency Director .....       | 18  |
| C. Chatham Emergency Management Agency Deputy Director..... | 19  |
| D. EOC Operations Section Chief .....                       | 19  |
| E. EOC Evacuation and Re-Entry Branch Director .....        | 19  |



|       |  |    |
|-------|--|----|
| F.    | EOC Evacuation Transportation Coordinator.....             | 19 |
| G.    | The Evacuation Assemble Area Group.....                    | 19 |
| H.    | Emergency Support Function Partners.....                   | 26 |
| 1.    | American Red Cross.....                                    | 26 |
| 2.    | Chatham Area Transit.....                                  | 27 |
| 3.    | Chatham County Information Communication Systems.....      | 27 |
| 4.    | Chatham County Public Health.....                          | 27 |
| 5.    | Chatham County Public Information Officer Association..... | 28 |
| 6.    | Chatham County Sheriff's Office.....                       | 28 |
| 7.    | Chatham Emergency Management Agency.....                   | 28 |
| 8.    | City of Savannah.....                                      | 29 |
| 9.    | Department of Family and Children Services.....            | 30 |
| 10.   | Salvation Army.....  | 30 |
| 11.   | Animal Control.....  | 31 |
| 12.   | Savannah Chatham Public School System.....                 | 31 |
| 13.   | Savannah Chatham Metro Police Department.....              | 32 |
| 14.   | Southside Fire Department/Emergency Medical Services.....  | 32 |
| 15.   | Volunteer Organizations Active in Disaster.....            | 33 |
| VIII. | Tab Management and Maintenance.....                        | 33 |
| A.    | Executive Agent.....                                       | 33 |
| B.    | Types of Changes.....                                      | 33 |
| C.    | Coordination and Approval.....                             | 33 |
| D.    | Notice of Change.....                                      | 33 |
| E.    | Distribution.....  | 34 |





## **EXHIBITS**

|            |   |     |
|------------|---|-----|
| Exhibit 1  | EAA Group Organization Chart .....                      | 35  |
| Exhibit 2  | EAA Area Map-Site Location (Savannah Civic Center)..... | 37  |
| Exhibit 3  | EAA Activation Time Line.....                           | 39  |
| Exhibit 4  | EAA Passenger On-Site Movement Plan .....               | 43  |
| Exhibit 5  | EAA Passenger Roster / Bus Manifest (Blank) .....       | 45  |
| Exhibit 6  | EAA Pet Registration Form .....                         | 47  |
| Exhibit 7  | EAA Vet Support Contact List .....                      | 49  |
| Exhibit 8  | EAA Perimeter Traffic Control Points .....              | 51  |
| Exhibit 9  | EAA Barricade Plan.....                                 | 53  |
| Exhibit 10 | EAA Signage Plan.....                                   | 55  |
| Exhibit 11 | EAA Floor Set Ups .....                                 | 67  |
| Exhibit 12 | EAA Resources and Supplies .....                        | 73  |
| Exhibit 13 | CAT Bus Routes .....                                    | 77  |
| Exhibit 14 | EAA Traffic Management Plan .....                       | 79  |
| Exhibit 15 | Bus Capacity and Serial Worksheet.....                  | 81  |
| Exhibit 16 | Bus ID Placard .....                                    | 85  |
| Exhibit 17 | Bus Driver Information Sheet .....                      | 87  |
| Exhibit 18 | Savannah to Augusta Bus Evacuation Route.....           | 89  |
| Exhibit 19 | EAA Unit Checklists .....                               | 91  |
| Exhibit 20 | Augusta-Richmond Evacuee Support Plan .....             | 107 |



**THIS PAGE INTENTIONALLY BLANK**



## **I. INTRODUCTION**

- A. Few events have the potential to affect the entire population of the County as does the approach of a well-organized tropical storm system and/or hurricane. The protection of Chatham County residents threatened by the approach of a severe storm is a primary objective of the County Emergency Operations Plan (EOP). In many situations, the best protective measures may include evacuating designated and/or all areas of the County.
- B. Moving the County's population out of harm's way prior to the onset of the dangers created by an approaching tropical storm system and/or hurricane requires an organized structure and established procedures to ensure transportation resources are made available to assist the public as needed during an evacuation.

## **II. PURPOSE**

- A. The purpose of this Tab is to establish comprehensive standard operating procedures used to coordinate transportation resources for that portion of Chatham County's population requiring public transportation assistance during the implementation of a County-wide (Full), evacuation order.
- B. This Tab also outlines staffing requirements and the operational responsibilities to support Chatham County's Evacuation Assembly Area (EAA). When the EAA is established, emergency management partners coordinate efforts to ensure the resources and services are available to conduct an efficient, timely, and safe public evacuation operation.

## **III. SCOPE**

- A. The provisions of this Tab apply County-wide and to all natural and/or man-made hazards and disasters, requiring a full evacuation of the population from Chatham County.
- B. Provisions of this Tab shall be implemented to the degree necessary and required to provide public transportation assistance out of the County to designated inland shelter locations. This Tab is not intended to replace established jurisdictional emergency response plans and/or procedures.

## **IV. AUTHORITIES**

- A. This Tab is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of



the Chatham Emergency Management Agency (CEMA) Chatham County, Georgia. This Tab supersedes all similar and previous versions to date.

- B. CEMA has primary responsibility for compliance with provisions for the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Tab and its supporting documents.
- C. This Tab is developed in accordance with the following legal references:
  - 1. FEDERAL:
    - a. National Response Framework October 2008, as amended.
    - b. Homeland Security Presidential Directive #5 – Management of Domestic Incidents.
    - c. Robert T. Stafford Disaster Relief and Emergency Assistance Act.
  - 2. STATE:
    - a. Georgia Constitution.
    - b. Georgia Emergency Management Act of 1981, as amended.
    - c. Georgia EOP.
  - 3. COUNTY:
    - a. Chatham EOP, March 29, 2012.
    - b. Chapter 4, Article III, of the Chatham County Code, Emergency Management, December 21, 2012.

## **V. ASSUMPTIONS**

- A. This plan is designed to accommodate situations which call for the total (Full) evacuation of the whole of Chatham County. Operational actions and decisions made prior to and during an evacuation will be based to a large degree on the specific situation at hand, and not on any one factor to be outlined in this plan.
- B. This plan assumes three governmental levels of emergency preparedness and response to the need for an evacuation: local, State and Federal. Preparedness and response are general responsibilities of all levels of government. However, evacuation operations are initiated at the local level utilizing all available resources to assure effective response. State



assistance is supplementary to local activation of resources and is made available in response to local requests for assistance.

