



Municipal Disaster Management Resource Manual

Prepared for Georgia Municipal Leaders and Emergency Coordinators

Disclaimer: This checklist does not substitute for a comprehensive review of laws, regulations, and guidance.



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Acronym List for the Municipal Disaster Management Resource Manual

Acronym	Full Term	Description / Use in Context
COOP	Continuity of Operations Plan	Ensures continued government function during and after a disaster.
CDBG-DR	Community Development Block Grant - Disaster Recovery	Federal funding from HUD for long-term recovery projects.
CDC	Centers for Disease Control and Prevention	Provides guidance on public health emergencies.
DCA	Georgia Department of Community Affairs	Supports housing and infrastructure recovery.
DHS	Georgia Department of Human Services / U.S. Department of Homeland Security (context-specific)	State-level: mass care & sheltering; Federal-level: law enforcement coordination.
DPH	Georgia Department of Public Health	Coordinates public health response during emergencies.
EMA	Emergency Management Agency	Local coordination and preparedness entity.
EPA	Environmental Protection Agency	Regulates environmental health and safety compliance.
EPD	Environmental Protection Division (Georgia)	Oversees environmental permitting and compliance.
EOP	Emergency Operations Plan	Framework for coordinated emergency response.

Acronym	Full Term	Description / Use in Context
FEMA	Federal Emergency Management Agency	Federal agency overseeing disaster response and recovery.
GIS	Geographic Information Systems	Used for mapping, situational awareness, and digital coordination.
GEMA/HS	Georgia Emergency Management and Homeland Security Agency	Georgia's state-level emergency management agency.
HUD	U.S. Department of Housing and Urban Development	Provides housing recovery resources post-disaster.
ICS	Incident Command Structure	Organizes emergency response operations.
LEPC	Local Emergency Planning Committee	Promotes planning and information sharing at the local level.
MOUs	Memoranda of Understanding	Agreements between entities (e.g., for food distribution, housing).
MREs	Meals Ready to Eat	Prepackaged emergency meals for distribution.
NFIP	National Flood Insurance Program	FEMA program for flood risk management and insurance.
NRHP / NRHD / NHL	National Register of Historic Places / Historic District / Historic Landmark	Used in context of restoration documentation for older buildings.
NWS	National Weather Service	Provides alerts and hazard forecasts.
NWP	Nationwide Permit	USACE permit used for work in regulated waters.

Acronym	Full Term	Description / Use in Context
PA	Public Assistance (FEMA Program)	Funding for eligible response and recovery efforts.
PDA	Preliminary Damage Assessment	Early estimate of damages for federal assistance.
POC	Point of Contact	Designated individual or role for communication and coordination.
PW	Project Worksheet	FEMA documentation for recovery project funding.
RPA	Request for Public Assistance	Required form to begin FEMA funding process.
SAM	System for Award Management	Federal registration system required for FEMA funds.
SHPO / THPO	State / Tribal Historic Preservation Office	Coordinates on projects involving historic resources.
TDSR	Temporary Debris Staging and Reduction Site	Approved site for debris collection and processing.
UEI	Unique Entity Identifier	Required federal identifier to apply for disaster grants.
USACE	U.S. Army Corps of Engineers	Regulates work in water and provides technical assistance.
USDA	United States Department of Agriculture	Supports rural development and recovery.
USFWS	U.S. Fish and Wildlife Service	Oversees environmental and species protection compliance.
WOUS	Waters of the United States	Federal term regulating water-related work (under USACE/EPD).

Introduction

This resource manual is designed to help municipal leaders and staff prepare for, respond to, and recover from natural and manufactured disasters. Based on best practices and comprehensive disaster management strategies, this manual outlines key steps and requirements to ensure community readiness, resilience, and effective recovery.

Section I: Pre-Disaster Preparedness Checklist

This section outlines the proactive steps a municipality should take to ensure preparedness before a disaster strikes. It includes maintaining contact lists, creating inventories, updating policies, and establishing mutual aid agreements to streamline disaster response.

[] Ensure City Points of Contact (POCs) are Regularly Updated

- GEMA relies on the city's website for the most current Points of Contact (POCs). Make sure they're kept up-to-date with any changes.
- Ensure the County receives your updated POCs, as they work directly with GEMA in coordinating efforts within the county.
- Assign a designated POC within your city for providing Preliminary Damage Assessment (PDA) to both GEMA and the County. Additionally, designate someone for communication with GEMA/FEMA.

