

**CHARLESTON  
COUNTY  
GOVERNMENT**

**EMERGENCY  
OPERATIONS PLAN**



**EMERGENCY  
MANAGEMENT  
DEPARTMENT**

**2020.0**

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Record of Changes		
Version	Date	Description / Changes
2017	12/17	On-going revisions for Compliance with EMAP Standards
2018.0	4/2/18	On-going revisions for Compliance with EMAP Standards
2018.1	06/21/18	On-going revisions for Compliance with EMAP Standards
2018.2	10/30/18	Up-date of ESF-17 Pet Shelter plan and ESF-8, EMS MCI Plan
2019.0	4/1/2019	Change OPCON Designations to align with Federal and State change, Update Coroners Mass Fatalities Plan
2019.1	11/2019	Added Catastrophic Plan to EOP as an Addendum
2020.0	2/12/2020	WEBEOC has been removed as a back-up platform; On-going revisions for Compliance with EMAP Standards

Record of Distribution		
Version	Date	Description / Changes
2016.1	Jan 2016	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE
2017.1	10/4/17	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE
2018.0	4/2/2018	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE
2018.1	06/21/18	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE
2019.0	4/1/2019	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE
2020.0	2/12/2020	State EMD, EOC Staff Alert List –Link via EMAIL, County WEBSITE

## DISTRIBUTION

The distribution of this plan will include all of the organizations, departments and divisions that are listed in the EOC Staff Alert List. It will be made available upon request to other agencies.

This Plan is available on the Accreditation Folder (F:) on the County Network Drive and the County Wide Drive (K :) and on the EOC Drive (G:) housed within the Emergency Services Building. There is also a Drop Box link for outside agencies to access the plan upon request due to the large size of the document that it cannot be emailed.

This plan is also available to the public via the internet at:

<https://www.charlestoncounty.org/departments/emergency-management/files/EOP.pdf>

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CHARLESTON COUNTY  
EMERGENCY OPERATIONS PLAN

LETTER OF PROMULGATION

Pursuant to the Authority granted in Charleston County Ordinance No. 485, dated 5 July 1983, the Charleston County Emergency Operations Plan is hereby adopted and promulgated. The County Plan is intended to implement and to further the responsibility of the Charleston County Emergency Preparedness Department (currently known as the Emergency Management Department) as set forth in South Carolina Legislative Act 199 of 1979, Section 21. This Plan is coordinated with the South Carolina Emergency Operations Plan and sets forth the specific delegation of responsibility of county, municipal, and supporting agencies in Charleston County in the event of a major emergency or disaster.

Every attempt has been made to identify and designate available forces and resources at all levels of government that are to be utilized in response to emergencies and disasters. Planning, preparation and timely response must be the goal of all those responsible for providing emergency support functions if the people of Charleston County are to enjoy the services and protection of their government.

Tasks for specific emergency support functions have been assigned, where feasible, to those organizations accustomed to performing such duties as primary day-to-day responsibilities. In addition, local governmental and volunteer organization decision makers have been provided with instructions and guidelines for implementing disaster response actions and programs appropriate to the emergency at hand. In so charging these officials, all citizens of the County are strongly urged to render their full support and cooperation to leaders and planners to avert, prevent or mitigate effects of emergencies. This will enhance restoration of order and lead to rapid recovery after a disaster.

If County Council is unable to convene to declare a state of emergency, the authority to do so is delegated, in succession, to the County Council Chairperson or Vice Chairperson, any Council member, the County Administrator or the Deputy County Administrator.

The Charleston County Emergency Management Department is charged with the responsibility to implement this plan through coordination of all county departments, municipalities and primary agencies involved. When needed, changes, additions, or deletions to this Plan will be made.

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Emergency Management Director

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Date

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Charleston County Administrator

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Date

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## PREFACE

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1. This Emergency Operations Plan [EOP] is developed for use by county and local government as well as individual agencies to ensure mitigation and preparedness, appropriate response and timely recovery from hazards that may affect Charleston County. Further, this plan was designed to include the Emergency Support Functions [ESF] identified in the State EOP and the National Response Framework and any additional ESFs deemed necessary by local government. The last paragraph of each ESF is dedicated to explaining the interface between the levels of government and the particular Emergency Support Function.
2. This plan is predicated upon the concept that emergency operations will begin at the jurisdictional level or the level of government most appropriate to provide effective response. County assistance will be provided upon request when emergency or disaster needs exceed the capability of the local government. State assistance is supplemental to the County and will be requested by the County as required. Federal assistance from the appropriate federal agency, or the President, may be requested through the state, as approved by the Governor.
3. This plan has four major parts:
  - The Promulgation Letter signed by the Emergency Management Director and the County Administrator approves the plan and assigns responsibilities.
  - The Basic Plan outlines policies and general procedures that provide a common basis for joint operations between the local governments and the State when dealing with a natural, technological or purposeful man-made disaster.
  - The main body of the Plan consists of the Emergency Support Functions (ESF), which provide guidelines for development of Standard Operating Guides. The ESFs and enabling SOGs facilitate prompt and efficient application of resources and emergency management principles in any emergency or disaster situation.
  - The Appendices address specific hazards or areas of operations similar to the State Plan.
4. County departments and agencies assigned functional responsibilities by this plan are required to coordinate with the primary and supporting agencies in the development of the aforementioned SOGs. A copy of each SOG will be forwarded to the Charleston County Emergency Management Department.
5. It is intended that each participating agency and governmental entity will use this document for preparing and mobilizing resources, function as a multi-agency coordination center and providing services as appropriate in an emergency or disaster situation. Where possible, this plan may also serve as a model for EOP development at the local level to facilitate uniformity, continuity and coordination of all emergency services.
6. Lastly, the County has fully adopted the National Incident Management System [NIMS] into its plans in keeping with the previous tradition of utilizing the Incident Command System [ICS] as its basis for EOC and field command post operations. This includes this EOP and supporting ESFs as well as other SOPs/SOGs not contained herein.

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## Glossary

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**ACTIVATION** - A process by which a facility is brought up to emergency mode from a normal mode of operation. Activation is completed when the facility is ready to carry out full emergency operations.

**ALERT (WARNING & NOTIFICATION)** - A system that uses land lines; cell phones, voice and text; and email to alert county and municipal officials. This system provides local governments warnings and alerts the public of actual or impending disasters

**ALTERNATE EOC** - A site located away from the primary EOC from which civil government officials can exercise direction and control in an emergency or disaster.

**AMATEUR RADIO EMERGENCY SERVICE (ARES)** - A group of amateur radio operators organized by the American Radio Relay League to provide emergency communications wherever and for whomever it may be needed.

**CERT (Community Emergency Response Team)** – Trained citizen who self-deploy following a disaster to assist in their community as first responders.

**CHARLESTON COUNTY DISASTER RESPONSE SERVICES (DSR) GROUP** - The group composed of the Director of the DSS, Charleston County School District, Executive Director of the Carolina Lowcountry Chapter of the American Red Cross (ARC), Commander of the Salvation Army. These individuals or their alternates will be located in the Emergency Operations Center (EOC) when the center is activated. This function is under the direction of Emergency Support Function 6 – Mass Care.

**CITIZENS INFORMATION** – A function within the EOC, once activated, receives phone calls from the public to assist in pre and post disaster issues facing the public. This function is under the direction of Emergency Support Function 15 – PIO/External Affairs.

**CONGREGATE CARE** - Refers to the provision of temporary housing and basic necessities for evacuees.

**CONTINUITY OF GOVERNMENT (COG)** - All measures that may be taken to ensure the continuity of essential functions of the three branches of government--executive, legislative and judicial--in the event of an emergency or disaster.

**COUNTY RESCUE CHIEF** - Is the designated Chief of Charleston County Volunteer Rescue Squad who coordinates rescue resources and missions within Charleston County EOC, or Command Post.

**CRISIS COUNSELING** - Service provided by mental health professionals to psychiatric casualties such as bystanders, and relatives of disaster victims that need treatment for shock, anxiety, hysteria, or other extreme stress. This function is under the direction of Emergency Support Function 8 – Health and Medical.

**CRISIS RELOCATION** - The movement of population from high risk areas to those of lower risk.

**CRITICAL INCIDENT STRESS MANAGEMENT** - Actions taken and debriefings held to reduce the psychological stress on the responders to a Mass Fatality Incident (MFI). This function is under the direction of Emergency Support Function 8 – Health and Medical.

**DECONTAMINATION** – The reduction or removal of contaminating chemical or radioactive material from a structure, area, object or person.

## **DISASTER CATEGORIES:**

**Emergency** - As defined by Section 25-1-430, SC Code of Laws, an emergency is an actual or threatened enemy attack, sabotage, conflagration, flood, storm, epidemic, earthquake, riot, or other public calamity. Section 25-1-440, SC Code of Laws authorizes the Governor to declare emergencies for all or part of the state and to utilize all available resources of state government to respond to the emergency. At the Federal level, an emergency is defined by Title V of P.L. 93-288, Section 102(1), as any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a)) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States. (501(b)).

**Major Disaster** - As defined by P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Catastrophic Disaster** - A catastrophic incident, as defined by the NRF, is any natural or manmade incident, including terrorism that produces extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions. A catastrophic incident may result in sustained national impacts over a prolonged period of time, and interrupt public and private operations, emergency services, and infrastructure to such a significant extent that national security is threatened. Such an event would immediately exceed resources normally available in state, local, tribal, and private sectors and therefore urgently require federal/national assistance.

**DISASTER MEDICAL ASSISTANCE TEAM (DMAT)** - A regional group of volunteer medical professionals and support personnel with the ability to quickly move into a disaster area and provide medical care. This function is under the coordination of Emergency Support Function 8 – Health and Medical.

**DISASTER MORTUARY OPERATIONAL TEAM (DMORT)** - A regional group of volunteer medical professionals and support personnel with the ability to quickly move into a disaster area and provide temporary morgue facilities, victim identification, and processing, preparation and disposition of remains. This function is under the coordination of Emergency Support Function 8 – Health and Medical.

**DISASTER RECOVERY CENTER (DRC)** – A Disaster Recovery Center is an office or building or other location where various agencies are brought together to provide assistance to individuals who have been affected by a presidentially declared disaster.

**DISASTER RESPONSE SERVICES (DRS)** - Organization composed of the Charleston County Department of Social Services (DSS), and its personnel, facilities and resources at State and County levels; the County School Districts and their personnel, facilities and resources; other State, County and Local governmental agencies; appropriate Federal agencies; and supporting private and religious organizations. This function is under the direction of Emergency Support Function 6 – Mass Care.