C. This plan is based on several specific assumptions:

1. Executive decision-makers will be well acquainted with the plan and its decision-making considerations and will act decisively when circumstances warrant.
2. All parties with roles and responsibilities for evacuation decisions and actions will maintain a state of readiness throughout hurricane season, will actively participate in evacuation procedures when called to do so and will work collectively in a spirit of teamwork as circumstances require.
3. Citizens, businesses and others being evacuated will generally take personal responsibility to follow instructions from local officials and take the necessary actions. However, this does not assume 100% participation and compliance will actually occur.
4. State and Federal assistance will neither be expected nor requested until local resources and capabilities are known or are anticipated to be insufficient to satisfy the evacuation needs.
5. The Savannah Civic Center will be available and utilized as the EAA Location.
6. School buses provided by the Savannah-Chatham County Public School System (BOE) will be used as the primary means of public transportation from the EAA to designated inland shelters.
7. There are sufficient buses with drivers available to provide transportation for all Evacuees arriving at the EAA.
8. Host inland shelters are identified/coordinated prior to Passengers departing the EAA.
9. Prior to each hurricane season all agencies and organizations supporting EAA Operations will meet to review responsibilities, support requirements, and to update contact information.
10. All agencies and organizations supporting EAA Operations will make arrangements to provide sufficient resources including personnel, supplies, and equipment to sustain operations for a period of not less than 36 hours. Plans are to be reviewed and updated annually as required.



## VI. IMPLEMENTATION

- A. The provisions of this Tab are implemented upon the recommendation of the CEMA Director, with approval of the Chairman, Chatham County Board of Commissioners, and concurrence of the Mayors of the Municipalities as appropriate (referred within this document as the Command Policy Group or CPG).
- B. Management of this Tab is accomplished through primary coordinators of established County Emergency Support Function (ESF) Groups. These ESF coordinators make decisions and arrange for resources necessary to support evacuation and re-entry operations. ESF Groups with identified support responsibilities in this Tab include:
  - 1. ESF-01, Transportation.
  - 2. ESF-02, Communications.
  - 3. ESF-05, Emergency Management.
  - 4. ESF-06, Mass Care, Housing, and Human Services.
  - 5. ESF-08, Public Health and Medical Services.
  - 6. ESF-11, Animals.
  - 7. ESF-13, Public Safety & Security.
  - 8. ESF-15, External Affairs.

## VII. CONCEPT OF OPERATIONS

- A. Organization. Within the Evacuation and Re-entry Branch (ERB) of the County's Evacuation Operations Center (EOC) Operations Section (OPS) the EAA Group (EAAG) facilitates the activation and operations of the EAA. The EAAG consists of a number of local ESF partners with designated operational and operational support roles at the EAA during a public assisted evacuation. **See Exhibit 1 of this Tab (EAA Group Organization Chart).**
- B. Activation.
  - 1. Activation of the EAA will be situation dependent, and contingent on the recommendation of an evacuation from the Director of CEMA being approved by the CPG. Current planning calls for the Savannah Civic Center to be utilized as the primary EAA facility/location. **See Exhibit 2 of this Tab (EAA Area Site Map -**



**Civic Center).** Activating the EAA will require all scheduled events at the Civic Center to be postponed and/or cancelled, and the facilities prepared for EAA activities.

2. As evacuation orders are considered, ESF partners having responsibilities at the EAA will be notified and meet to review procedures, determine or update resource requirements, identify possible issues, and resolve other shortcomings. **See Exhibit 3 of this Tab (EAA Activation Timeline).**

C. Operations.

1. Evacuee Transportation to the EAA: Evacuees may be able to walk to the EAA, or may be provided a ride to the EAA by friends, family, and/or acquaintances using privately owned vehicles. However, it is anticipated that the majority of the Evacuees will arrive at the EAA utilizing Chatham Area Transit (CAT) buses.
2. Passenger Sign-in. Upon arrival at the EAA, Passengers will be directed to one of two designated Registration Areas. EAA Staff (Courtesy Guides) will be available to answer questions and to help those Passengers requiring assistance. Passengers with Service Animals will be processed through the Passengers without Pets Registration. **See Exhibit 4 of this Tab (EAA Passenger On-Site Movement Plan).**
  - a. Passengers without Pets. Passengers without pets will be directed into the Civic Center Arena. Once in the arena, Passengers will be directed to one of three registration tables where their names will be added to Evacuation Rosters. Evacuation Rosters are prepared in multiple copies. Copies are maintained by the American Red Cross (ARC) and CEMA, with the original provided to the bus operator (Manifest). **See Exhibit 5 of this Tab (EAA Passenger Roster – Bus Manifest).** From the Sign-in Tables Passengers may proceed directly to waiting buses. Boarding priority may be given to those with medical conditions and/or other designated/identifiable special needs.
  - b. Passengers with Pets. Passengers arriving at the EAA accompanied by pets will be directed to a Sign-in area staffed and prepared to address pet issues. Passengers will first complete the Pet Registration Process. **See Exhibit 6 of this Tab (EAA Pet Registration Form).** When practical, Passengers and their pets will be manifested together on



designated “Pet Friendly” buses which will integrate into a bus serial as required. Once their pet is successfully registered, they will be directed to one of two Sign-in Tables where their names will be added to Passenger Rosters.

- c. Returning to Chatham County. Once public safety issues within the County have been mitigated to a point determined to be acceptable, the Chatham County Command Policy Group will call for the return of the area’s population. Evacuees from Chatham County that utilized public transportation during the evacuation process will be afforded the opportunity to utilize public transportation to return to Chatham County. In order to expedite this return, bus drivers and Returnees will follow procedures established by the host shelter.
3. EAA Services. As available, the following services will be established at the EAA to support both Passengers and EAA Staff:
- a. Medical Support.
    - 1) Prior to activation of the EAA, a detailed Medical Plan will be produced by ESF-08 partners addressing possible medical situations and appropriate protocols for situations occurring at the EAA and during mobile operations.
    - 2) Citizens arriving at the EAA with special medical requirements, symptoms of a possible serious medical condition, or who sustain an injury on site, will be afforded first aid on site, then if required, transported by Emergency Medical Services to one of the area hospitals and evacuated through medical evacuation channels to a facility capable of providing the appropriate level of medical care.
    - 3) An on-site Medical Aid Station will be established to provide initial First Aid and medical care to the Evacuees and EAA Workforce.
  - b. Social Services. Counseling Services to address evacuee emotional and mental health issues will be established on-site as available. Counseling Services may also include resources to address displaced family members and reunification issues.





c. EAA Food Services.