[] Create a list of State, Federal, and Local Agencies with Contact Information and a Description of Services Offered Through Each Agency

- See GMA's template in resource toolkit

[] Create a List of Prioritized Critical Services to Restore

- Tier 1: Life-Saving and Life-Sustaining Services
- Tier 2: Stabilization and Public Health Protection
- Tier 3: Community Function and Recovery Infrastructure
- Tier 4: Long-Term Community Wellbeing and Economic Stability

[] Roads-Accurate Listing and Authorization

- For each road, cities should be aware who is responsible for damage recovery or repairs (i.e, privately owned, federal, state, etc.)

[] Adopt and Enforce Building Codes and Standards

- Implement hazard-resistant building codes and land-use regulations.
- Enforce compliance with codes to reduce disaster impacts.

[] Ensure all required EPD permits are in place

- Debris staging areas should be approved and permitted before a disaster happens.
- Burn permits and other permits (e.g., watershed, culverts, bridges, etc.) should be properly obtained prior to the activity taking place. Consult with EPD for any land disturbance activity to ensure all permits necessary are obtained and proper protocols are followed.

[] Develop and Maintain a Hazard Mitigation Plan

- Create a FEMA-approved Hazard Mitigation Plan to identify risks and strategies to reduce vulnerabilities.
- Regularly update the plan to reflect current conditions and risks.

[] Establish Pre-Disaster Contracts for Debris Removal and Clean-up oversight prior to the disaster

- Cities can have an Emergency Contract in place, so the company is on standby if needed.
- Contracts to establish may include: debris and recovery management.

[] Complete an Asset Inventory

- Maintain an up-to-date inventory of essential assets required during a disaster, and ensure adequate stock levels (e.g., portable showers, generators, food trucks, tarps, batteries, etc.).
- Coordinate with surrounding jurisdictions to develop a consolidated asset inventory, ensuring quick identification of available resources and points of contact during a disaster.

[] Grant Acquisition for Disaster-Response Assets

- Identify community assets that could support disaster response, such as generators, lifesaving equipment, and other critical resources, and pursue grant funding through appropriate agencies to secure them.

[] **Ensure Proper Documentation and Record-Keeping**

- Maintain detailed records of city infrastructure, including pre-disaster conditions, maintenance schedules, and improvements.
- Establish a system for tracking costs and expenditures related to emergency management.

[] **Conduct Regular Risk Assessments**

- Assess the city's vulnerability to specific hazards (e.g., floods, hurricanes, wildfires).
- Identify critical infrastructure and prioritize protection measures.

[] **Pre-register with FEMA**

- Obtain the city's Unique Entity Identifier (UEI) number and register with the System for Award Management (SAM).
- Register with Login.gov.
- Familiarize city officials with FEMA's Public Assistance (PA) program requirements.

[] **Property & Liability Insurance Considerations**

- **Review Schedule of Property:** Ensure all city-owned facilities, buildings, equipment, and vehicles are listed on the property schedule with your insurance carrier.
- **Annual Scheduling of Assets:**
 - At renewal time each year, reconcile the city's property schedule and confirm all locations with real and personal property for which the city wants coverage are specifically scheduled.
 - Coverage only applies to property at locations specifically **scheduled** with the insurance carrier.
 - If the city **constructs, acquires, or builds property** outside of the renewal window, report it to the insurance carrier **immediately** to ensure coverage applies.
- **Flood Insurance Coverage:** Verify that all city-owned property is included under your flood insurance policy.
 - Ensure compliance with NFIP requirements if the city is in a flood-prone area.

- Encourage property owners to obtain flood insurance.
- **Asset Documentation:**
 - Record **photos and videos** of all buildings, equipment, fleet, and interior assets (furniture, computers, etc.).
 - Maintain both digital and physical copies of this documentation.
- **Property Valuation:**
 - **GIRMA Members:** Receive an automatic property appraisal every 3 years for buildings.
 - **Non-GIRMA Members:** Arrange independent appraisals to ensure accurate replacement values.
 - Document interior assets separately with estimated replacement costs.
- **Fleet & Equipment Coverage:** Confirm comprehensive coverage for vehicles and heavy equipment.
- **Participate in Disaster Planning with your county's EMA Director.**
- **Develop mutual aid agreements** with cities located in areas unlikely to be impacted by the same storm.