**EMERGENCY ALERT SYSTEM (EAS)** - Radio, TV and cable broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at national, state or local levels.

**EMERGENCY INFORMATION** - Material designed to improve public knowledge or understanding of an emergency.

**EMERGENCY INSTRUCTIONS** - Information provided to the general public during an emergency pertaining to recommendations for actions such as evacuation and sheltering.

**EMERGENCY MANAGEMENT** - The organized analysis, planning, decision making, assignment and coordination of available resources to the mitigation of, preparedness for, response to and recovery from emergencies of any kind, whether from acts of aggression, technological or natural sources.

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)** – A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**EMERGENCY OPERATIONS CENTER (EOC)** - The site which civil government officials (municipal, county, state and federal) exercise direction and control in an emergency/disaster.

**EMERGENCY PROCESSING CENTER (EPC)** - Facility designated by the county to be used for the reception, temporary care and onward transportation of noncombatant evacuees during Repatriation Missions.

**EMERGENCY PUBLIC INFORMATION (EPI)** - Material designed to improve public knowledge or understanding of an emergency.

**EMERGENCY SUPPORT FUNCTION (ESF)** - A functional annex in the County Emergency Operations Plan, State Emergency Operations Plan and National Response Plan which tasks local, state and federal agencies to provide and/or coordinate certain resources in response to emergencies or disasters.

**ENGINEERING AND PUBLIC WORKS** - An organization comprised of all engineering and public works personnel and resources, public and privately owned resources within the county, including local government, appropriate state agencies and volunteer organizations. This function is under the direction of Emergency Support Function 3 – Public Works.

**EOC OPERATIONAL STAFF** - Those designated individuals who are essential for the operation of the EOC in order to provide for the collection, collation and dissemination of information, make decisions and allocate resources during an emergency.

**FACILITIES** - As used in this annex, pertains to roads, streets, public buildings, highways, bridges, waterways and highway/railroad overpasses. Some will be classified as critical.

**FIRE SERVICE** - Composed of all firefighting organizations, their personnel, facilities and resources at the county level, including local government, appropriate state agencies/departments, private and non-government/volunteer departments. This function is under the direction of Emergency Support Function 4 – Fire Fighting.

**FULL ACTIVATION** - EOC staffed with sufficient personnel to effect disaster response and recovery activities.

**HAZARD** - A dangerous event or circumstance that may or may not lead to an emergency or disaster. Hazards may be further differentiated as:

Natural Hazards or "Acts of God" such as earthquakes, tornadoes, floods, hurricanes, wildfires, landslides, or avalanches.

Technological Hazards or man-made incidents such as toxic chemical releases, nuclear power plant accidents, dam failures or bridge collapses.

**HAZARDOUS MATERIALS (Hazmat)** - A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment. This function is under the direction of Emergency Support Function 10 – Hazardous Materials.

**HEALTH AND MEDICAL SERVICE COORDINATOR** - The SC DHEC Director is designated to coordinate all elements of Health and Medical into a functional emergency organization. To include Health, Emergency Medical, Hospitals, mental health and mortuary services. This coordinator manages ESF-8 Health and Medical in the EOC.

**HOST COUNTY/AREA** - A specified area relatively unlikely to experience direct effects of a hazard or an area designated for evacuees prior to or following a major event.

**INCIDENT COMMAND SYSTEM (ICS)** - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

**INCIDENT MANAGEMENT TEAMS (IMT)** - An Incident Management Team can respond to a wide range of emergencies, including fires, floods, earthquakes, hurricanes, tornados, tsunamis, riots, spilling of hazardous materials, and other natural or human-caused incidents. An IMT assists in the overhead coordination of a large incident to assist the jurisdiction having authority manage the incident or emergency.

**JOINT FIELD OFFICE (JFO)** – A temporary federal facility established locally to provide a central point for federal, state, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single federal facility.

**LAW ENFORCEMENT SERVICE** - Composed of all law enforcement organizations, their personnel, facilities and resources at county level. Upon request, qualified commissioned personnel from state and federal agencies may be utilized. This function is under the direction of Emergency Support Function 13 – Law Enforcement.

**MONITORING ACTIVATION** - EOC primarily staffed by EMD and key agency representatives.

**LOCAL GOVERNMENT RADIO (LGR)** - A radio service authorized by the Federal Communications Commission to provide governmental entities with a system for any type of governmental communications. In SC this is low band VHF repeater system. State EMD Warning Point is net control.

**MASS FATALITIES INCIDENT (MFI)** - Any situation where there are more bodies than can be handled using local resources. See the Carolina Lowcountry Mass Fatalities Emergency Response Plan (not a part of this annex). This function is under the direction of Emergency Support Function 8 – Health and Medical.

**MEDICAL SERVICE (MS)** - The organization of professional, skilled and unskilled groups and individuals who will utilize all available personnel, facilities and resources provided during an emergency to assure transportation and treatment for those people who are injured, sick, aged, bed-ridden and/or institutionalized; (the purity of water, food, etc., that adequate sanitation standards are maintained and enforced and emergency mortuary service is provided). The EMS Medical Director is designated to coordinate all elements of MS into a functional emergency organization.

**MFI TEAM** - Planning, Response, and Recovery group responsible for the successful conclusion of a Mass Fatalities Incident. Team members will normally be comprised of various operations and logistics

personnel such as the Coroner, Medical Examiner, EMD, Funeral Directors, Morticians, Hospital and Morgue Facilities, ARC, PIOs, FBI, Rescue, EMS, Fire, Police, NTSB, Anthropologists, Dentists, and numerous other local, state, federal and private agencies.

**MITIGATION** - Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

**MILITARY AFFILIATED RADIO SYSTEM (MARS)** - Is made up primarily of amateur radio operators licensed to operate in a special military communications system.

**MOBILE COMMAND POST** - A transportable command cell capable of exercising direction and control from a forward deployed location during an emergency and is used by Incident Commander to manage the incident. The emergency communications vehicle normally provides the necessary communication equipment and capabilities on-scene to perform the on-scene communication coordination role.

**MUNICIPAL EMERGENCY OPERATIONS CENTER (MEOC)** - Protected facility from which the government of a municipality conducts emergency operations during a disaster.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** - Combines Federal and non-Federal medical resources into a unified response that is designed to meet peacetime disaster needs and combat casualty overflow from a conventional armed conflict.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** - NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local - will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs -- whether terrorism or natural disaster. In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the Nation's emergency teams and authorities are using a common language and set of procedures.

**NATIONAL WARNING SYSTEM (NAWAS)** - A nationwide dedicated voice warning network. Primary purpose is to provide the American population with information of an impending attack upon the United States.

**NATURAL OR MAN-MADE DISASTER SHELTERING** - All shelters for emergencies or disasters will normally be managed by the American Red Cross (ARC) according to the ARC regulations. Spaces are usually assigned at a minimum of 40 square feet per person.

**OPERATING CONDITIONS (OPCONS)** - Increasing levels of preparedness (from 3 to 1) requiring performance of predetermined actions in response to a real or perceived threat.

**OPERATIONAL AREAS** - A disaster (either natural or man-made) could have significant impacts resulting in isolated areas within the disaster zone as a result of critical infrastructure failures such as roadways and bridges. Such conditions could isolate communities from one another as well as from the rest of the County. The resulting damage will make movement of human and material resources to the affected areas difficult, resulting in the need to target specific areas with a significant response effort.

**PACKET RADIO** - A high-speed digital communications mode, often operated by HAMS, that interfaces computer systems with any two-way radio. This system assures the rapid, guaranteed accurate exchange of information via radio.

**PANDEMIC** - A disease prevalent throughout an entire country, continent, or the whole world; epidemic over a large area.

**PALMETTO** – Palmetto is a hardware/software application that provides a state-wide Common Operating Picture (COP), and provides the SEOC, Charleston County EOC and local/municipal EOCs the capability for enhanced situational awareness. The system allows for continual communication of the ongoing situation between the municipalities, counties and the SEOC, and provides a means for the affected Counties and Municipalities to request resources and monitor events taking place outside of their jurisdiction.

**PARTIAL ACTIVATION** - Response exceeds EMD's day-to-day responsibilities and capabilities. Additional EOC/ESF positions may be activated as deemed necessary by the event.

**PREPAREDNESS** - Those activities, programs and systems that exist prior to an emergency used to support and enhance response to an emergency or disaster

**PUBLIC INFORMATION OFFICER (PIO)** - The designated individual responsible for disseminating official information relating to emergency operations. This function is under the direction of Emergency Support Function 15 – PIO / External Affairs.

**PUBLIC SAFETY ANSWERING POINT (PSAP)** - A point which receives incoming 911 calls and furnishes emergency operators with caller information, i.e. phone numbers, addresses, etc.

**PUBLIC SAFETY COMMUNICATIONS** - A radio service that provides for the reception of emergency requests for assistance through 911, other telecommunications or technology lines or radio, which provides the dispatching of proper emergency services to furnish assistance as requested. Emergency services may include, but not limited to, EMS, Rescue, fire, EMD, PWD, or law enforcement. This is the function of Charleston County Consolidated Dispatch Center.

**RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)** - A group of amateur radio operators authorized by the Federal Communications Commission to provide emergency Civil Defense communications.

**RECOVERY** - Recovery is that phase which restores systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

**REGIONAL EMERGENCY MANAGEMENT (REM)** - The mission of the regional emergency management program is to represent the state emergency management program at the local level, enabling effective preparation for, and efficient response to, emergencies and disasters in order to save lives, reduce human suffering and reduce property loss. The REM staff coordinates with county emergency management personnel on plan enhancement, training, exercise development and evaluation.

**RESCUE SERVICE** - Composed of all rescue stations, their personnel, facilities and resources at county level, including local government, volunteer organizations, and upon request, the appropriate State agencies. This function is under the direction of Emergency Support Function 9 – Search and Rescue.

**RE-ENTRY** - Return to evacuated areas by resident populations which may be constrained by time function based on the existing situation. This element of recovery is supported by a separate document that is not part of this plan.

**RESPONSE** - Those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

**RURAL SEARCH & RESCUE (RS&R)** - The effort of attempting to locate, locating, stabilizing, and removing to a secure area, such persons who are lost, stranded, injured, or in areas of danger. This



involves searching by air, ground, and waterborne vehicles for missing persons. This function is under the direction of Emergency Support Function 8 – Search and Rescue and supported by ESF-4 Fire Fighting.

**SHELTER PLAN** - The document used to direct people to the best available shelter as dictated by the situation. The plan identifies the number of and the requirement for shelter spaces and is part of the State Hurricane Plan.