- 1) On Site. Due to the short duration of operations at the EAA, and the amount of time Passengers will be at the EAA, providing meals to Passengers should not be a requirement. However, in order to provide Passengers with additional subsistence until arrival at a host inland shelter, snacks and drinks may be available in the Waiting Area.
- 2) During Transit. When boarding, Passengers will be provided an additional snack and bottle of water. Buses will be stocked with additional cases of water.
- 3) EAA Staff will be provided meals on-site.

4. Pet Support Services.

- a. Food & Water. No food will be provided for pets while at the EAA. Passengers are to arrive at the EAA with a 3 day supply of food for their pet. Feeding pets while at the EAA will be discouraged in order to avoid health issues (motion sickness), and sanitation issues during transport.
- b. Veterinarian Support. Veterinarian Support at the EAA will be provided as available. **See Exhibit 7 of this Tab (EAA Veterinarian Support Contacts).** Pet health issues will be addressed as needed on a per case basis. Passenger safety will always be the priority consideration when making decisions regarding pet health and evacuation needs.

D. Security. Interagency agreements have been coordinated via ESF-13 to provide the EAA with adequate law enforcement support and security. At a minimum, EAA security measures include:

1. Facilities. Law Enforcement and/or Security Personnel may be located at the following locations:
  - a. Passenger Entrance on Montgomery Street.
  - b. Lobby and Incident Command Post Area.
  - c. Passengers with Pets Registration Area (Oglethorpe Avenue side).
  - d. Passengers with Pets Loading Area (Hull Street).



- e. Passenger Registration, Service, and Waiting Areas (Arena).
  - f. Passenger Loading and Bus Exit (Liberty Street Side).
  - g. Transportation Marshaling Area (Parking Lot).
2. Perimeter Traffic Control Points. Traffic Control Points may be established on the perimeter of the EAA at the following locations as required: **See Exhibit 8 of this Tab (EAA Perimeter Traffic Control Points).**
- a. Civic Center Main Entrance on Montgomery Street.
  - b. Montgomery Street at Oglethorpe Avenue.
  - c. Oglethorpe Avenue at Hull Street (Pet's Bus Entrance).
  - d. Oglethorpe Avenue at Barnard Street.
  - e. Hull Street and Barnard Street.
  - f. Civic Center Parking Lot Entrance on Barnard Street (Bus Entrance).
  - g. Liberty Street at Barnard Street.
  - h. Civic Center Service Exit on Liberty Street (Bus Exit).
  - i. Liberty Street and Montgomery Street.
3. Barricades. In order to secure the EAA facility, portable barricades may be established as needed. The Civic Center may have a number of portable barricades on-site. If required, additional barricades may be coordinated through ESF-13. **See Exhibit 9 of this Tab (EAA Barricade Plan).**
4. Law Enforcement Jurisdiction. The designated County EAA (Civic Center) is located within the City of Savannah's jurisdictional boundaries. As such, the primary law enforcement agency is Savannah-Chatham Metropolitan Police Department (SCMPD).
- E. Public Information: Accurate dissemination of information and the control of rumors are both vital during emergency operations, particularly when evacuation issues are time critical. Both the EOP and Chatham County Code Book pertaining to emergency management assign this responsibility to the County Public Information Officer. Detailed



information regarding Public Information is provided in the EOP, Incident Annex A (Hurricane Incident Management).

F. Training and Exercises: During exercises and other emergency planning activities, evacuation and return, operations and procedures should be considered. Detailed information regarding training and exercises is provided in EOP Annex E (Training and Exercise).

G. Logistics.

1. General.

- a. CEMA, in coordination with local emergency management partners will identify resources that are needed to respond to, recover from, and mitigate incidents which are both man-made and natural in occurrence. List of potential resources for available use or need will be compiled based on past incidents, past full scale exercises, and current best practices risk analysis.
- b. Known resource short comings based on hazard impact, response, and recovery needs are identified and a source for such items will be identified. Additionally, the request for such resources will follow standard operational guidelines for resource request (i.e. ICS Form 213 RR). It will then fall upon the logistics section for the incident to identify a resource for procurement.
- c. Private agencies play a critical role in providing resource need in support of an emergency incident. These relationships between the public and private sector are established before an incident occurs or a resource is needed. As a resource need is identified during the mitigation phase of planning and such resources are not obtainable through public means, private sources are than identified that are able to provide such resources. Memorandums of Understanding and contracts which identify the availability and cost of resources during critical times are than procured
- d. Logistical support of engaged assets is the responsibility of the jurisdiction to which the asset belongs. This includes fuel and maintenance requirements. During extended or community wide emergencies, centralized fleet operations may be established which would include fueling and maintenance facilities for all transportation assets supporting



the event. However, records and logs will be maintained in order to identify agencies utilizing these facilities.

a-e. Logs and records are used in order to track financial responsibilities. If these resources are secured through the EOC Logistics Section, this Section will be accountable for record generation and retention. If these resources are secured through other coordination efforts, the entity responsible for receiving the resource will have accountability for record generator and retention.

2. EAA Site and Facility Preparations. The Savannah Civic Center has been designated as the Chatham County EAA. In the event the Civic Center is not available and another site is designated, site and facility preparations will be made as needed to provide the services outlined in this plan.

a. Site Preparations.

- 1) Signage. Evacuees/Passengers arriving at the EAA for public transportation assistance will require directions. Identification signs will be posted on the perimeter providing directions to the EAA entrance. **See Exhibit 10 of this Tab (EAA Signage Plan).**
- 2) Clear the Civic Center Parking Lot (Bus Marshaling Area). As soon as practical following the decision to activate the EAA, arrangements must be made to clear the Civic Center Parking Lot and prepare it to be used as the Bus Marshaling Area. Most vehicles will be removed by their owners in a timely manner and will not affect operations. However, for vehicles that are not removed, arrangements must be made to have them towed.
- 3) Clear the Liberty Street Parking Lot (Workforce Parking). As soon as practical following the decision to activate the EAA, arrangements must be made to clear the Liberty Street Parking Lot to be used by the EAA Workforce. Most vehicles will be removed by their owners in a timely manner and will allow the EAA Workforce access to the garage. Additional parking space may be coordinated as required.
- 4) Barricades. The Civic Center is easily accessible to the public. EAA Operations will require that access



control be established. This is most effective by securing the perimeter of the site. As necessary and if available, barricades will be placed to secure the perimeter. At a minimum, the perimeter will be designated and marked with available materials.

