Organization Chart for Arlington Emergency Management
Prepared for the Arlington Civic Federation Delegates College 3/24/02 – revised 4/1/02
Source: Arlington’s Comprehensive Emergency Management Plan as of 4/30/01

**EMT**
**Emergency Management Team**
*Chair:* County Manager, R. Carlee
*Staff coordinator:* Deputy Coordinator of Emergency Services, M. Penn
*Members:* Police Chief, Fire Chief, Director Public Works, Asst. to County Manager for Public Affairs, Supt. of Schools, Asst. to the County Manager Public Safety and, personnel as needed

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**EPT**
**Emergency Planning Team**
*Chair:* Dir. of Office of Support Services, H. Leavitt
*Staff coordinator:* Deputy Coordinator of Emergency Services, M. Penn
*Members:* senior staff from the PD, FD, DPW, Public Health Dir., OSS, PRCR, Schools, DES, and DTS
*Duties:* keeping the CEMP current, training for EMT and task groups; during emergency plans 12-36 hours out; monitors Task Groups, advises EMT

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**ETG**
**Emergency Task Groups (multiple agency participation)**

<table>
<thead>
<tr>
<th><strong>Shelter/Evacuation</strong></th>
<th><strong>Employee Support</strong></th>
<th><strong>Recovery</strong></th>
<th><strong>Resource Management</strong></th>
<th><strong>Communications</strong></th>
<th><strong>Transportation Routing and Traffic Control</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead – PRCR and Schools</strong></td>
<td><strong>Lead – Human Resources and DHS</strong></td>
<td><strong>Lead – CPHD and DED</strong></td>
<td><strong>Lead – DMF and DES</strong></td>
<td><strong>Lead – Libraries and DTS</strong></td>
<td><strong>Lead – DPW</strong></td>
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<tr>
<td>Duties: Establish safe locations to meet survival needs for those displaced in emergency until safe to return</td>
<td>Duties: Support for employees assigned to emergency</td>
<td>Duties: Develop plans to make area affected habitable, secure; coordinate damage assessment and set-up Disaster Assistance Center</td>
<td>Duties: Identify, inventory, arrange delivery of resources needed to address critical needs of disaster</td>
<td>Duties: All issues including communications process; testing, improving the systems and equipment for all including EOC</td>
<td>Duties: Ensure safe routes of travel; coordinate alternative means for transporting the public as needed</td>
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</tbody>
</table>