**SITUATION REPORTS (SITREPs)** - Using statistical, narrative and graphical information from response and recovery operations that help paint the overall picture of the situation. SITREPs should include information pertaining to major actions taken unmet needs and recommended actions, priority issues and request, and an overall narrative situation.

**SPECIAL MEDICAL NEEDS** - Citizens who have medical conditions where they need electricity to sustain life. This function is under the direction of Emergency Support Function 8 – Health and Medical.

**STAKEHOLDER** - People that will be affected by the decisions and outcomes made or not made by their emergency managers, policymakers, and elected officials.

**SUPPLY AND PROCUREMENT SERVICE** - Composed of all supply and procurement sources and resources, public, private, and those not otherwise under Federal or State control, located in Charleston County prior to or entering the county subsequent to disaster. This function is under the direction of Emergency Support Function 7 – Resources.

**TELECOMMUNICATIONS** - all telephone services, fixed, cellular, and individual pagers used to support the agencies and activities of the EOC including FAX, before, during, and after an emergency. This function is under the direction of Emergency Support Function 2 – Communications.

**TERRORISM** – Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**TRANSPORTATION SERVICE** - All County, public, private and volunteer organizations within the County that can be used in support of emergency operations. This function is under the direction of Emergency Support Function 1 – Transportation.

**UNIFIED COMMAND** - A method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to determining overall objectives for the incident, and selection of a strategy to achieve the objectives.

**URBAN SEARCH & RESCUE (US&R)** -The process of locating, extricating and providing immediate medical treatment of victims trapped in collapsed structures. This function is under the direction of Emergency Support Function 9 – Search and Rescue.

**UTILITIES** - As used in this annex, pertains to the buildings and equipment associated with the services of the public, such as electrical Power and Communications. Water, sewer and gas are part of ESF-3 Public Works. This function is under the direction of Emergency Support Function 12 – Energy.

**VOLUNTEER RECEPTION CENTER (VRC)** - A defined location where unsolicited and unaffiliated volunteers can register with local officials, receive credentials and be assigned to known, unmet needs.

**WARMING CENTER** – locations may be public and/or privately owned locations made available to the public in an effort to provide temporary relief from extreme cold temperatures.

**WARNING OFFICER** - This position is handled by the Consolidated Dispatch Center Supervisor on duty.

**WARNING POINT** - The Consolidated Dispatch Center known as "CDC" is designated as the Primary Warning Point for Charleston County.

## **ACRONYMS**

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ARC - American Red Cross

ARES - Amateur Radio Emergency Service

ATC - Air Traffic Control

BOO - Base of Operation

CAP - Civil Air Patrol

CART – County Agricultural Response Team

CAT – Crisis Action Team

CCSO - Charleston County Sheriff's Office

CDC – Consolidated Dispatch Center

CERT – Community Emergency Response Team

CHMO - County Hazard Mitigation Officer

CISD - Critical Incident Stress Debriefing

COE - Corps of Engineers

CP - Command Post

DART – Disaster Animal Response Team

DAT - Damage Assessment Team

DCO - Defense Coordinating Officer

DFO - Disaster Field Office

DHEC - Department of Health and Environmental Control

DMAT - Disaster Medical Assistance Team

DMORT - Disaster Mortuary Operational Readiness Team

DoD - Department of Defense

DOT - Department of Transportation

DRS – Disaster Response Services

DSR - Damage Survey Report

DSS - Department of Social Services

DWI - Disaster Welfare Inquiry

EAS - Emergency Alert System

EOC - Emergency Operations Center

EPA - Environmental Protection Agency

EMAC – Emergency Management Assistance Compact

EMD - Emergency Management Department

EPI - Emergency Public Information

ERT - Emergency Response Team

ESF - Emergency Support Function

EWS - Emergency Welfare Service

FAA - Federal Aviation Administration

FCO - Federal Coordinating Officer

FEMA - Federal Emergency Management Agency

FEOC - Field Emergency Operations Center

GAR – Governor’s Authorized Representative

HMGP - Hazard Mitigation Grant Program

IAP - Incident Action Plan

IC - Incident Commander

ICS - Incident Command System

IMT - Incident Management Team

ITS - Information Technology Services

JCC – Joint Communication Center

JFO – Joint Field Office

JIC - Joint Information Center

JIS - Joint Information System

LART – Large Animal Response Team

LE - Law Enforcement Officer

LEM - Labor, Equipment, and Materials form

LNO - Liaison Officer

LZ - Landing Zone

MACC - Multi-Agency Command Center

MARS - Military Affiliated Radio System

ME - Medical Examiner

MEOC - Municipal Emergency Operations Centers

MFT - Mass Fatality Team

MOU - Memorandum of Understanding

MRE - Meals, Ready to Eat

NAWAS - National Warning System

NIMS - National Incident Management System

NTSB - National Transportation Safety Board

NVOAD - National Voluntary Organizations Active in Disaster

NWS - National Weather Service

OPCON – Operational Condition

PIO - Public Information Officer

POC - Point of Contact

PSC - Public Service Commission

PWD - Public Works Department

RACES - Radio Amateur Civil Emergency Service

REM - Regional Emergency Manager

SAR - Search and Rescue

SAT - State Assistance Team

SCDA - South Carolina Department of Agriculture

SCDSS - SC Department of Social Services

SCEEP – SC Earthquake Education Program

SCEMD - SC Emergency Management Division

SC EMD LGR Net - SC Emergency Management Division Local Government Radio Net

SCNG - SC National Guard

SCSG – SC State Guard

SCTF-1 - SC Task Force – One

SITREP - Situation Report

SLED - State Law Enforcement Division

SOP - Standard Operating Procedure

TF - Task Force

TVMA - Trident Veterinary Medical Association

USACOE - US Army Corps of Engineers

USAR - Urban Search and Rescue

USCG – US Coast Guard

USDA - US Department of Agriculture

VMAT - Veterinary Medical Assistance Team

VOAD - Voluntary Organizations Active in Disasters

VOLTAG - Volunteer Engineer and Architect Technical Assistance Group

VRC – Volunteer Reception Center

## **Basic Plan**

### **I. INTRODUCTION**

#### **A. General**

In South Carolina, state law requires that the County be prepared for any emergency or disaster. In Charleston County, the Emergency Management Department is designated as the agency responsible for coordinating those activities necessary to meet the goals intended by state legislation. Emergency response personnel, equipment, and facilities must be maintained in a constant state of readiness. This will facilitate saving lives, prevent or minimize damage to property, and provide assistance to all people who are threatened by an emergency or who fall victim to a disaster. Emergency operations will be coordinated to the maximum extent possible with comparable activities of local, state, and federal governments as well as volunteer and private agencies.

Charleston County Government will strive to protect human life, personal and public property and the environment prior to, during, and following the occurrence of a disaster. The Charleston County Emergency Operations Plan addresses all hazards that threaten the County, effectively utilizing prevention, mitigation, preparedness, response, and recovery measures. Coordination with stakeholders that include but are not limited to Federal, State, local, faith based and private sector organizations is critical to ensuring the safety, security, and stewardship of the Charleston area. The Recovery Plan will be activated at the same time the Charleston County Emergency Operations Center (EOC) is activated.

Charleston County Emergency Managements five-year strategic plan is based on a self-assessment of capabilities and outlines objectives, strategies and measurable milestones to achieve desired improvement and goals.

#### **B. Purpose**

1. Provide a framework for the effective delivery of county support and resources to local government when directed by the Chairperson of County Council or his designee, through the Administrator; and
2. Coordinate with the State Emergency Management Division for the delivery and implementation of state and federal assistance programs.

#### **C. Scope**

1. This plan establishes the policies and procedures by which the County will coordinate county, state, and federal response to disasters impacting the citizens of Charleston County.
2. It generally describes how the County will mobilize resources and conduct activities to guide and support local government emergency management efforts through preparedness, response, recovery, and mitigation planning.
3. This plan also addresses the Emergency Support Function [ESF] concept and responsibilities by which the County will deliver effective response and recovery operations.

**D. Mission Statement**

County Government has a five-fold mission:

1. To warn of impending danger;
2. When required, support local municipal disaster operations with timely, effective deployment of county resources;
3. Through the public information process, working with the media as a team member, to keep affected residents informed about the situation and convey how they can take protective actions;
4. Coordinate restoration and recovery operations with the County when local government resources are exhausted; and
5. Assess local needs and coordinate support from adjacent counties not impacted by the event as well as state and federal forces.

**E. Emergency Management Planning Responsibilities**

1. Prevention actions include those taken to avoid an incident or to intervene to stop an incident from occurring. Activities include applying intelligence information and developing corresponding countermeasures.
2. Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or emergency. Building code enforcement and land use legislation are examples of mitigation activities.
3. Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and scenario exercising are among the activities conducted under this phase.
4. Response involves activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce additional casualties and damages and speeds recovery. Response activities include warning, direction and control, evacuation, and other similar operations.
5. Recovery involves returning systems and the infrastructure to pre-disaster conditions. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimal operations while long-term recovery actions may go on for years.

**II. SITUATION AND PLANNING ASSUMPTIONS**

**A. Situation**

1. Vulnerability Analysis (Demographics)



Charleston County's population was estimated at **405,905** in 2018 (US Bureau of Census). In addition to the permanent residential population, an estimate 7.2 millions of tourists visit the county each year. As the twenty-third most populated state in the nation, combined with such a huge tourist population, Charleston County can experience a loss of life and property of catastrophic proportion due to an array of hazards. The following statistics illustrate the vulnerability of the state's population:

- a. Forty-one (41) percent (1,896,000) of the state's total population resides in the 23 coastal and low country counties.
- b. Twenty (20) percent (66,000) of the county's total population resided in mobile homes.
- c. Twelve (15.3) percent (60,662) of the county's total population is 65 years of age and over.
- d. Thousands of people have special medical or dietary needs requiring special sheltering or assistance.
- e. Over 7 million tourists visit Charleston annually.

All planning efforts are based upon the State's Hazard Analysis data. The projected total population of Charleston County is 450,000 by 2020 and is expected to have a higher proportion of older people and fewer people per household. Charleston County includes all Municipal and Public Services Districts in the planning process for emergencies within the County. Most of the special needs citizens live throughout Charleston County and day-to-day are self-sustaining.

## **B. Hazard Analysis/Consequence Analysis**

The Lowcountry area of South Carolina is threatened by natural and technological hazards. The threat posed by these hazards is both immediate [e.g., hazardous chemical spill, act of terrorism, hurricane, tornado] and long-term [e.g., drought, chronic environmental chemical release]. These hazards have the potential to disrupt day-to-day activities, cause extensive property damage, and create mass casualties. See Table 1, Hazard/Threat Analysis.