- 5) Montgomery Street (between Liberty St & Oglethorpe Ave).
  - a) Electronic Message Board. An electronic message board will be placed at the intersection of Montgomery and Liberty Streets to provide information regarding EAA activities at the Civic Center.
  - b) Veterinarian Support Parking Area. Parking will be designated on the east side of Montgomery Street, near the north end of the Johnny Mercer Theater for a mobile veterinary clinic vehicle. The location of the vehicle should be so Passengers with pets have access to services from the Pets Exercise Area.
  - c) Portable toilets may be placed in the area near the veterinarian support parking area to support the immediate needs of waiting passengers and staff.
- b. Facility Preparations. Preparations must be made to the inside and outside the Civic Center to support the EAA Operations. **See Exhibit 11 of this Tab (Floor Set Ups).** These preparations include but are not limited to:
  - 1) Signage. Direction signs will be placed as needed throughout the EAA to provide evacuees with information pertaining to sign-in procedures and available on-site services. **See Exhibit 10 of this Tab (EAA Signage Plan).**
  - 2) EAA Entrance. Establish EAA Entrance (Civic Center Main Entrance off Montgomery Street).
    - a) Establish Courtesy Guide Station.
    - b) Establish Security Post.



- 3) Lobby Area.
  - a) Establish Courtesy/Information Desk.
  - b) Rope-off restricted areas.
  - c) Establish Security Post.
- 4) Arena Area.
  - a) Mezzanine Level.
    - (i) Establish EAA Incident Command Post.
    - (ii) Establish Media Area.
  - b) Main Floor.
    - (i) Establish Passenger Waiting Area (Extend Arena Seating).
    - (ii) Install Stanchions for Passenger Queuing Line.
    - (iii) Establish Passenger without Pets Sign-in Stations.
    - (iv) Establish Security Post.
  - c) Concession Area. Establish Passenger Comfort Station.
  - d) Auxiliary Rooms.
    - (i) Establish Medical Aid Station (East Side).
    - (ii) Establish Staff Break Area (West Side).
    - (iii) Establish LE Processing Area (West Side).
  - e) Service Areas.
    - (i) ARC Issue Point/Commodities Storage Point.
    - (ii) Establish Support Vehicle Parking Area.



- (iii) Establish Canteen Parking Area.
    - (iv) Establish Security Post.
  - f) Breezeway-Porch Area of the Johnny Mercer Theater.
    - (i) West Side. Establish Passengers with Pets Sign-In Stations.
    - (ii) North Side.
      - Establish Pets Registration Stations.
      - Establish Passengers with Pets Waiting Area.
      - Establish Animal Transport Preparation Area.
      - Establish Security Post.
    - (iii) North Side Fountain Area. Establish Pet exercise/break area.
- 3. EAA Resources and Supplies. Resources and supplies include the administrative, administrative support, pet support items, on-site transportation, and food and water commodities required to conduct the EAA Operations. **See Exhibit 12 of this Tab (EAA Resources and Supplies).**
  - a. Pet/Animal Support Supplies. Chatham County maintains a stock of basic supplies to support the transportation of up to 250 pets during an evacuation. These supplies are maintained (stored in the County's Administrative Services Warehouse in Garden City. Prior to opening the EAA, these supplies will have to be moved from the warehouse to the EAA. **See Exhibit 12 of this Tab (EAA Resources and Supplies).**
  - b. On-site Transportation/Shuttles. On-site Transportation/Shuttles are those vehicles that will be required to unload water and snacks from delivery trucks to the Passenger Comfort Station and to provision departing buses. These vehicles may include but are not limited to (depending on available):





- 1) Fork Lifts. To unload supply trucks. There is a fork lift on-site (at Civic Center).
- 2) Golf cart/"Gator" type Utility vehicles. At least two will be needed to shuttle food and water from the commodities storage point to the Passenger Refreshment Area and Buses. Sources of these vehicles will vary.
- c. Food & Water.
  - 1) The ARC provides snacks and water for passenger consumption and the EAA and to provision buses.
  - 2) The Salvation Army (SA) provides a Canteen services for EAA Staff.
4. Passenger Luggage. The luggage policy for those choosing to utilize public transportation during mandatory evacuations will be publicized through Public Service Announcements and Posted at the EAA.
  - a. EAA Staffing and evacuation transportation resources are not available in sufficient numbers to accommodate excessive passenger luggage. Therefore, evacuees are responsible for their own luggage. They must be able to carry what they bring. All luggage items must be marked. Unmarked luggage items will be marked by the owner at the Passenger Sign-In desk. Luggage tags will be provided.
  - b. Excess Luggage Plan. There are two categories of Excess Luggage:
    - 1) **Essential** to supporting the evacuee's life and/or livelihood. In the event EAA Staff encounter situations where evacuees are unable to carry their own luggage and the luggage is essential, designated luggage handlers may be available to assist evacuees with Essential excess luggage. All Essential excess luggage for passengers assigned to a specific bus serial may accompany the passenger or be loaded onto a designated bus within the serial and off loaded with the owner at the inland destination shelter.
    - 2) **Non-Essential** Luggage which is not essential to supporting the evacuee's life and/or livelihood. In the event EAA Staff encounter situations where evacuees





are unable to carry their own luggage and the luggage is non-essential; these items must be marked with the owners' identification, and may be collected, and stored at the EAA for the duration of the event. The EAA's jurisdictional authority cannot guarantee the safety of the excess items voluntarily abandoned by the owner at the EAA. Luggage identified as non-essential will be taken by the owner to a designated location (To Be Determined) in the Arena, Arena floor level.

- 3) Claiming abandoned Excess Luggage. Excess luggage abandoned at the EAA and which survive the event may be held at the EAA and claimed by the owner(s) for a period of 30 days. Items not claimed by the owners will be disposed of in accordance with property disposal procedures of the appropriate jurisdiction.
- 4) Procedure is Optional. In the event the above procedure is not satisfactory to the owner, he/she may dispose of the excess luggage prior to being Signed In at the EAA in the manner of their choosing.

5. Public Transportation Resources.

a. Public Transportation Getting to the EAA.