[] Train Staff and Officials

- Provide training on disaster response and recovery processes, including FEMA's PA program.
- Ensure staff are familiar with submission processes, documentation, and deadlines.
- Prepare a pre-disaster packet to distribute to your workforce during a disaster.

[] Develop Mutual Aid Agreements

- Establish agreements with neighboring jurisdictions for shared resources and support during disasters.

[] Create Emergency and Continuity Plans

- Designate a primary decision-maker and point of contact (POC) within the city for emergency response efforts.
- Develop and regularly update emergency operations plans (EOPs) and continuity of operations plans (COOPs).
- Conduct regular drills and exercises to evaluate and improve the effectiveness of these plans.

[] Ensure Compliance with Federal Procurement Standards

- Familiarize procurement staff with federal requirements, especially for contracts executed during emergencies.
- Develop and update policies to comply with FEMA's procurement standards to avoid de-obligation of funds.
- Review and adjust, if necessary, the emergency purchasing thresholds for the City Manager or designated Purchasing Agent, ensuring higher limits are authorized during a declared disaster.

[] Establish Emergency Ordinances

- Emergency Curfews and Movement Restrictions
- Business and Commercial Activity Restrictions
- Traffic and Transportation Controls
- Evacuation and Shelter-In-Place Orders
- Emergency Procurement and Contracting Rules
- Public Health and Sanitation Measures

[] Update Personnel Policies if needed

- Update personnel policies to clearly define pay rates and identify essential employees to ensure eligibility for FEMA reimbursement.

[] Budget for Disaster-Related Expenses

- Allocate funds for disaster preparedness and mitigation activities.
- Include match funding for FEMA grants in the city's budget.

[] Build Partnerships with Community Organizations

- Engage local nonprofits, businesses, and volunteer groups to build community resilience.
 - Develop a list of housing options, meal providers, and supply sources. Involve the full range of stakeholders: community members, leaders, faith-based groups, nonprofits, the private sector, and health providers (including behavioral health).

[] Secure List of Available Emergency Food Sources

- Pre-Packaged Meal Providers (MREs and Shelf-Stable Kits)

- Local Restaurants and Catering Services: Prearranged **mutual aid agreements or MOUs** (memoranda of understanding) with restaurants can enable:
 - Prepared hot meals distribution.
 - Access to existing kitchen infrastructure.
 - Use of existing delivery networks.
- School and Institutional Kitchens
- Grocery Stores and Food Distributors
 - Prioritize delivery of essential food items.
 - Divert unsold but safe products (e.g., damaged packaging).
 - Establish "pop-up markets" for free or subsidized distribution.
- Faith-Based and Community Organizations
Organizations such as:
 - Feeding America food banks
 - Red Cross
 - The Salvation Army
 - Local churches or mosques with community kitchens
- Mobile Food Vendors and Food Trucks
 - **Pre-register local food trucks** for emergency contracts.
 - **Partner with food truck associations** for rapid mobilization.
 - **Designate pre-approved vending locations** near shelters or emergency relief sites.
 - Provide access to **emergency fuel** and **permits** to operate in restricted zones.

[] Identify & Secure Resources for Displaced Animals

- Integrate Animal Issues into Emergency Operations Plans (EOPs).
- Establish Partnerships
- Develop Shelter and Care Capabilities
- Plan for Evacuation and Transport

- Plan for Recovery and Reunification

[] Identify Vulnerable Areas

- Mobile Home & RV Parks
- Senior Living Communities and Group Homes
- Homeless Encampments
- Schools and Daycares
- Hospitals & Nursing Homes
- Public Housing and High-Density Apartments

[] Identify & Secure Housing Options for First Responders and Those Affected

- Establish a Housing Task Force
Form a team of city officials, emergency management staff, housing specialists, and community organizations to lead the effort.
- Conduct a Needs Assessment
Identify:
 - The number of first responders needing housing
 - Populations affected (e.g., displaced residents)
 - Urgency and duration of housing needs (short-term, transitional, permanent)
 - Coordinate with Stakeholders
Engage:
 - Local housing authorities
 - Emergency management agencies
 - Real estate developers
 - Non-profits and NGOs (e.g., Red Cross, United Way)
- Negotiate block bookings or Memoranda of Understanding (MOUs) with hotels for emergency use.

Section II: First 72 Hours Post-Disaster

This critical phase focuses on life-saving actions and immediate safety measures. It includes conducting initial damage assessments, activating emergency operations, implementing communication strategies, and coordinating with state and federal partners to ensure a swift and effective response.