Historically, the greatest risk to life safety and property was perceived to be from natural hazards [e.g., hurricane, tornadoes, earthquakes, floods, etc.]. However, the continued expansion of chemical usage, attack on the World Trade Center, The Pentagon, and an escalation of anti-government Semitism has given rise to hazardous chemical releases/spills and the potential increase in terrorist activities respectively.

The ranking is based on an average of responses from several different sources contained within the Charleston County Hazard Mitigation plan identifying HAZARDS that threaten Charleston County to include; Citizens, Jurisdictional Leaders and Officials, and historical data. Additionally, there are a number of THREATS that have been identified by Emergency Management that are not addressed as part of the Hazard Mitigation Plan.

**Hazard/Threat Analysis Table 1**

CHARLESTON COUNTY HAZARD MITIGATE PLAN – 2017/2018		PROBABILITY		
RANK	HAZARD	HIGH	MODERATE	LOW
1	Hurricane	X		
2	Flooding	X		
3	Sea Level Rise		X	
4	Earthquake		X	
5	Tornado	X		
6	Hazardous Materials	X		
7	Terrorism		X	
8	Wildfire		X	
9	Tsunami			X
10	Dam Failure		X	
11	Rip Currents	X		
12	Severe Storm	X		
13	Drought		X	
14	Winter Weather		X	

1. Hurricane

Charleston County has a 95-mile coastline and is considered at great risk from tropical storms and hurricanes. The inland counties toward Columbia are considered as host counties for evacuation assistance and possible sheltering. The County has a vulnerable population of over 350,000 with approximately 10% requiring public sheltering. Over 100 Traffic Control Points [TCPs] have been designated by local law enforcement to facilitate the evacuation process. Tropical cyclones produce three major hazards: storm surge, high winds, and rainfall-induced flooding. The last major storm to strike South Carolina was Hurricane Hugo [1989]. However, for most of the area only Category 2 conditions were experienced.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Civil Disobedience and Unrest
	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Requests for potable water supplies
	Sheltering and Evacuation
	Short & Long-term medical implications
	Social media impact and rumor control
	Vendor and Insurance Fraud

Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity /Capability
	Mortuary services and identification
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for potable water supplies
	Requests for waste management services
	Short and Long Term Monitoring and Clean up
Environmental	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Short and Long Term Monitoring and Clean up
Public Confidence in Governance	Confidence and Trust in Government
	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Short & Long-Term medical implications
	Social media impact and rumor control
	Vendor and insurance fraud

## 2. Flooding

There are several factors that influence the severity of flooding. These factors include the physical characteristics of the area, the physical characteristics of the drainage outfall, and the severity of the storm. Coastal flooding is usually the result of a severe weather system such as a tropical storm or hurricane which contains an element of high winds. The damaging effects of coastal flooding are caused by the

combination of storm surges, wind, rain, erosion, and battering of debris. Areas adjacent to the coastal areas, rivers, and low laying areas throughout the county may experience flooding from the variety of situations for severe tropical storms, storm surges, dam failure, or Tsunamis.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Civil Disobedience and Unrest
	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Requests for potable water supplies
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
	Vendor and Insurance Fraud
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity /Capability
	Mutual Aid
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for potable water supplies
	Requests for waste management services
	Short and Long Term Monitoring and Clean up
Environmental	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Navigable water-way disruption
	Short and Long Term Monitoring and Clean up
	Confidence and Trust in Government
	Evacuation Management

Public Confidence in Governance	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Short & Long-term medical implications
	Social media impact and rumor control
	Vendor and insurance fraud

### 3. Sea Level Rise

Sea level rise is broad in nature, and case studies of individual areas take a closer look at the effects of sea level rise. There are two types of sea level rise: eustatic and isostatic. Eustatic refers to the global sea level rise and major trends being observed. Isostatic refers to the local sea level rise based on shoreline changes in the area. Sea level rise is occurring globally, but at different scales. Some areas are affected more than others due to their coastal vulnerability, if land is sinking or rising, amount of urbanization and development, and proximity to glaciers. The topography and landforms of Charleston consists of barrier islands and wetlands, which tend to be low-lying areas more susceptible to sea level rise. According to the following tables, the Charleston County area would be classified as “very high” on the coastal vulnerability index.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Medical Systems Capacity /Capability
	Psychological Implications
	Social media impact and rumor control
Responders:	Medical Systems Capacity /Capability
	Personal Protective Measures
	Personal Protective Equipment
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disruption of Services
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Medical Systems Capacity /Capability
	Short Term Monitoring and Clean up
Environmental	Secondary hazardous materials incidents & contamination
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Short & Long Term Monitoring and Clean up
Public Confidence in Governance	Confidence and Trust in Government
	Life Safety
	Loss of equipment due to hazard
	Medical Systems Capacity /Capability
	Social media impact and rumor control
	Vendor and insurance fraud

#### 4. Earthquake

While there have not been any large-scale earthquakes in South Carolina in recent years, a 2001 study titled, Comprehensive Seismic Risk and Vulnerability Study for the State of South Carolina, confirmed the state is extremely vulnerable to earthquake activity. This is due to our sub-surface geology and the "quick sand" effect from liquefaction. The South Carolina Earthquake Education Program [SCEEP] at The College of Charleston records and tracks the 12-15 relatively small seismic events we have in our area each year as well as providing educational awareness. Our last major quake occurred on 31 August 1886, 9:51 PM and was felt over a 2.5 million square mile area of the U.S. and would have measured 7.6 on the Richter Scale had it existed then. If such an event were to occur today, it has been estimated that 500-1000 people would be immediately killed with thousands more seriously injured. This will be due to the partial or total collapse of un-reinforced masonry structures or from the non-structural hazards within structures even if they are built to proper seismic codes. Total disruption of lifelines and the infrastructure will simultaneously occur without warning.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Civil Disobedience and Unrest
	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Requests for potable water supplies
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
	Vendor and Insurance Fraud
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity /Capability
	Mortuary services and identification
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities,	Disruption of Essential Services
	Fires

Infrastructure	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for potable water supplies
	Requests for waste management services
	Short and Long Term Monitoring and Clean up
Environmental	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Navigable water-way disruption
	Short and Long Term Monitoring and Clean up
Public Confidence in Governance	Confidence and Trust in Government
	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Short & Long-term medical implications
	Social media impact and rumor control
	Vendor and insurance fraud

## 5. Tornado

The most common type of tornado for our area is relatively weak and short-lived type occurs between March and May. Tornadoes are most likely to occur during the spring, but can occur almost anywhere at any time in Charleston County. The average tornado moves SW to NE but have been known to move in any direction and are capable of destroying homes and vehicles with great personal injuries and even fatalities. Charleston County has had waterspouts (Tornadoes) that form over water and move onto land. The Enhanced Fujita-Pearson Scale rates the intensity of the tornado as follows:

EF-0	Gale Tornado	40-72 mph	Light Damage
EF-1	Moderate	73-112 mph	Moderate
EF-2	Significant	113-157 mph	Considerable
EF-3	Severe	158-206 mph	Severe
EF-4	Devastate	207-260 mph	Intense
EF-5	Incredible	261-318 mph	Almost Total

\*\*\* Note: Size does **not** indicate intensity of a tornado.\*\*\*

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Life Safety
	Mass Care: Shelter & Feeding
	Psychological Implications
	Social media impact and rumor control
	Vendor and Insurance Fraud
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Fires
	Short & Long Term Monitoring and Clean up
	Requests for waste management services
Environmental	Short & Long Term Monitoring and Clean up
	Secondary hazardous materials incidents & contamination
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Short Term Monitoring and Clean up
Public Confidence in Governance	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Social media impact and rumor control
	Vendor and insurance fraud

## 6. Hazardous Materials

Charleston County is a rapidly growing international port with many industries and growing businesses that could be impacted by hurricane force winds and rains or earthquakes. Charleston County also has an Air Force Base and several other smaller military establishments, which handle various types and quantities of hazardous materials. Hazardous materials, to include radiological incidents, are a continuous potential hazard due to the large amount of transportation of these materials occurring in and around the area. Statistics reflect that responses to methamphetamine labs in the area are on the increase which has added an increase in response to hazardous materials incidents in Charleston County. Due to



transportation, storage and illegal activities, hazardous materials are a threat to the entire county.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity /Capability
	Mortuary services and identification
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Fires
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for waste management services
	Short and Long Term Monitoring and Clean up
	Monitoring, Sampling and Mitigation
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Short & Long Term Monitoring and Clean up
	Navigable water-way disruption
Public Confidence in Governance	Confidence and Trust in Government
	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Short & Long-term medical implications

	Social media impact and rumor control
	Vendor and insurance fraud

## 7. Terrorism

While there have not been any successful acts of terrorism committed in Charleston County, there have been civil disturbances which has occurred with or without notice. Persons of all socioeconomic classes have been involved in demonstrations motivated by political, racial, religious or other social reasons.

Governmental, transportation, commercial, infrastructure, cultural, academic, research, military, athletic and other activities and facilities constitute ideal targets for terrorist attacks which may cause catastrophic levels of property and environmental damage, injury, and loss of life.