- 1) Areas of Chatham County with Access to Public Transportation. Citizens requiring transportation out of the area may go to any established public bus stop to be transported to the EAA. Established CAT bus routes will be altered to include the Civic Center as the final destination. CAT will add buses as appropriate to these established routes in order to accommodate user requirements. CAT will maintain bus routes as long as required and/or practical during evacuation operations. **See Exhibit 13 of this Tab (CAT Bus Routes).**
- 2) Areas of Chatham County without Access to Public Transportation. For those areas without CAT service, transportation may be arranged through ERB. This process is highly contingent on municipal emergency managers or other public safety officials notifying the



ERB of transportation requirements in a timely manner, and the availability of assets.

- b. Public Transportation Resources. For planning purposes, local Public Transportation Resources will be primary means of evacuation from the EAA. During planning for any evacuation, CEMA will request additional transportation resources from the Georgia Emergency Management Agency (GEMA), but due to demand on what may be a limited resource, primary consideration will be given to local resources.
    - 1) School buses provided by BOE are the primary transportation resources considered for planning purposes during evacuation operations.
    - 2) Commercial Transportation Resources. Commercial transportation resources will be requested through GEMA during the planning process but will not be counted on as a dependable resource.
    - 3) CAT Resources. Transit buses provided by CAT may be utilized during the final phases of the evacuation (last buses out).
6. Communications.
- a. General. Communications during any emergency event will be a challenge. Mass communications networks, along with radio and land-line communications methods routinely used by both government and private agencies may or may not be operational or available. Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must maintain redundant communications capabilities with the County EOC. Prior to activation of the EAA, a detailed Communications Plan will be produced by ESF-02 partners addressing communications methods at the EAA and during mobile operations.
  - b. Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through ESF-02 and may include:
    - 1) Commercial Land Line Telephone.
    - 2) Commercial Satellite Telephone.



- 3) 800 MHz Radio.
  - 4) UHF Radio.
  - 5) VHF Radio (ARES and Public Safety Nets).
  - 6) Internet Connectivity.
  - 7) Message Courier.
  - 8) Commercial Radio and Television Stations.
- c. Fixed Facility Communications Plan. Since EAA activities will be initiated and completed prior to the arrival of damaging conditions, established communications systems are available. The following primary and alternate communications methods should be available and may be utilized as indicated:
- 1) Evacuation Coordinator to GEMA.
    - a) Land Line Voice.
    - b) Provided Cell Phones
    - c) Email.
    - d) Land Line Fax.
  - 2) EAA Site Manager to Evacuation Coordinator.
    - a) Land Line Voice.
    - b) WebEOC.
    - c) Cell Phone.
    - d) FM Radio.
  - 3) Section Leaders to Site Manager.
    - a) FM Radio.
    - b) Cell Phones.
    - c) Runners.
  - 4) Between Sections.



- a) 800 MHz Radio.
- b) Runners.
- d. Mobile Communications Plan: Upon activation of the EAA, a detailed Mobile Communications Plan will be produced addressing the use of available assets. This plan will be distributed as part of the Driver's Information Sheet. When available the Communications Plan will contain:
  - 1) Telephone Contact Numbers.
  - 2) Commercial and public radio stations in the region that are broadcasting emergency information.
  - 3) Information as it becomes available pertaining to equipment and changes to established procedures as applicable, (i.e., Regional emergency radio network frequencies).
- 7. Destination Shelters. The destination of those evacuating from the EAA will depend upon the nature of the event, and identifying safe, inland shelter locations. As soon as practical during the evacuation planning process, CEMA will coordinate with GEMA and ARC for locations of available host inland shelters.
- 8. Host County Evacuation/Coordination: Augusta-Richmond County (as is any designated host County) is responsible for developing a plan in coordination with GEMA and CEMA to accept evacuees from Chatham County who have either self –evacuated or evacuated Chatham County through the EAA.

## **VIII. RESPONSIBILITIES.**

- A. Command Policy Group (CPG). The CPG is comprised of each jurisdictional Chief Elected Official and the CEMA Director. Other personnel may be asked to participate with the CPG on specific matters of concern or action. The CPG focuses on the overall strategy for the response, overall response priorities, and policy requirements. This would include approving recommendations calling for an evacuation of the County, and the activation of the EAA.
- B. CEMA Director (Director). The Director provides for the overall command, direction, and control, regarding the response to and management of an event. He serves as a primary advisor to the CPG when considering emergency declarations, response, and recovery decisions. The Director serves as the EOC Manager, with signature authority and the



responsibility to issue and/or make requests on behalf of the County to GEMA through the State Operations Center.

- C. CEMA Deputy Director (Deputy). The Deputy provides a leadership role in CEMA Operations. The Deputy takes recommendations from the CEMA Director and determines the need for response actions, EOC activations, and other CEMA functions through consultation with the CEMA Director. In the event activation of the EOC is ordered, the Deputy makes appropriate notifications to CEMA Staff and the GEMA Area V Field Coordinator. The Deputy's primary role in the EOC is to serve as the EOC OPS Chief. The Deputy assumes responsibilities of the CEMA Director when required.
- D. EOC Operations Section Chief (OSC). The OSC is the primary EOC point of contact, and the EOC Managers primary advisor regarding all tactical operations initiated from the EOC. The OSC takes recommendations from the ERB Director (ERBD) and determines the appropriate actions regarding evacuation operations. Together with other EOC Staff, during evacuation operations the OSC insures required resources are identified, procured, and made available to the ERB. The OSC assumes responsibilities of the ERBD when required.
- E. EOC Evacuation and Re-entry Branch Director (ERBD). The ERBD is the primary EOC point of contact for all Evacuation and Re-entry related issues. The ERBD receives guidance from the OSC, takes recommendations from the EAA Group Supervisor (EAAGS) and determines appropriate actions. The ERBD assumes responsibilities of the EAAGS when required. Organize the annual pre-hurricane season ERB coordination meeting.
- F. EOC Evacuation Transportation Coordinator (ESF-1). ESF-1 maintains situational awareness of all transportation resources available to support EAA Operations; and is the primary point of contact for and between all agencies providing transportation resources to the EAA. As needed, ESF-1 coordinates resources to pick up evacuees from outlying areas/jurisdictions and transport them to the EAA. When required, ESF-1 also arranges to provide transportation to bring designated volunteers to the EAA from outside Chatham County to support the evacuation. As EAA Operations wind down, transportation is coordinated to return the volunteers to their original destinations.
- G. The EAA Group (EAAG). The EAAG is responsible for operating the EAA. Government and nongovernment agencies and organizations have been identified to staff and support EAA operations. EAA on-site operations are organized into six functional areas: Management, Facilities, Services, Sign-in, Transportation and Volunteers.