[] Ensure Immediate Safety and Security

[] Activate the Emergency Operations Plan (EOP) to coordinate response efforts and mobilize resources.

[] Deploy first responders to address urgent threats to life, safety, and property.

[] Establish an Incident Command Structure (ICS) to ensure organized and effective management of the emergency response.

[] Conduct Damage Assessments

- Perform initial damage assessments and document the impact on public infrastructure.
- Collect evidence such as photos and videos for future FEMA documentation.

[] Protect Life and Public Health

- **Offer Emergency Sheltering** for displaced residents and emergency personnel.
 - Set Up Emergency Shelters: Utilize community centers, recreation facilities, or temporary structures such as tents.
 - Deploy Mobile Units or Trailers: Use FEMA-style trailers or tiny homes placed on city-owned property.
 - Implement Hoteling Agreements: Activate pre-negotiated agreements with hotels to provide temporary accommodations.

[] Address Public Health Threats

- Respond to hazards such as contaminated water, chemical spills, and other environmental health risks.

[] Secure Emergency Meals

- Ensure the availability of food for volunteers, first responders, and individuals impacted by the disaster.

[] Stabilize Critical Infrastructure

- Restore essential services like power, water, communications, and transportation.
- Secure hazardous areas and block access to unsafe buildings or roads.

[] Document Actions and Expenses

- Track all disaster-related expenditures, including costs for labor, equipment, materials, and contracted services.
- Maintain detailed records of all response and recovery actions, such as emergency repairs, debris removal, and shelter operations, to support reimbursement and accountability.

[] Coordinate with FEMA and Georgia Emergency Management Agency (GEMA)

- Request assistance from state emergency management agencies.
- Work with FEMA and state teams to facilitate Joint Preliminary Damage Assessments (PDAs).
- Attend Applicant Briefings provided by GEMA to learn about the Public Assistance Process (Custom to each event).

[] Begin Emergency Protective Measures

- Implement protective actions to address immediate threats to life, safety, and public health.
- Remove debris that obstructs critical roadways or presents immediate safety hazards.

[] Communicate with Key Stakeholders

- **Engage community partners** by coordinating with local nonprofits, businesses, and other relevant organizations.
- **Utilize all available communication channels** to disseminate critical information promptly and effectively to residents.

[] Property & Liability Insurance Considerations

- **Damage Documentation:**
 - Capture photos, videos, and GIS locations of all damages.
 - Record date and time for all documentation.
- **Mitigation & Stabilization:**
 - Take immediate steps to prevent further damage (e.g., place a tarp over a damaged roof).
 - Keep receipts and records for all mitigation expenses — these are often reimbursable by insurance or FEMA.
- **Report to Insurance Carrier Promptly:**

- Report all damages — even if you suspect they are not covered.
- Let the insurance carrier issue a formal denial if applicable (FEMA often requires proof of denial).
- **Coordinate recovery with your local EMA Director**
- **Debris Removal Funding**
 - Covered Debris Removal: Insurance generally covers removal when debris directly damages a covered structure.
 - Non-Covered Debris Removal: Fallen trees on roads, power lines, or open spaces typically are not covered — maintain a city fund to handle these costs. If a disaster declaration is made, FEMA may reimburse properly documented debris removal expenses.
- **Key FEMA Considerations**
 - Proof of Insurance Denial: Required for FEMA reimbursement when damages are not covered by city insurance.
 - Detailed Expense Tracking: Maintain organized, itemized expense logs to expedite FEMA claim processing.
 - Best Practice Tip: Schedule annual insurance policy reviews and disaster readiness drills with your city's leadership, public works, and finance teams to ensure coverage remains accurate and response procedures are up to date.

[] Establish a Recovery Plan

- Prioritize the most critical recovery activities, balancing immediate needs with long-term goals.
- Assign staff to manage disaster recovery activities, including documentation for FEMA.

Section III: Intermediate Recovery (After 72 Hours)

After stabilizing immediate threats, cities must transition into a structured recovery phase. This section offers guidance on ongoing damage assessments, debris management, expense documentation, and the initiation of infrastructure repairs.

[] Continue Damage Assessments

- Conduct detailed assessments of all public infrastructure, utilities, and facilities.

- Work with FEMA and state representatives to validate damage and estimate costs.