Terrorist attacks may take the form of other hazards described in this section when incidents of these types are executed for criminal purposes, such as induced dam or levee failures, the use of hazardous materials to injure or kill, or the use of biological weapons to create an epidemic.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Civil Disobedience and Unrest
	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity / Capability
	Mortuary services and identification
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short & Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property,	Disruption of Essential Services

Facilities, Infrastructure	Fires
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for potable water supplies
	Requests for waste management services
	Short and Long Term Monitoring and Clean up
Environmental	Short and Long Term Monitoring and Clean up
	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Short & Long Term Monitoring and Clean up
	Navigable water-way disruption
Public Confidence in Governance	Confidence and Trust in Government
	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Short and Long-Term medical implications
	Social media impact and rumor control

8. Wildfire

Charleston County is bordered on the northern end by the Francis Marion National Forest, a large expanse of land that is home to many native plants and animals. During periods of drought, the threat of wildfires becomes a serious hazard. The careless toss of a lit cigarette or the match of an arsonist can cause major fires in the forest, which puts the citizens in rural areas at risk. Also, these fires produce large amounts of smoke that can reduce visibility on the highways. According to the SC Forestry Commission, the heaviest wildfire season is between January and April. Charleston County, as a whole, is susceptible to urban, rural, and wildfire threats.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Psychological Implications
	Requests for potable water supplies
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Mutual Aid
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Social media impact and rumor control

COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Fires
	Short and Long Term Monitoring and Clean up
Environmental	Secondary hazardous materials incidents & contamination
	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Long Term Monitoring and Clean up
Public Confidence in Governance	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Social media impact and rumor control

#### 9. Tsunami

Tsunamis have generally been considered to be a significant hazard threat primarily for land areas near the Pacific Ocean. Since the Indian Ocean tsunami, geologists have stated that the eastern US could experience this phenomenon but to what severity is unknown. As with any coastal community along the Atlantic Ocean, there is still an extremely remote chance that a volcano eruption in the Caribbean or Canary Islands, or a collapse of the Continental Shelf, or an earthquake in the Puerto Rico Trench, that a tsunami could ultimately strike the Coastal Charleston County area. However, the volcanic eruption of most scientific concern (Canary Islands) for the Southeastern US is theorized to potentially not occur for another 5,000 years and adequate warning of such an event would be likely, so that residents would be expected to have an opportunity to evacuate coastal areas should such an unlikely event occur.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Psychological Implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Mortuary services and identification
	Personal Protective Measures
	Psychological Implications
	Evacuation Management
COOP / COG:	Command and Control
	Disruption of Services

	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Short and Long Term Monitoring and Clean up
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for waste management services
Environmental	Short and Long Term Monitoring and Clean up
	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
Economic	Agriculture Impact
	Disruption of Services
	Short and Long Term Monitoring and Clean up
	Navigable water-way disruption
Public Confidence in Governance	Evacuation Management
	Life Safety
	Loss of equipment due to hazard
	Mass Care: Sheltering & Feeding
	Social media impact and rumor control

## 10 Dam Failure

Dam failures are extremely rare incident. Santee Cooper, a state-owned utility, operates both the Santee Dam and the Pinopolis Dam System. A catastrophic failure at either of these dams would create flooding within the Charleston County area, and would be a significant incident. The most likely root cause of such a failure would be an earthquake of a larger magnitude than 7.6 on the Richter Scale, or perhaps an act of terrorism.

### NORTH SANTEE DAM

The area downstream of the Santee Dam System is very flat and sparsely populated swampland, timberland, and grassland. Approximately 60 homes and businesses in the McClellanville and Germantown areas have been identified and would see some level of flooding 36-48 hours post-event. These occupants have been provided special tone alert radios activated by NWS. Also, Highways 17 and 45 and nearby feeder roads will likely be close for a period of time.

### PINOPOLIS DAM

A Pinopolis Dam breach is by far the worst scenario for Charleston County, primarily the cities of North Charleston, Charleston, and Mt. Pleasant. Large populated areas along the Cooper, Wando and Ashley Rivers, the Inter Coastal Waterways and the harbor will eventually be inundated for a period from one to 12 days. As with the North Santee Dam, the loss of life is not a hazard in our area but rather the disruption of services, evacuations, debris, property loss, and supporting infrastructure.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Evacuation Management
	Life Safety
	Mass Care: Shelter & Feeding
	Psychological Implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Medical Systems Capacity /Capability
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
	Evacuation Management
	Loss of equipment due to hazard
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Short and Long Term Monitoring and Clean up
	Medical Systems Capacity /Capability
	Navigable water-way disruption
	Requests for waste management services
Environmental	Short and Long Term Monitoring and Clean up
	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
Economic	Agriculture Impact
	Disruption of Services
	Industry expertise and assistance
	Short and Long Term Monitoring and Clean up
	Navigable water-way disruption
Public Confidence in Governance	Confidence and Trust in Government
	Evacuation Management
	Life Safety
	Mass Care: Sheltering & Feeding
	Social media impact and rumor control

## 11 Rip Currents

Charleston County has five habited islands where rip currents are a threat to swimmers. Rip currents occur when narrow currents flowing off a beach into the ocean. These currents carry uninformed swimmers to deep water where they usually panic and possibly drown. There is very little that can be done to mitigate against these hazards. There is signage that is placed on the beaches to educate

beachgoers of these hazards and the National Weather Service gives updates daily on the possible risks of rip currents.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Life Safety
Responders:	Life Safety – Health and Welfare
	Personal Protective Measures
	Personal Protective Equipment
Public Confidence in Governance	Life Safety

## 12 Severe Storm

The Charleston Region has experienced multiple severe storms, wind incidents, and other unusual types of hazard incidents during its history. These incidents are considered as severe storms, which include lightning; wind storms including gravity waves and other non-coastal wind incidents; hail incidents which are those that produce hail without tornado activity; or other incidents that depend on the nature of the incident. The threat of these severe storms can affect humans, animals, and crops throughout Charleston County.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Life Safety
	Mass Care: Shelter & Feeding
	Psychological Implications
Responders:	Life Safety – Health and Welfare
	Medical Systems Capacity /Capability
	Mutual Aid
	Personal Protective Equipment
	Psychological Implications
	Sheltering
	Social media impact and rumor control
COOP / COG:	Command and Control
	Disaster Intelligence
	Disruption of Services
Property, Facilities, Infrastructure	Disruption of Essential Services
	Requests for waste management services
	Short Term Monitoring and Clean up
Environmental	Short Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Short Term Monitoring and Clean up
Public Confidence in Governance	Life Safety
	Mass Care: Sheltering & Feeding
	Social media impact and rumor control
	Vendor and insurance fraud

### 13 Drought

Summer in the Charleston County Area is hot and humid. Temperatures of 100 degrees or more are possible. High temperatures are generally several degrees lower along the coast than inland due to the cooling effect of the sea breeze. Summer is typically the rainiest season, with 41% of the annual rainfall total. When rainfall has fallen below normal levels, as has occurred frequently in the area over time, drought conditions have resulted. Since the area has significant agricultural uses that are adversely affected by drought conditions, drought is a potentially serious economic threat to the area. Drought has also been a contributing factor to wildfires that have occurred in the forested areas of the County.

HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Life Safety
	Psychological Implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Manpower Requirements
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Social media impact and rumor control
COOP / COG:	Disaster Intelligence
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Fires
	Medical Systems Capacity /Capability
	Short Term Monitoring
Environmental	Long Term Monitoring and Clean up
	Monitoring, Sampling and Mitigation
	Secondary hazardous materials incidents & contamination
	Short Term Monitoring and Clean up
Economic	Agriculture Impact
	Industry expertise and assistance
	Short and Long Term Monitoring
Public Confidence in Governance	Confidence and Trust in Government
	Life Safety
	Medical Systems Capacity /Capability
	Social media impact and rumor control
	Vendor and insurance fraud

### 14. Winter Weather

Snow and ice storms, coupled with cold temperatures, periodically threaten the state. Winter storms can damage property, create safety risks, destroy crops and valuable timber, damage infrastructure components such as power lines, and have enormous economic impacts throughout the County. Snow and ice storms most recently struck South Carolina in 1989, 1993, 2000, 2002, 2010, 2014, and 2018.



HAZARD/THREAT CONSEQUENCES CONSIDERATIONS	
Public:	Disruption of Essential Services
	Life Safety
	Mass Care: Shelter & Feeding
	Medical Systems Capacity /Capability
	Psychological Implications
	Sheltering
	Short and Long-Term medical implications
	Social media impact and rumor control
Responders:	Life Safety – Health and Welfare
	Medical Systems Capacity /Capability
	Personal Protective Measures
	Personal Protective Equipment
	Psychological Implications
	Sheltering and Evacuation
	Short and Long-Term medical implications
	Social media impact and rumor control
COOP / COG:	Disaster Intelligence
	Disruption of Services
	Mass Care: Shelter & Feeding
	Social media impact and rumor control
Property, Facilities, Infrastructure	Disruption of Essential Services
	Fires
	Requests for waste management services
	Short Term Monitoring and Clean up
Environmental	Short and Long Term Monitoring and Clean up
Economic	Agriculture Impact
	Disruption of Services
	Short Term Monitoring and Clean up
Public Confidence in Governance	Life Safety
	Mass Care: Sheltering & Feeding
	Medical Systems Capacity /Capability
	Social media impact and rumor control
	Vendor and insurance fraud

### C. Planning Assumptions

1. A disaster may occur with little or no warning, and may escalate far more rapidly than the ability of any single local response organization or jurisdiction to handle it.
2. Most disasters/emergencies will be managed by local jurisdictions, utilizing resources available to their governments.
3. When an emergency exceeds local resources and response capabilities, local government will request help from the next higher level of government or from mutual aid organizations.
4. In many emergency or disaster situations, organizations will respond to the affected jurisdiction without being requested. Host governments will need to be prepared to

stage and screen the arriving resources to determine which ones are needed and those that can return home.

5. When county assets are impacted, the responsible county agency will notify their chain of command and Charleston County Emergency Management Department (CCEMD) as soon as practical. Furthermore, they will utilize their resources and establish communications with the County EOC as applicable.
6. State resources will be requested through EMD and the EOC when it is likely that local resources will be exhausted in trying to respond to the situation.
7. With few exceptions, the Federal government will be available with additional resources and financial assistance only in the case of a Presidential declaration of an emergency or disaster.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. General**

Most departments and agencies within county government, as well as state/federal government, have emergency functions to perform in addition to their normal duties. See [Table 2, Organization for Emergency Operations](#). Each is responsible for developing and maintaining emergency management procedures in accordance with the direction and guidance given in this plan. The presumption is that all primary agencies will coordinate with their supporting agencies in preparing all plans and accompanying documents. Responsibilities of certain organizations that are not part of state government are also addressed in appropriate annexes.

#### **B. Emergency Organization**

Organizational responsibility assignments covered by this plan are displayed in the matrix found in. In the event it becomes necessary to request outside assistance, coordination will be made via the Emergency Operations Center (EOC).

#### **C. County**

Regulation 58-1, Local Emergency Preparedness Standards, outlines county emergency management responsibilities. Key elements include:

1. Establishing a formal emergency management organization to be charged with the protection of life and property in the county during an emergency, which includes:
  - a. Developing a vulnerability analysis to identify hazards that may have a potential impact on the jurisdiction.
  - b. Developing a county Basic Emergency Operations Plan outlining the roles and responsibilities of the CCEMD during an emergency, this will be updated annually and certified by South Carolina Emergency Management Division (SCEMD).
  - c. Establishing and conducting an emergency preparedness exercise and training program.
  - d. Developing a system, based on available resources, to provide for timely warning of the public and the dissemination of instructions for self-protection during an emergency.

- e. Establishing and conducting an ongoing emergency preparedness public education program.
- 2. Conducting emergency operations with support from within the jurisdiction and municipalities, and if needed the State, and effectively supporting the conduct of such operations.