1. Management.

- a. EAA Group Supervisor (EAAGS) / EAAG Site Manager. The EAAGS or Site Manager provides the leadership role at the EAA. The EAAGS is the primary on-site manager ensuring the provisions outlined in this Tab are met and operations are conducted in a safe manner.
- b. Communications Officer. Assists the EAAGS coordinate the EAA Communications plan and trouble shoots any on-site communications issues.
- c. Public Information Officer (PIO). As designated, an on-site PIO provides support to the EAAGS. All information regarding EAA Operations is to be released through the PIO, and all media inquiries are directed to the PIO.
- d. Safety Officer. As designated, an on-site Safety Officer will provide advice and assistance to the EAAGS regarding actual and/or potential safety issues affecting passenger and staff health and wellbeing.

There is a supplemental job aid provided for this Group. **See Exhibit 19 of this Tab (EAA Unit Checklists).**

2. Facilities.

- a. EAA Facilities Unit Leader. The Facilities Unit Leader is responsible for coordinating the transition of the Civic Center from day-to-day operations to an EAA Facility, and is the EAAGS' primary point of contact for any facility related issue.
- b. Facility Maintenance and Operations Team. This is the Civic Center Staff which will prepare the Civic Center for EAA Operations and maintain the facility during the event. Preparing the facility for EAA Operations includes but is not limited to:
  - 1) Clearing and setting up the Lobby area.
  - 2) Clearing and setting up the Arena areas.
  - 3) Clearing and setting up the Breeze-way/Porch Areas exterior walkways.
  - 4) Coordinate maintenance/janitorial services, general housekeeping and sanitation functions for the facility.



- c. Law Enforcement/Security Team Leader. The Law Enforcement/Security Team Leader coordinates the resources required to establish security and law enforcement activities during EAA Operations. Special security considerations are provided for inside the Civic Center and all access ways; all parking lots and perimeter access ways; and the grounds immediately surrounding the facility. Law enforcement activities are intended to enforce established statutory laws and enacted emergency ordinances. Law enforcement activities may also include assisting with crowd control and resolving passenger disputes when needed.
- d. Perimeter Security/Traffic Control Team Leader. The primary responsibility of the Perimeter Security/Traffic Control Team is to ensure the efficient, unobstructed flow of bus traffic into and out of the Civic Center parking lot. The Traffic Control Team is also responsible for maintaining the designated Traffic Control Points around the perimeter of the EAA. **See Exhibit 14 of this Tab (EAA Traffic Management Plan).**
- e. Parking Team Leader. Parking is coordinated as needed to provide a convenient and secure location for EAA Workers to park their vehicles while supporting the EAA.

There is a supplemental job aid provided for this Unit. **See Exhibit 19 of this Tab (EAA Unit Checklists).**

- 3. Services.
  - a. EAA Services Unit Leader. The Services Unit Leader is the primary on-site coordinator for Food Services, Medical/Emergency Medical Services (EMS) Support, Pet Support, and Social Services provided to both Staff and Passengers during EAA Operations. All issues regarding Services are directed to the Services Unit leader for resolution.
  - b. Food Services Team Leader. The Food Services Team is responsible for supporting both the EAA Staff and Passengers. The Food Services Team Leader coordinates the following support services:
    - 1) On-site Canteen support for the EAA Staff.
    - 2) On-site Comfort Station for Passengers.





- 3) Provisioning departing buses with available snacks and water.
- c. Medical/EMS Team Leader. The Medical/EMS Support Team provides general medical support and EMS Transport (if needed) to the EAA. Services may include but are not limited to:
- 1) General screening of Passengers presenting possible medical conditions.
  - 2) Conduct Triage of Passengers presenting medical conditions.
  - 3) Provide first aid to Passengers and the EAA Workforce as required.
  - 4) Provide transportation from the EAA for those requiring treatment at area medical facilities.
- d. Pet Support Services Team Leader. Pet Support and Vet Services will coordinate with the Facility Unit Leader and ARC for appropriate space and resources to support the Pets Registration Area. Resource coordination may include but is not limited to:
- 1) Procuring pet care accessories which include Muzzles, Leashes, and Pet Carriers from identified Sources.
  - 2) Pet care services which include Water, Sanitation, and shade (Canopies) in the Pets Services and Evacuation Waiting Areas.
  - 3) Confirming established protocols with the EAA Medical Support Team in the event of animal bites.
- e. Social Services Team Leader. The Social Services Team provides general social services support at the EAA. Services may include but are not limited to:
- 1) Avail councilors to address Passenger and EAA Workforce Staff mental and emotional health concerns and/or issues.





- 2) Address issues pertaining to children and adult protective services including lost and/or separated children.

There is a supplemental job aid provided for this unit. **See Exhibit 19 of this Tab (EAA Unit Checklists).**

4. EAA Sign-in Unit. The Sign-in Unit has the responsibility to sign-in all passengers and pets leaving on public transportation from the EAA.
  - a. EAA Sign-in Unit Leader.
    - 1) The Sign-in Unit Leader is the primary on-site coordinator for all Passenger (and pet) sign-in and registration issues.
    - 2) The Sign-in Unit Leader works with the Sign-in Teams to make sure each Sign-in Area is equipped and staffed in a manner which provides for an efficient, timely, and safe evacuation.
    - 3) Issues affecting the Sign-in Areas and/or the Pet Registration or any processes are directed to the Sign-in Unit Leader for resolution.
  - b. Passenger Sign-in Team Leaders.
    - 1) Sign-in Teams obtain information from Passengers and follow procedures established by the Sign-in Unit Leader to provide neat and accurate Passenger Rosters/Bus Manifests.
    - 2) Sign-in Team members coordinate with their designated Team Leader to ensure the appropriate number of Passengers are placed on any one roster. **See Exhibit 15 (Bus Capacities Worksheets).**
    - 3) The Team Leader works with the Sign-in Unit Leader to make sure the registration area is equipped and staffed in a manner which provides for an efficient, timely, and safe evacuation.
    - 4) All issues affecting the Sign-in Area and/or the Passenger Sign-in and/or the Pet Registration processes are first directed to the designated Sign-in



Team Leader for resolution, then to the Sign-in Unit Leader if required.

- 5) The Sign-in Team Leader is responsible for the proper distribution of all completed Sign-in Rosters/manifests.
  - 6) At a minimum, Rosters/manifests will be provided to CEMA, ARC, and the Bus Marshaling Coordinator (to be given to the bus driver as the passenger manifest). A copier will be available.
  - 7) Ensures all Passenger baggage is marked/identified.
  - 8) Ensures all Passengers are provided with a bus boarding pass once signed in.
- c. Pets Registration Team Leader. The Pets Registration Team Leader's primary responsibility is to ensure all pets being evacuated are documented, screened, and processed in accordance with the established procedures. All Pets Registration issues will first be addressed by the Pets Registration Team Leader.