[] Maintain Emergency Protective Measures

- **Sustain efforts to protect public health** and provide support for vulnerable populations.
- **Stabilize vulnerable areas** to prevent further damage or deterioration.

[] Continue Debris Management

- Systematically clear debris from public property, roads, and critical facilities.
- **Separate debris by type** and maintain detailed records of volumes and disposal sites to comply with FEMA requirements.

[] Transition to Long-Term Recovery

- Begin permanent repairs to roads, utilities, and public buildings.
- Reopen public facilities and reassess community needs.

[] Engage FEMA and State Officials

- Attend applicant briefings to gain detailed information about FEMA's Public Assistance program.
- Submit Requests for Public Assistance (RPA) and coordinate on Project Worksheets (PWs). (PWs are forms used to document proposed projects and associated costs under FEMA's Public Assistance (PA) program.)

[] Track and Report Costs

- Maintain detailed records of labor, materials, equipment, and contracts for disaster response and recovery.
- Ensure records align with FEMA's requirements for eligibility and auditing.

[] Plan and Implement Recovery Projects

- Develop permanent work projects and incorporate hazard mitigation measures.
- Design and execute long-term repairs or improvements under FEMA's Public Assistance program.

[] Communicate with Residents

- Provide regular updates about recovery progress, timelines, and available resources.
- Work with businesses, nonprofits, and community leaders to address ongoing needs.

[] Evaluate and Improve

- Review emergency response to identify strengths and weaknesses.
- Update plans and policies based on lessons learned.
- Conduct a thorough review of the emergency response to identify strengths, gaps, and areas for improvement.
- Update emergency plans and policies by incorporating lessons learned from the response.

[] Comply with FEMA Deadlines

- Submit all required forms, reports, and applications on time.
- Request time extensions if recovery activities are delayed.

Section IV: Long-Term Recovery

This section, centered on rebuilding and enhancing resilience, guides cities in planning permanent repairs, engaging the community, managing long-term recovery projects, and meeting FEMA requirements for funding, documentation, and reporting.

[] Prioritize Permanent Repairs

- Repair or replace damaged public infrastructure, including facilities, utilities, transportation systems, and other essential services.
- **Accelerate the restoration of critical community services**, such as schools and healthcare facilities.

[] Implement Hazard Mitigation

- Use FEMA funding opportunities to reduce future disaster risks.
- Strengthen infrastructure to withstand potential hazards.

[] Reassess and Update Plans

- Review and update hazard mitigation plans and emergency operations plans.
- Review and update continuity strategies for maintaining government operations.

[] Administer FEMA Public Assistance Programs

- Collaborate with FEMA to document and finalize eligible recovery projects.
- Ensure all projects meet FEMA requirements, including procurement standards and environmental regulations.

[] Engage the Community

- Host community meetings to gather input on rebuilding priorities and long-term goals.
- Provide resources and assistance for rebuilding homes and businesses.

[] Monitor Economic Recovery

- Assist businesses in reopening and provide incentives for economic growth.
- Rebuild attractions and public spaces to restore tourism revenue.

[] Evaluate and Strengthen Resilience

- Conduct after-action reviews to analyze response and recovery efforts.
- Develop programs to enhance community resilience.

[] Maintain Transparency and Accountability

- Provide regular updates to residents and stakeholders about recovery milestones.
- Ensure financial accountability and compliance with FEMA funding requirements.

[] Plan for Future Disasters

- Invest in training, equipment, and resources for future emergencies.
- Educate residents and businesses on disaster preparedness and mitigation strategies.

[] Evaluate Long-Term Recovery Success

- Measure recovery success by monitoring infrastructure restoration, economic stability, and community well-being.
- Share results with stakeholders and celebrate recovery achievements.

Appendices

The appendices provide practical tools to support the implementation of disaster preparedness and recovery strategies. These include:

- Sample forms
- Planning templates
- Policy summaries
- Checklists

Ethical Considerations for Local Elected Officials

1. Equitable Resource Allocation

Local officials are ethically responsible for ensuring that aid and resources are distributed equitably, with priority given to the most vulnerable populations—such as individuals with disabilities, the elderly, and low-income communities. Understanding the community’s demographic makeup is critical for an effective and fair disaster response.

■ [FEMA Quick Reference Guide for Local Elected Officials \(2025\)](#)

2. Avoidance of Conflicts of Interest

Georgia law prohibits public officials from participating in decisions where personal financial interests conflict with their public duties. For example, elected officials must recuse themselves from voting on contracts in which they have a financial interest.