**D. Responsibilities of the Charleston County Emergency Management Department**

- 1. Coordinate execution of the various ESFs of this plan to the maximum extent possible with the emergency activities of local governments, state government, private agencies, and organizations of the federal government.
- 2. Operate the County Emergency Operations Center [EOC] once activated by the Administrator.
- 3. Maintain surveillance of potentially threatening conditions to and within the area in coordination with state and federal agencies and direct appropriate warning and preparedness actions.
- 4. Establish procedures for the maintenance and distribution of this plan on a regular basis.
- 5. Encourage mutual aid agreements with federal agencies, the state, other counties, private industry, relief organizations, and between local governments.
- 6. Provide technical and planning assistance to county agencies and departments and local governments upon request.
- 7. Support exercise opportunities provided by SCEMD to test and evaluate county and local plans to include plan activation & implementation, communication and coordination through the use of Palmetto, thereby maintaining a higher standard of preparedness. Palmetto is the Primary information sharing platform.
- 8. Maintain an appropriate level of operational readiness.
- 9. Initiate any and all other actions deemed necessary for effective implementation of this plan.
- 10. Advise the Administrator, county agencies, local government officials, and necessary private and state agencies of the severity and magnitude of the emergency/disaster situation through Situational Reports [SITREPs].
- 11. Maintain, update, and distribute all changes to this plan, with an annual review or as required by an actual event.
- 12. Provide expedient training of operations center personnel as Operating Conditions [OPCONs] warrant.

**E. Responsibilities of County Departments and Agencies**

- 1. Appoint a department or agency Emergency Coordinator, and alternate, to coordinate with CCEMD the preparation and maintenance of operational ESFs and enabling SOPs. These plans, and others, may be required to support the EOP depending on the department/agency role in emergency operations. This Emergency

Coordinator shall have the authority to commit agency resources and expedite program operations in the provision and coordination of emergency services.

2. Assign personnel to augment the County EOC in accordance with County Personnel Policy and the requirements set forth by CCEMD.
3. Mobilize and utilize allocated and available resources to meet emergency or disaster requirements.
4. Maintain capability for the emergency procurement of supplies and equipment required and not otherwise available.
5. Provide training as appropriate to personnel assigned to execute respective emergency functions in this plan.
6. Maintain a 24-hour response team capability in the department or agency capable of responding to the EOC or a field command post [CP] in order to carry out organizational responsibility.
7. Coordinate functional service provisions with local government and private service organization counterparts.
8. Assist state and federal agencies, as may be appropriate, in providing emergency response or disaster assistance within an affected area.
9. Conduct workshops or seminars as necessary to provide information regarding new equipment or procedures for all governmental, service organizations, and volunteer personnel participating in the implementation of the assigned function.
10. Provide all agency/department employees appropriate training to assure an awareness of the hazardous threats common to the Lowcountry area of South Carolina and the overall emergency preparedness program.
11. Review this plan annually and update assigned ESFs and SOGs to meet current department policy and organization. Revisions must be compatible with the policies set forth in the basic plan.
12. Maintain current internal notification/recall rosters and communications systems. Notify CC EMD of any changes to the personnel recorded in the Continuity of Government listing.
13. Participate in tests and exercises to test this plan and internal SOGs.

**F. Responsibilities of Other Primary and Supporting Agencies**

1. Appoint agency representatives who can serve as an Emergency Coordinator and alternate, to work with CCEMD and the other county departments and agencies regarding preparedness and response issues.
2. Develop internal and enabling SOGs in support of this plan and assigned ESFs. Provide updated copies of detailed SOGs and manuals to EMD.
3. Assign personnel to augment the County EOC and/or field command posts as may be required.

4. Mobilize and utilize allocated and available resources to meet the emergency or mitigate the disaster.
5. Maintain the capability for the emergency procurement of supplies and equipment required and not otherwise available.
6. Provide training to personnel at a level appropriate to execute respective emergency functions in this plan.
7. Maintain a 24-hour response team capability.
8. Coordinate functional service provisions with local governments and private organizations.
9. Assist county and state officials in providing emergency response or disaster assistance within the affected areas according to internal mission guidelines.
10. Conduct training workshops in program areas as necessary to keep personnel apprised of plans, equipment, and procedures.
11. Provide awareness training to all personnel regarding the threat of man-made and natural hazards common to the Lowcountry area of South Carolina.
12. Review this plan annually and update assigned ESFs and SOGs to meet current agency mission requirements. Revisions must be compatible with the policies set forth in this document.
13. Maintain current internal notification/alert rosters and communications systems.
14. Assign appropriate personnel to succeed the decision making authority.
15. Participate in drills and exercises to test this plan and SOPs.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

This plan is based on four organizational levels of emergency management, specifically, municipal, county, state and federal governments. Mitigation, preparedness, response and recovery are the responsibilities of all levels of government working together to provide a delivery system to meet the needs of the public. Emergency operations will be initiated at the lowest level able to respond to the situation effectively.

##### **B. Local Governments [Municipal/Public Service District/County]**

1. The County will perform emergency preparedness operations in accordance with South Carolina Regulation 58-1, Local Emergency Preparedness Standards, this EOP and supporting documents and SOGs.
2. This EOP will be implemented by CCEMD when a major emergency or disaster occurs or at the direction of the SCEMD Director, or upon a declaration of a State of Emergency by the Governor or Chairperson of County Council.
3. Municipal resources will be utilized to protect against and respond to an emergency or threatening situation to include activating pre-established mutual aid agreements.

4. When municipal governments determine that their resources are not adequate, additional resources may be requested through EMD or the EOC, if activated.
5. When the County determines that county resources are not sufficient, EMD will request state assistance through the SCEMD or the State EOC (SEOC), if activated.
6. The County, and municipalities as applicable, shall establish and maintain journals, records and reporting capabilities in accordance with state and federal laws and regulations.
7. Municipalities and special purpose districts in the unincorporated areas are encouraged to designate a representative and alternate for each of the ESFs managed by the County, for the purpose of planning and implementation.
8. Where applicable, a county agency or department has been assigned as the primary agency for the ESF and is responsible for coordinating the development, preparation and testing of the ESF and enabling SOPs.
9. In the event of an emergency situation beyond local control, and in accordance with Charleston County Ordinance 485, the EMD under the direction of the Administrator may assume direct operational control or any part thereof, of the emergency operations functions within the County.
10. Depending on the situation EMD, under the direction of the Administrator, may order a monitoring, partial or full activation of the County EOC. Monitoring activations are manned primarily by EMD staff. Partial activations will require the presence of key agency personnel as required by the particular emergency. Full activations will require the presence of all designated EOC staff members.
11. Depending on the situation EMD, under the direction of the Administrator, will order the reduction in staffing or deactivation of the County EOC as appropriate.
12. Upon the declaration of a State of Emergency, or as the situation warrants, public information briefings, news releases and all emergency information for public dissemination will be released by the County PIO, EMD, and the Joint Information Center (JIC) operated by state and federal agencies.
13. In order to make maximum use of advanced warning, a system of Operating Condition (OPCON) levels has been established. These OPCONs increase the community's level of readiness on a scale from 3 to 1. Each OPCON level is declared when a predetermined set of criteria has been met. OPCONs will not necessarily progress sequentially from 3 to 1. The OPCON placed in effect at any given time will be the appropriate one for existing conditions at the time. EMD will assign OPCON levels in coordination with the State, when required, as described below:

#### **OPCON 3 - NORMAL DAILY OPERATIONS**

- Agencies coordinate, plan, train and exercise as warranted.
- Incidents are monitored by the EMD Staff and Warning Point.

#### **OPCON 2 – ENHANCED AWARENESS**

- A disaster or emergency is likely to affect the County.
- The County Emergency Operations Center levels during OPCON 2 may be:
  - Monitoring
  - Partial or,

- Full Activation

- Emergency operations plans are implemented.

**OPCON 1 – FULL ALERT**

- A disaster or emergency is imminent or occurring.
- The County Emergency Operations Center is fully activated.
- All County emergency support function personnel are activated or ready to deploy.

**C. State Government**

1. State resources will supplement local efforts upon request or in accordance with the ESF support areas coordinated by SCEMD.
2. The Governor or his/her designee may execute the SC Emergency Operations Plan to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.
3. When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of state, local and inter-jurisdictional disaster plans. The Executive Order is required for the deployment and use of state personnel, supplies, equipment, materials and/or facilities. SCEMD will provide recommendations to the Governor and assist in formulating the Executive Order.
4. If disaster threatens prior to the ability of the Governor to issue an Executive Order proclaiming the existence of a State of Emergency, the Director, SCEMD is authorized to activate the plan and implement any emergency response actions that may be necessary for the immediate protection of life and property.
5. Emergency Support Functions (ESFs) will be established with state agencies and volunteer organizations to support response and recovery operations. A state agency within each ESF will have primary responsibility for the coordination and implementation of the ESF. By Executive Order, the designated primary agency will coordinate the development and preparation of SOPs.
6. In the event of an emergency situation beyond local control, the SCEMD Director, under the direction of the Governor, may assume direct operational control over all or any necessary part of the emergency operations functions within the State.
7. Support agencies and volunteer organizations are incorporated into the SCEOP with additional state agencies on notice that they may have to support each state ESF as well as the variety of impact hazards affecting South Carolina.
8. Direction and control of a state emergency operation will be exercised by the Governor through the Director of the SCEMD and the SEOC. All state agencies mobilized pursuant the SCEOP will be coordinated by the SCEMD Director. A SEOC Desk Officer will be assigned to Charleston County. However, in the event of a terrorist threat or incident, SLED will coordinate the state response in accordance with Section 23-3-15 (A) (8), SC Code of Laws.
9. In order to make maximum use of advanced warning, the State has adopted a system of Operating Condition (OPCON) levels utilized by Charleston County and

several other counties. These OPCONs increase the State's level of readiness on a scale of 3 to 1, as previously described.

- 10 Upon occurrence of an emergency or disaster clearly beyond the capabilities and resources of state and local governments, the Governor will likely request assistance from the federal government by requesting a federal declaration.
- 11 State agencies and departments will support hazard specific and other supporting plans, such as the South Carolina Hurricane Plan, and South Carolina Emergency Recovery Plan, as referenced in this plan.
- 12 Upon declaration of a State of Emergency, public information briefings, news releases and all emergency information generated by State agencies and departments will be released through the SEOC and will be coordinated with the Governor's Press Secretary.
- 13 For major/catastrophic events, ESF-7 (Resource Support) may be tasked to establish, manage, and support a Logistical Staging Area (LSA). The LSA, normally located at or near a pre-determined airport in the impacted area, will receive, support and organize response resources for deployment.
- 14 State agencies and departments will establish supplementary agreements with their respective counterparts from other states to adapt interstate compacts, mutual aid, and statutes. South Carolina is a signatory of the Emergency Management Assistance Compact (EMAC) that provides for mutual assistance (people, equipment, skills, etc.) between participating member states in managing any emergency or disaster that is duly declared by the governor(s) of the affected state(s). The assisting state will receive approval from its governor before providing assistance. The requesting state will reimburse the assisting state for the cost of response. Normally an advance team (A-team) from the unaffected member state will deploy to the requesting state to assist in interstate coordination. Depending on the extent of the disaster, A-teams may also operate from the FEMA Regional Operations Center (ROC) and/or FEMA headquarters in conjunction with FEMA's Emergency Support Team (EST). Procedures for implementing the compact can be found in the Emergency Management Assistance Compact Guidebook and Standard Operating Procedures (2004), published by the National Emergency Management Association.
- 15 Initial planning for recovery will begin before an emergency event impacts South Carolina. While local governments are implementing response actions necessary to protect public health and safety, a team of recovery planners assigned to the SEOC will coordinate implementation of recovery programs.