There is a supplemental activation checklist provided for this Unit. **See Exhibit 19 of this Tab (EAA Unit Checklists).**

5. Transportation. The Transportation Unit is responsible for coordinating transportation for evacuees to the EAA as required, and transportation to designated inland shelter locations. Transportation is also responsible for coordinating bus convoy security and area traffic control.
  - a. EAA Transportation Unit Leader.
    - 1) The Transportation Unit Leader is the on-site coordinator for all transportation resources supporting the EAA.
    - 2) The Transportation Unit Leader coordinates with the EAA Group Supervisor, Registration Unit Leader, and Bus Marshaling Coordinator, to determine how many buses are needed at the EAA.
    - 3) As needed, bus requests are sent to the Dispatcher.



- 4) All EAA transportation issues are directed to the Transportation Unit Leader for resolution.

*NOTE: Transportation to the EAA. Evacuee transportation to the EAA is coordinated as required through the EOC ESF-1.*

- b. Bus Dispatchers (Off-site). Bus Dispatcher are responsible for dispatching buses to the EAA in a timely manner when requested. Prior to being dispatched, the dispatcher will:
    - 1) Ensure buses are fully fueled.
    - 2) Ensure each bus has required safety equipment.
    - 3) Provide licensed drivers to operate the buses.
    - 4) Provide limited vehicle maintenance to the EAA when required.
  - c. Bus Marshaling Team Leader. The Bus Marshaling Team Leader is responsible for:
    - 1) Organizing all arriving buses into designated serials (convoys).
    - 2) Ensuring all buses are marked with appropriate placards. **See Exhibit 16 of this Tab (Bus Placard).**
    - 3) Briefing the drivers. **See Exhibit 17 of this Tab (Bus Driver Information Sheet).**
  - d. Transportation Security Team Leader. The Transportation Security Team Leader is responsible for coordinating Law Enforcement escorts for every bus serial departing the EAA. Escorts remain with their assigned serials until they arrive at the designated host inland shelter or until they are properly relieved.
6. Volunteers.
- a. EAA Volunteer Unit Leader. The Volunteer Team Leader works with Unit and Team Leaders to ensure sufficient numbers of volunteers are recruited to staff and provide designated services at the EAA.
    - 1) Baggage Handlers & Loaders. Baggage Handlers & Loaders ideally should be able to lift 50 lbs. and safely



navigate stairs. They may be stationed in Lobby and Arena areas. They will provide escorts, carry baggage and load baggage onto departing vehicles as needed.

- 2) Bus Provisioners. Bus Provisioners must be able to lift 50 lbs. and have a valid Georgia Motor Vehicle Operators License. They will transport cases of water from the ARC Issue Point and load them onto buses in the Bus Marshalling Area.
- 3) Courtesy Guides. Courtesy Guides are volunteers posted throughout the EAA. Their primary purpose is to support the various EAA functional units and provide information and assistance to departing passengers.
- 4) Pet Handlers & Loaders. Pet Handlers & Loaders must be able to lift 50 lbs. and safely negotiate stairs. They are stationed on the north porch area at the Passengers with Pets Sign-in Desks and at the Bus Loading Area. They will carry pet containers and baggage, as needed, to the bus loading area. They will load pets and baggage onto transport vehicles.

There is a supplemental job aid for this Unit. **See Exhibit 19 of this Tab (EAA Unit Checklists).**

H. ESF Partner Responsibilities:

1. American Red Cross (ARC).
  - a. Coordinate with CEMA and GEMA to identify inland shelter locations.
  - b. Provide EAA Sign-in Unit Leader.
  - c. Staff and Supervise the Passengers without Pets Sign-in Area.
  - d. Staff and Supervise the Passengers with Pets Sign-in Area.
  - e. Staff and Supervise the Passenger Support Team.
  - f. Provide water and snacks for the EAA Comfort Station.
  - g. Provide bottled water for departing buses.



- h. Provide and distribute snacks and water to departing passengers.
  - i. Coordinate space and equipment requirements (tables, chairs, etc.), with the Facilities Team Leader for the Passenger Sign-in waiting areas (including Comfort Station).
  - j. Provide CEMA with current agency contact information.
  - k. Attend ERB and EAA coordination meetings.
  - l. Participate in County EAA training exercises and drills.
- 2. Chatham Area Transit (CAT).
  - a. Provide an Evacuation Transportation Coordinator (EOC, ESF-01 Single Resource) in the EOC during activations.
  - b. Coordinate for the use of CAT buses by Evacuees requiring public transportation assistance during an evacuation.
  - c. Coordinate modifications to established CAT public transportation routes to meet situational requirements.
  - d. Provide on-site Safety Officer.
  - e. Provide Bus Dispatchers (Off-site).
  - f. Provide CEMA with current agency contact information.
  - g. Attend ERB and EAA coordination meetings.
  - h. Participate in County EAA training exercises and drills.
- 3. Chatham County Information & Communications Services (CCICS).
  - a. Provides EAA Communications Officer.
  - b. Coordinates the EAA Communications Plan on-site.
  - c. Provides Information Technology support to Passenger Registration Stations (if required).
- 4. Chatham County Public Health (CCPH).
  - a. Provide Medical Support Team Leader.



- b. Coordinate for administrative triage of in-processing Evacuees who may be presenting medical conditions.
  - c. Advise EAA Group Supervisor of possible or actual public health issues.
  - d. Provide personnel and other resources to assist with Evacuation Services Unit as needed.
  - e. Provide support to the Pet Services Area as practical.
  - f. Provide CEMA with current agency contact information.
  - g. Attend ERB and EAA coordination meetings.
  - h. Participate in County EAA training exercises and drills.
5. Chatham County Public Information Officer Association (CCPIOA). Representatives from the CCPIOA will provide staffing and support for Public Information Activities for the EAA PIO/Media location as needed.
6. Chatham County Sheriff's Office (CCSO).
- a. Provide Transportation Security Team Leader.
  - b. Provide Bus Serial / Convoy Escorts. **See Exhibit 18 of this Tab (Savannah to Augusta Bus Evacuation Route).**
  - c. Ensure CEMA has current agency contact information.
  - d. Attend ERB and EAA coordination meetings.
  - e. Participate in County EAA training exercises and drills.
7. Chatham Emergency Management Agency (CEMA).
- a. Provide for overall management and administration of this Tab.
  - b. Provide EAA Group Leader / EAA Site Manager.
  - c. Provide EAA Volunteer Coordinator.
  - d. When required, coordinate with GEMA and the ARC for locations of destination host inland shelters.