■ *Reference:* Georgia Code Title 45. Public Officers and Employees § 45-10-21

3. Preparation and Public Education

Programs such as **Ready Georgia** aim to increase public awareness and promote proactive disaster preparedness. Officials are encouraged to support and promote such initiatives to minimize disaster impact.

[Ready Georgia - GEMA/HS](#)

Best Practices for Emergency Ordinances

- **Pre-drafted Ordinances:** Maintain ready-to-use model ordinances for swift enactment.
 - **Sunset Provisions:** Include expiration dates or review cycles to avoid indefinite application.
 - **Legal Review:** Ensure all ordinances comply with Georgia state law and constitutional protections.
 - **Community Communication:** Use diverse communication channels to clearly explain ordinances to the public.
-

If FEMA Declares a Disaster: Key Considerations

Environmental and Permitting Compliance

- **Floodplain Projects:** Must coordinate with the local floodplain administrator.
- **Water-Related Work (Culverts, Streams):**
 - Contact the **U.S. Army Corps of Engineers (USACE)** for permit information before starting to work.
- **Endangered Species Considerations:**
- **U.S. Fish & Wildlife Service (USFWS)** consultation may be required.
 - Avoid starting work until consultations are complete, especially if endangered species or critical habitats are present.

Debris Disposal Requirements

- Comply with the **State Hazardous Materials & Solid Waste Law**.
- Ensure all disposal sites are approved and documented with:

- Site name
- GPS coordinates
- Landfill permits

For all debris-generating activities (e.g., demolition or material removal), provide the following:

Final Disposal Details

- Name, GPS coordinates, and EPD Facility ID/permit number of the final disposal site(s).
- Method of final disposal:
 - **Burning:** Include final disposition of ash.
 - **Landfill:** Include site name, GPS coordinates, address, and permit number.
 - **Natural Decay:** Include GPS coordinates/address of the site.
 - **Chipping:** Indicate final use or location of chipped material.

Site Disturbance

- If ground disturbance occurred during debris operations, include:
 - GPS coordinates of the disturbed area.
 - Exact dimensions of the disturbance.

Temporary Debris Staging and Reduction Sites (TDSRs)

- TDSR approval from Georgia EPD is required and may include conditional burn authorization.
- Georgia Forestry Commission issues the burn permit (note burn timeframe, need for air curtains, etc.).
- If burning occurred at a TDSR site:
 - Date, time, and type (e.g., open burning, air curtain).
 - Final disposition of ash.
 - GPS location of the burn site.
 - Forestry burn permit required.
 - Variance from EPD must be obtained for burning stockpiled storm debris per Rule 391-3-1-.02(5)(a).

Post-Burn Requirements

- Ash may be harrowed into the ground at agronomic rates.
- Large debris that has not been burned must be removed and taken to a permitted landfill.

- Confirm all ash or debris management deadlines are met or will be met.

Tree and Vegetative Debris

- Document:
 - GPS coordinates and clear photographs of tree/root ball locations.
 - For areas with multiple downed trees, provide:
 - Center GPS point.
 - Radius and estimated number of trees.
 - Example: "Altamont Road, 10 trees down in a 500-ft radius from (33.511054, -86.764637)".

Animal Carcasses

- Disposal is regulated:
 - Identify method (e.g., burial or off-site transport).
 - Provide disposal site information.

Documentation for Permanent Work Projects

Include the following elements when submitting detailed damage descriptions and the Scope of Work (SOW)

Tree Removal

- Indicate whether tree removal is part of the scope.
- If trees were displaced by the event, note this clearly.
- For standing tree removal, specify the immediate hazard.
- Provide:
 - Number and location of trees
 - Photographic/video evidence
 - Work dates
 - Equipment used
 - Any U.S. Fish and Wildlife Services (USFWS) consultations

Work in Water

- For ongoing or completed projects, ensure documentation includes verification or official authorization stating that a U.S. Army Corps of Engineers (USACE) permit is not required.