#### **D. Federal Government**

1. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
2. To the extent that public law provides, any federal assistance made available to relieve the effects of the disaster or emergency in South Carolina will be channeled through and coordinated by the Governor or his/her designated authorized representative.
3. Through the National Response Framework, the federal government provides assistance through fifteen ESFs. These ESFs will establish direct liaison with South Carolina's ESF representatives in the SEOC along with Charleston County EOC.



The four state-specific ESFs (16, 17, 18, and 19) will establish liaison with members of the Federal Emergency Response Team (ERT) assigned federal coordination responsibility for that function.

4. If the disaster is of major or catastrophic classification, SCEMD will contact FEMA Region IV to request a FEMA Liaison or alert them that the Governor may submit a formal request for federal assistance.
5. The Secretary of Homeland Security may appoint a Principal Federal Official (PFO) to coordinate overall federal incident management and assistance. If federal assistance under the Stafford Act is provided, a Federal Coordinating Officer (FCO) also will be appointed. The FCO is authorized to use the full authority of the Stafford Act and to reimburse response and recovery claims.
6. To help ensure state/federal coordination, FEMA Region IV's Regional Response Plan contains an Annex detailing South Carolina's emergency management system. This Annex outlines the SCEOP and unique operational activities the state implements when responding to disasters.

#### **E. Preparedness**

1. Charleston County EOP Development and Maintenance
  - a. This plan is the principal source of documentation concerning the County's emergency management activities. Designated departments and agencies of County government have the responsibility for developing and maintaining a portion of this plan. Overall coordination of this process will be performed by EMD.
  - b. EMD will coordinate the efforts of all responsible departments and agencies for plan development and timely update/revision. All organizations that have emergency-oriented missions or support roles are required to prepare supporting documentation (i.e. standard operating procedures).
  - c. EMD will evaluate the implementation process following exercises, drills and actual activations of the EOC and its response plans, which will be included in the After Action Reports for exercises, drills and actual activations.

#### **F. Response**

1. County/Municipal Response

Municipal governments call upon their county government or other municipalities in coordination with their county for assistance during events in which their own capabilities are overwhelmed. Counties provide assistance to municipalities and request assistance through mutual aid or from the state when their capabilities are overwhelmed.

2. Local State of Emergency

As county operations progress, the county may declare a local state of emergency implementing local emergency authorities.

3. County Emergency Operations Center

The Charleston County EOC serves as the central clearinghouse for information collection and coordination of response and recovery resources within the county, including the municipalities within the county.

4. State Response

The state must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the SEOC is activated to a level appropriate to the magnitude of the threat. The state's response effort is managed through the State Emergency Response Team (SERT), which is organized into 19 Emergency Support Functions (ESF). Primary and support organizations are designated for each of these ESFs. A State Liaison, typically a SCEMD Regional Emergency Manager (REM), may be dispatched to the county threatened by or experiencing an emergency or disaster. The State Liaison is responsible for providing an on-going assessment of the situation, technical assistance, and relaying local recommendations or resource requests to the SEOC.

**G. Recovery**

1. Recovery activities include the development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, non-governmental, and public assistance programs.
2. The decision to deploy damage assessment teams will be made in coordination with the affected local governments. Damage assessment teams will be organized and trained in advance. Preparations will be made to deploy teams into affected areas as quickly as possible. These teams include State Assessment Teams, Initial Damage Assessment Teams, and Preliminary Damage Assessment Teams.

**H. Prevention/Mitigation**

Prevention and Mitigation includes those activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention and/or mitigation measures may be implemented prior to, during, or after an incident. Prevention and mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes. Prevention and Mitigation may include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury.

**V. DISASTER INTELLIGENCE AND COMMUNICATIONS**

**A. Information Planning**

In order to effectively respond to disasters that affect the county, CCEMD will develop facts and assumptions that will allow for the effective collection of disaster intelligence for response and recovery operations. The following paragraphs detail the areas that must be considered when developing response and recovery plans.

1. The type of disaster determines the overall response to the event. Specific plans for hurricane, earthquake and others are in place and outline the approach the state will take as it responds.
2. The severity of the disaster will determine how the county will respond. For example, a Category 1 hurricane will require a lesser response than a Category 4.

Computer based planning aids such as Hazards United States (HAZUS) allows planners to estimate damages from natural hazards disasters based on severity.

3. The possible effects on the citizenry are critical to planning for medical and sheltering requirements both pre- and post- event. The pre-positioning of medicines, response personnel and the opening of shelters require complete and accurate information.
4. Critical infrastructure damage information is important so that resources may be prioritized in order to restore key infrastructure facilities and equipment.
5. Resources available for response at all levels of government are vital in emergency planning. Their location, capabilities, quantity and response time is information needed in order to develop action plans, identify shortfalls and manage resources.

## **B. Information Collection, Alert, and Notification**

It is also important to obtain and disseminate the most current and accurate disaster-related information possible. In order to accomplish this task, CCEMD uses the County Consolidated Dispatch Center (CDC), the Regional Manager Program, our relationship with municipal governments, and social media as follows:

1. The CDC monitors, collects and disseminates essential disaster intelligence information, specifically as it relates to loss of life and property damage. Also, CDC can activate various communication capabilities, as well as public warning systems to alert state agencies, officials, and threatened populations. This information is communicated both manually and electronically through the following mechanisms:
  - a. Charleston County Consolidated Dispatch operates a 24-hour emergency communications center. The CDC provides the County with a single point to receive and disseminate information and warnings that a hazardous situation could threaten the general welfare, health, safety, and/or property of the County's population. The CDC is equipped with multiple communication networks composed of the National Warning System (NAWAS) and the Emergency Alert System (EAS).
  - b. The CDC in accordance with the "EMD Red Book" will initiate warnings and notifications.
  - c. The SCEMD local government radio (LGR) network, 800mhz state radio system, satellite phone, and Amateur Radio capabilities all of which EMD operates. This alternate system is used to transmit, receive, and coordinate emergency information. The system is tested weekly to ensure operational readiness.
  - d. The state has developed an electronic Web based means of communication between the counties and the SEOC. Palmetto is the primary platform which allows for continual communication of the ongoing situation awareness and reporting, also provides a means for the affected counties to request resources and monitor events taking place outside of their jurisdiction.
2. The SCEMD Regional Emergency Managers (REMs) are to be dispatched to the county (ies) threatened by or experiencing an emergency or disaster. The REM is responsible for providing an on-going assessment of the situation, technical assistance, and coordinating local recommendations or resource requests to the SEOC. The information provided by REMs will be incorporated in Situation Reports

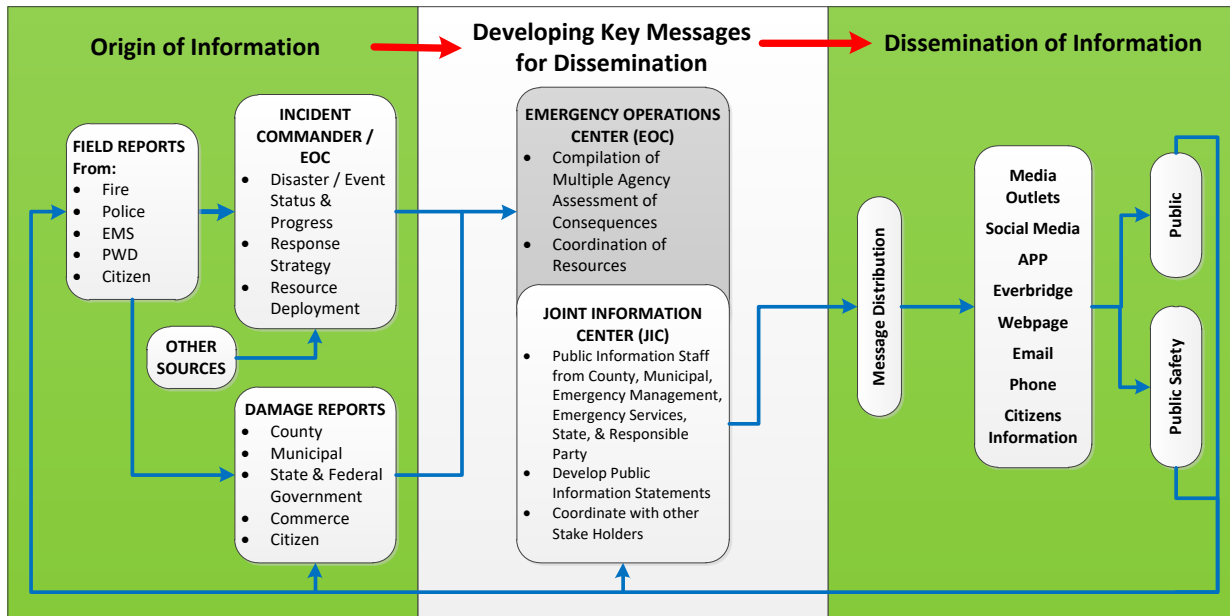
(SITREPs), which will be used to develop Emergency Action Plans (EAPs) for the event.

3. When the County Emergency Operations Center (EOC) is activated it will be in constant communication with the SEOC. Information on the disaster will be continually updated and requests for assistance can be forwarded.
4. It is imperative that disaster impact assessments be made quickly to determine the necessary county response, state response, and/or federal assistance following any major or catastrophic disaster. To accomplish this, one or more County and/or State Assessment Teams (SAT) may be deployed to evaluate immediate needs and report the findings to the County EOC and SEOC. These teams will evaluate immediate victim needs (food, water, medical, shelter, etc.) and any impact to infrastructure (utilities, communications transportation, etc.).

### C. Information Flow

As disaster information is obtained in the field, or other sources, it is made available to EMD as soon as possible. However, information flow is dependent upon the OPCON level.