- e. Coordinate with GEMA and other entities as required to identify additional transportation resources and operators.
  - f. Coordinate with supporting agencies to ensure an understanding of respective roles and assigned responsibilities.
  - g. Ensure all ERB contacts are current.
  - h. Facilitate ERB and EAA Coordination Meetings.
  - i. Facilitate County EAA training exercises and drills.
  - j. Provide and/or coordinate EAA Operational Logistical requirements including (but not limited to):
    - 1) Signs to support EAA Operations.
    - 2) EAA Unit Support Kits.
    - 3) Communications equipment needed to support both EAA Staff and transportation resources.
8. City of Savannah (CoS).
- a. CoS Parking Services (Parking Services).
    - 1) Provide bags for parking meters around the perimeter of the Civic Center.
    - 2) Avail the Liberty Street Garage exclusively for the use of the EAA Workforce during EAA activations.
    - 3) Provide attendant(s) at the Liberty Street Garage during EAA Activations as required.
    - 4) Coordinate with Civic Center Staff and appropriate police agencies to clear the Civic Center Parking Lot of all unauthorized or abandoned vehicles.
    - 5) Provide CEMA with current agency contact information.
    - 6) Attend ERB and EAA coordination meetings (as required).
    - 7) Participate in County EAA training exercises and drills (as required).



- b. CoS Leisure Services (Civic Center).
  - 1) Suspend Civic Center activities and Ensure facility is clear of all unauthorized personnel.
  - 2) Provide Facility Team Leader.
  - 3) Provide CEMA with current agency contact information.
  - 4) Attend ERB and EAA coordination meetings.
  - 5) Participate in County EAA training exercises and drills.
- 9. Georgia Department of Family and Children Services (DFCS).
  - a. Provide staff as available to augment Passenger Sign-in Teams.
  - b. Be prepared to address issues pertaining to children and adult protective services including lost and/or separated children.
  - c. Provide CEMA with current agency contact information.
  - d. Attend ERB and EAA coordination meetings.
  - e. Participate in County EAA training exercises and drills.
- 10. Salvation Army (SA).
  - a. Provide Workforce Support Team Leader.
  - b. Coordinate volunteers to support EAA activities.
  - c. Provide on-site food service for the EAA Group.
  - d. Provide Mobile Canteen to feed EAA Staff.
  - e. Coordinate with the Facilities Unit Leader for parking space and other support requirements for the mobile canteen truck.
  - f. Provide CEMA with current agency contact information.
  - g. Attend ERB and EAA coordination meetings.





- h. Provide on-site crisis counseling services for evacuees as available.
    - i. Participate in County EAA training exercises and drills.
- 11. Savannah-Chatham Animal Control.
  - a. Provide the Pet Support & Vet Services Team Leader.
  - b. Provide available personnel to staff Pet Support & Veterinary Services Team.
  - c. Provide CEMA with current agency contact information.
  - d. Attend ERB and EAA coordination meetings.
  - e. Participate in County EAA training exercises and drills.
- 12. Savannah-Chatham County Public Schools System (BOE).
  - a. BOE Campus Police Department (BOECPD).
    - 1) Assist with establishing the EAA Traffic Management Plan outlined in this Tab.
    - 2) Provide Staffing for Perimeter Security and Traffic Control Team Leader.
    - 3) Establish and staff the EAA Perimeter Security and Traffic Control Points outlined in this Tab.
    - 4) Enforce restricted parking around the Civic Center (except for EAA Staff).
    - 5) Ensure the efficient, unobstructed flow of bus traffic into and out of the Civic Center parking lot.
    - 6) Provide CEMA with current agency contact information.
    - 7) Attend ERB and EAA coordination meetings.
    - 8) Participate in County EAA training exercises and drills.
  - b. BOE Transportation (BOE Trans).
    - 1) Provide Transportation Unit Leader.



- 2) Provide Bus Dispatchers (Off-site).
  - 3) Provide Staffing for Bus Marshaling Area.
  - 4) Provide buses and drivers to transport Passengers from the EAA to designated inland shelters.
  - 5) Provide CEMA with current agency contact information.
  - 6) Attend ERB and EAA coordination meetings.
  - 7) Participate in County EAA training exercises and drills.
13. Savannah-Chatham Metropolitan Police Department (SCMPD).
- a. Provide Facility Law Enforcement/Security Team Leader.
  - b. Maintain officer presence at the EAA as outlined in this Tab.
  - c. Assist with establishing the EAA Traffic Management Plan outlined in this Tab.
  - d. Coordinate with BOECP regarding the Traffic Management Plan.
  - e. Support on-site crowd control and coordinate for the delivery of additional portable barricades to the Civic Center as needed.
  - f. Assist with the enforcement of established pet evacuation procedures and civil ordinances at the Evacuees with Pets Registration Area.
  - g. Provide CEMA with current agency contact information.
  - h. Attend ERB and EAA coordination meetings.
  - i. Participate in County EAA training exercises and drills.
14. Southside Fire Department & Emergency Medical Services (SSFD/EMS).
- a. Provide personnel to support on-site passenger triage.
  - b. Provide personnel and equipment to support the EAA Medical Aid Station, and medical transport to area hospitals.



- c. Provide medical transport for Evacuees to area hospitals as required.
  - d. Provide CEMA with current agency contact information.
  - e. Attend ERB and EAA coordination meetings.
  - f. Participate in County EAA training exercises and drills.
15. Volunteer Organizations Active in Disasters.
- a. Provide Courtesy Guides as available.
  - b. Provide augmentation to EAA Staff as needed.
  - c. Provide CEMA with current agency contact information.
  - d. Attend ERB and EAA coordination meetings.
  - e. Participate in County EAA training exercises and drills.

## **IX. TAB MANAGEMENT AND MAINTENANCE**

- A. Executive Agent: CEMA is the executive agent for Tab management and maintenance. The Tab and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Tab.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within this document may propose a change. CEMA is responsible for coordinating all proposed changes with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages which will replace the modified pages in the appropriate document. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal



revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual document or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review of the EOP to include all associated and supporting documents, and a complete update every four years (or more frequently if the County Commission or GEMA deem necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOP documents for the purpose of interagency review and concurrence.