Marsh and Shore Permits

Projects involving marshlands or coastal areas require permits from the **GA Department of Natural Resources Coastal Resources Division (GA CRD)**, including:

- Marinas, community docks, bridges, and dredging
- Bank stabilization, shoreline modifications
- Beach renourishment, rock revetments, dune crossovers

 [More on Marsh and Shore Permits – GA CRD](#)

Emergency Protective Measures

Vector Control (Mosquito Abatement)

- Documentation required:
 - Declaration of mosquito nuisance or public health threat by the local health department.
 - Consultation with U.S. Fish and Wildlife Service (USFWS).
 - Name of EPA-approved chemical and its registration in Georgia.
 - Chemical concentration and dates of application.
 - Application methods and maps (flight paths/polygons).
 - Target area description (e.g., county-wide, residential zones).
 - Frequency, duration, and treatment timing.
 - Local abatement policies, procedures, and interagency coordination.

Sandbagging

- Contaminated sandbags must be taken to a permitted landfill unless:
 - Left in place.
 - Distributed to residents.
 - Moved to an approved stockpile.
 - Provide landfill name, location, and permit number.
 - Sandbags stored in a floodplain (non-emergency use) require local floodplain administrator approval.
-

Infrastructure and Facility Restoration

Roads, Culverts, and Bridges

General Road Projects

- If within 200 feet of Waters of the U.S. (WOUS), provide:
 - Location of staged equipment.

Bridges

- Include:
 - Date of original construction and major modifications.
 - Structural dimensions.
 - Permits or correspondence from local government or USACE.
 - Self-certification of applicable Nationwide Permit (NWP) for completed work.

Culverts

- If changes exceed pre-disaster conditions:
 - Dimensions of additional riprap.
 - Details of culvert size/quantity changes.
 - Correspondence/permits from GA EPD.
- If located in WOUS or wetlands:
 - NWP self-certification and compliance statement.
 - GA EPD or USACE permit or application, if required.

Water Control Facilities

(Applies to dams, levees, berms, and canals – not utilities)

- If in WOUS or a mapped wetland:
 - NWP self-certification.
 - If a construction permit is required:
 - Submit completed GA EPD or USACE permit application or official permit.
-

Buildings and Equipment

- For buildings over 45 years old:
 - Identify portions affected if built in phases.
 - Provide historical use details and, if available:
 - Historic facts.
 - NRHP, NRHD, or NHL status.
-

Utilities

- No disposal info needed for broken pipes or sewer line debris.
 - For all other projects, provide:
 - Start and end GPS coordinates for utility lines.
 - Identify ground disturbance beyond the original footprint or ROW, including staging areas.
 - Dimensions (length, width, depth) if utilities are relocated.
 - Repair method (e.g., trenching, directional boring).
 - If using off-site fill, provide source details.
 - For water line replacement:
 - Full project description.
 - NWP self-certification.
 - Required permit from GA EPD or USACE.
-

Parks, Recreation, and Other Facilities

Historical/Cultural Features

- Provide:
 - Construction/modification dates.
 - Historic status (NRHP, NRHD, NHL), if applicable.

Cemeteries

- Include any relevant consultation or correspondence with SHPO/THPO.

Bridges, Paths, and WOUS Features

- If crossing or located in WOUS:

- NWP self-certification.
 - Construction permits from USACE or GA EPD, as applicable.
-

Establishing Points of Contact (POCs)

To ensure effective planning, response, and recovery during emergencies, it is critical to establish and maintain clear Points of Contact (POCs) with key local, state, and federal agencies. Below is a categorized breakdown of essential POCs at each level:

Local Points of Contact

Local partners serve as the front line of response and recovery. Establish relationships with:

- **Emergency Management Agency (EMA)**
Leads citywide emergency coordination and preparedness.
 - **Hospitals & Nursing Homes**
Collaborate to plan for the needs of vulnerable populations.
 - **Fire & Police Departments**
Serve as primary responders for life safety and security.
 - **Public Works Department**
Key player in debris removal, infrastructure repair, and utility restoration.
 - **Local Health Department**
Manages public health response and medical coordination.
 - **Local Housing Authority**
Assists with identifying temporary and long-term housing options.
 - **Mayor's Office / City Manager**
Provides executive leadership and activates emergency operations.
 - **Local School Districts**
Partners for sheltering, transportation, and reunification efforts.
 - **Utility Providers (Electric, Cable, Phone, Internet)**
Critical to restoring communication and essential services.
 - **GIS/IT Department**
Supports situational awareness, mapping, and digital communications.
 - **Local Non-Profits & Community Organizations**
Provide vital support for food distribution, sheltering, and long-term recovery.
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State Points of Contact

These agencies offer vital support and coordination with local entities:

- **Georgia Emergency Management and Homeland Security Agency (GEMA/HS)**
gema.georgia.gov
Primary agency for statewide emergency coordination and liaison with FEMA.
 - **Georgia Department of Public Health (DPH)**
Leads public health emergency response and disease outbreak planning.
 - **Georgia Department of Transportation (GDOT)**
Provides support for evacuation, roadway clearance, and infrastructure repair.
 - **Georgia Department of Human Services (DHS)**
Coordinates mass care, sheltering, and family support services.
 - **Georgia National Guard**
Mobilized for logistics, search and rescue, and public safety operations.
 - **Georgia Department of Community Affairs (DCA)**
Supports housing recovery and disaster funding (e.g., CDBG-DR).
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Federal Points of Contact

Federal support may be necessary during large-scale disasters.

- **Federal Emergency Management Agency (FEMA)**
fema.gov
Leads federal disaster assistance and coordination; cities should establish contact with their FEMA regional liaison.
 - **U.S. Department of Homeland Security (DHS)**
Assists with threat assessments and coordination with law enforcement agencies.
 - **Centers for Disease Control and Prevention (CDC)**
Based in Atlanta, supports pandemic preparedness and public health emergencies.
 - **U.S. Army Corps of Engineers (USACE)**
Provides engineering expertise, flood control, and debris removal support.
 - **U.S. Department of Housing and Urban Development (HUD)**
Offers assistance with post-disaster housing and long-term recovery.
 - **National Weather Service (NWS)**
Supplies early warning systems, weather alerts, and hazard briefings.
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Additional Recommendations for Cities

To strengthen interagency coordination:

- Maintain an up-to-date contact list with designated liaisons for each agency and surrounding cities
- Regularly participate in multi-agency planning exercises and joint training.
- Attend **meetings with Local Emergency Planning Committee (LEPC) and State Emergency Response Commission (SERC)**.
- Utilize emergency management platforms such as **WebEOC** to share real-time updates and coordinate during incidents.

Included Forms and Templates

The following tools are provided to assist local governments with disaster preparedness, response, and recovery planning:

- [Sample Request for Public Assistance \(RPA\)](#)
- [Continuity Plan Template for Local Governments](#)
- [Preliminary Damage Assessment \(PDA\) Template](#)
- [FEMA Continuity Planning Templates & Resources](#)
- [Emergency Contact Directory Template](#) *(Available upon request)*
- [Georgia Mutual Aid Agreement Template](#)
- [Emergency Operations Plan \(EOP\) Template](#)
- [Emergency Operations Plan \(EOP\) Development Guide](#)
- [Continuity of Operations Plan \(COOP\) Template](#)
- [Debris Management Guidelines](#)
- [FEMA Public Assistance \(PA\) Policy Summary Sheets](#)
- [FEMA Public Assistance Fact Sheet](#)
- [FEMA Planning Guides](#)
- [FEMA Funding Opportunities Overview](#)
- [Kaiser Permanente Hazard Vulnerability Analysis Tool](#)
- [USDA Rural Development Disaster Resiliency and Recovery Resources: A Guide for Rural Communities](#)
- [FEMA Training Announcements](#)
- [GEMA Preparedness Grants and Programs](#)
- [GMA Grant and Award Opportunities Resource Page](#)

Model Ordinance

LOCAL DECLARATION OF A STATE OF EMERGENCY

WHEREAS, the City of _____, Georgia may be significantly affected or has been greatly affected by [DESCRIBE THE EVENT WITH DETAILS] and the conditions associated with this disaster may pose an imminent and continuing threat to the City and threaten the safety and security of the citizens of the City; and

WHEREAS, the City is authorized and empowered to make, amend, and rescind such orders, rules and regulations as may be necessary for emergency management purposes and to supplement certain provisions of state law which are not inconsistent with any orders, rules, or regulations promulgated by the Governor or by any state agency exercising a power delegated to it by the Governor; and

WHEREAS, the City takes this measure in order to utilize powers granted to it by O.C.G.A. § 38-3-28 and by Chapter 3 of Title 38 of the Official Code of Georgia Annotated.

NOW THEREFORE, I, _____, as Mayor of the City of _____, pursuant to the authority granted to me in local code: _____ hereby order and direct as follows:

(1) That beginning on _____ and continuing until _____, a State of Emergency is hereby declared for the City of _____.

(2) _____ ;

(3) _____ ; and

(4) _____ .

Thus done and signed on this date (Month)____ (Day)____, (Year)_____

Mayor: _____

Attest: _____