1. In the event the County EOC is not activated at the time of the disaster, information will be received from sources throughout the county via the CDC. The CDC, in accordance with its Standard Operating Procedures (SOP), records and notifies CCEMD. CCEMD will notify agencies, ESFs, and volunteer groups as required for further action.
2. With the EOC is activated, disaster information will flow internally between and among various state and local agencies, CDC, Palmetto and personnel in the field. Information received is disseminated and acted upon in accordance with the County EOC SOP.



**D. Public Information Dissemination**

Providing emergency information to the public and all levels of government is essential to avoid or minimize loss of life and property if a disaster is imminent or has occurred. Before, during, and after emergency operations, the public will be apprised through reports to the news media and EAS.

1. Warning of emergency-related events includes information and reports and the surveillance of threatening conditions. The County operates a 24-hour warning point which serves as a contact to receive and disseminate emergency information. The CDC is responsible for maintaining the warning system. Specialized Emergency communication capabilities include:

- |   |                                 |
|---|---------------------------------|
| - National Alert Warning System (NAWAS) | - Text phones such as           |
| - Emergency Alert System (EAS)          | telecommunications              |
| - Cellular phones                       | - Palmetto                      |
| - Satellite phones                      | - Bell South system             |
| - Telephone bridging                    | device for deaf (TDD) and       |
| - State and County radio networks       | (telephone                      |
| - EMD App                               | typewriter or teletypewriter    |
| - Social Media                          | (TTY)                           |
| - County Web Page                       | - Emergency Notification System |
| - Spanish Hotline                       | "Everbridge"                    |

State assistance under this function consists of the utilization of equipment and personnel essential to coordinate and disseminate information before and during an impending or actual disaster situation.

2. CCEMD will coordinate with all appropriate departments/agencies and organizations to ensure timely warning readiness in case of a man-made or natural disaster or emergency.
3. In the event of an imminent or actual disaster, CCEMD will initiate actions to warn local governments and other agencies by all means necessary.
4. A variety of warning systems are available for use during emergency operations. Weather advisories will be made throughout state and local communications networks as appropriate to alert local governments to conditions. These advisories will be received from the National Weather Service (NWS) using the National Warning System (NAWAS) and other electronic means. It is primarily intended for the use of emergency management, public safety and public health organizations for contacting either a localized segment of the public, threatened populations, or specialized groups, such as hospitals and response teams. Emergency information may also be received and transmitted using the SLED National Crime Information Center (NCIC) a nationwide information system. The Emergency Alert System (EAS) will be used to notify the general public of emergency conditions. EMD maintains a capability to use numerous radio systems and networks to provide a statewide emergency warning system, including the SCEMD Local Government Radio (LGR) network, the 800 MHz state radio system, satellite connections, high frequency radio, and amateur radio.
5. The CCEMD will maintain surveillance of storms using National Weather Service and information resource programs such as HURREVAC, Inland Winds and other related software

6. Notification to Municipal Emergency Operations Centers (MEOCs), school district and hospitals will be initiated whenever the potential for an emergency exists.
7. Information for the media and the public will be clear, concise and accurate. A request for a Press Release will be made through Palmetto or by completing a press release request form. Every effort shall be made to prevent and counter rumors, hearsay, and inaccurate information. Telephone operators assigned to the EOC Citizen Information Unit will take calls from the general public and answer questions with the information provided them from all areas within the EOC or refer the call to the proper person.
8. On behalf of the Chairperson of County Council and the Administrator, the EMD, through the PIO or their designee, is responsible for informing the public of emergency and disaster information within the County.
9. The dissemination of public information during emergency and disaster operations is done with the advice and consent of the Director of Emergency Management or the County Administrator or their designee, who reserves the authority to intervene, to assume control, or to disseminate supplementary public information at any time.
10. ESF-15 will provide and/or coordinate situation briefings, press conferences, taped messages, photographs, news accounts, statistics on injuries and fatalities, and other information to the news media as appropriate, to include information targeted for non-English speaking individuals and/or special needs populations.
11. The County Joint Information Center (JIC) will coordinate with the State's Joint Information Center, the Conglomerate County PIOs, FEMA, military public affairs and others, such as dignitaries and public figures, as required to insure the release of timely and accurate information.
12. The PIO staff will coordinate with the local print and broadcast media regarding the County JIC and the media's duties as responsible team members during emergency EOC and/or command post operations. Press conferences will be scheduled on the "Operational Rhythm" board in Palmetto.
13. Warning Systems Maintenance and Improvement

As part of the Annual EOP maintenance, the warning systems shall be reviewed all aspects of the County Warning Systems to include in the Charleston County EMD Red Book

## **VI. EVACUATION**

- A. Evacuation is the controlled movement and relocation of persons and property made necessary by the threat or occurrence of a natural/technological disaster or an act of aggression. County assistance will be the provision of personnel, equipment, and technical expertise beyond that provided by the local jurisdiction.
- B. The lead county agency for carrying out the evacuation due to large natural disasters is the Charleston County Sheriff's Office in conjunction with CCMD. State assistance may be provided as previously described when it is necessary to evacuate and return citizens upon the direction of the Governor.
- C. Coordination with all appropriate departments and agencies will be performed through the Law Enforcement Desk (ESF-13/16) at the County EOC or field CP.

- D. EMD will monitor conditions that have the potential to require evacuation of any area(s) in the County and implement changes in the OPCONs as necessary.
- E. Evacuations due to man-made incidents, involving a relatively small geographic area will be the responsibility of the jurisdictional fire and/or law enforcement agencies. As soon as practical, CCEMD will be alerted of evacuations and will be responsible for notification to the Governor's Office through the State Warning Point as required by state law (Emergency Powers Act).
- F. Evacuations due to tropical storms and hurricanes will be coordinated by EMD with the SEOC, Central Conglomerate Counties, Charleston County Emergency Council and the EOC Evacuation Alert Team in accordance with the SC Hurricane Plan, enabling SOPs and check lists during OPCON-1. Crisis relocation as a result of a terrorist act will be coordinated by EMD with SEOC, state and federal law enforcement, and Disaster Response Services Group.
- G. Emergency conditions and affected areas that may require evacuation include:
1. Hurricanes: Coastal areas; beachfront properties; low-lying areas around streams, swamps, and rivers; and mobile home areas.
  2. Hazardous Materials Incidents: Densely populated areas throughout the state.
  3. Dam Failures and Floods: Inundation areas below dams and low-lying areas around rivers, streams, and swamps.
  4. Earthquakes/Tsunamis: Densely populated areas throughout the state.
  5. Weapons of Mass Destruction Incidents: Densely populated areas throughout the state.
- H. Depending on circumstances, an evacuation may be employed in the following ways:
1. Under the terms of Section 25-1-440, SC Code of Laws, the Governor is the only person authorized to mandate and compel an evacuation in South Carolina for a natural disaster situation. During an evacuation all citizens are expected to leave the affected area.  
  
When the conditions which caused the evacuation cease to exist, control of reentry will be passed from the Governor back to the County's Emergency Council for coordination with the affected jurisdictions.
  2. Under the terms of Section 6-11-1430, SC Code of Laws, Evacuation from buildings adjacent to burning structure. States; The Fire Authority having jurisdiction may, within the means of its resources, evacuate or cause to be evacuated all persons within and adjacent to burning structures, open fires, dangerous gas leaks, flammable liquid spills, and transportation incidents.  
  
Under the terms of Section 6-11-1440, SC Code of Laws, Notice of evacuation of local area. Further States; In the event an evacuation of any local area is ordered or caused to be effected by any Fire Authority, the authorized representatives of the Fire Authority shall immediately notify all state and local law enforcement authorities normally having or exercising police jurisdiction over the area involved. The authorized representatives of the Fire Authority shall notify the state or local Emergency Preparedness Director of the evacuation, and upon arrival of law

enforcement assistance, shall yield control of the evacuated area to the law enforcement authorities who shall manage the evacuation and area evacuated in cooperation with the Fire Authority, the state and local Emergency Preparedness Director, and other state and local agencies having jurisdiction and authority under the circumstances.

3. **Mandatory Medical Evacuation**

- (a) Under the terms of Section 25-1-440, SC Code of Laws, the Governor, under the advice of the Director of DHEC, may order licensed healthcare facilities (e.g. – hospitals, nursing homes, residential care facilities, etc.) to evacuate.
- (b) The Facility Administrators may submit a request through DHEC to the Governor for an exception to the Order for their facility.
- (c) Mandatory Medical Evacuations normally, but not always, occur prior to the evacuation of the general population.

- I. SCEMD will coordinate with Charleston County and the appropriate state agencies for evacuation routing to shelters, pre-positioning of personnel and equipment, provision of transportation, shelter and congregate care, and the provision of public information to deal effectively with the situation.

**VII. DIRECTION AND CONTROL**

**A. General**

Direction and control of response and recovery operations for a technological or natural disaster affecting our residents will be exercised by the Chairperson of County Council through the Administrator and CCEMD. The Emergency Council (plan maintained under separate cover) comprising of the mayors and elected Public Service Districts (PSD) chairs, will serve as advisors to the Chairperson of County Council. The decision making staff for the County will be located in the EOC unless an alternate location is approved by the CCEMD. Municipal operations will be directed through the Municipal EOCs (MEOCs) with support from the county and state stakeholders.

And to establish policy, procedures, and priorities for the control and restoration of life safety and health services, protection of public and private property, transportation infrastructure, essential utilities including; electrical, communications, water resources and sewer facilities and to provide for coordinating immediate and continued engineering resources, construction management, emergency contracting, environmental protection and expertise following a disaster in coordination with stakeholders to restore these essential program functions, facilities and services.

**B. Organization**

- 1. The EOC will be organized according to the National Incident Management System (NIMS). Support elements such as the Incident Management Team (IMT) may be relocated to help establish command and control in those areas devastated by the event. Specific guidance on how the EOC operates is contained in the EOC SOG maintained under separate cover.
- 2. The Incident Command and Command Staff of the EOC are as follows:
  - a. EOC Commander



- b. Legal Officer
  - c. Public Information Officer
  - d. EOC Manager
  - e. Liaison Officer
3. General Staff are:
- a. Operations Section
  - b. Logistics Section
  - c. Planning Section
  - d. Finance Section
  - e. Recovery Section
4. The Operations Section will be comprised of the Health and Medical Group, Fire Services Group, Search and Rescue Group, Law Enforcement Group, Public Works Group, Recovery Group, Evacuation Traffic Management Group, Hazardous Materials Group, Donated Goods Group, Animal Services Group and designated support staff members.
5. The Logistics Section will be comprised of the, