

All participating departments and agencies shall support the Agency and shall maintain appropriate plans, procedures, and capabilities necessary to fulfill their assigned roles.

The Agency shall request and maintain Standard Operating Procedures (SOPs), or equivalent operational documents, from participating departments and agencies as necessary to support implementation of the LEOP.

### **SECTION VIII – LOCAL EMERGENCY MANAGEMENT PLAN**

The Agency shall develop, maintain, and periodically update a local emergency management plan (the “Plan”), also referred to as the Lowndes County Local Emergency Operations Plan (LEOP), which shall be consistent with and meet the requirements of the Act and applicable state and federal guidance.

### **SECTION IX – LOCAL DIRECTOR**

Pursuant to the Act, the Board, as the governing authority of Lowndes County, shall nominate a local director to the Director of the Georgia Emergency Management and Homeland Security Agency, who shall have the authority to make the appointment.

The local director shall have direct responsibility for the organization, administration, and operation of the Agency, subject to the direction and control of the Board, and shall serve at the pleasure of the Board. The director shall meet all qualifications and perform all duties as specified in the Act.

The duties of the director shall include:

1. Representing the Board and participating municipalities on matters pertaining to emergency management;
2. Assisting the Board and participating municipalities in organizing and maintaining emergency management capabilities;
3. Overseeing the development, maintenance, and implementation of the Plan;
4. Administering the Agency;
5. Submitting reports as required by the Board and the Georgia Emergency Management and Homeland Security Agency;
6. Coordinating the emergency management activities and response efforts of public and private agencies and organizations;
7. Maintaining availability for emergency response and coordination beyond normal working hours;
8. Attending training, exercises, and meetings as required by the Georgia Emergency Management and Homeland Security Agency and other relevant agencies;
9. Coordinating preparedness, mitigation, response, and recovery activities in accordance with the Plan;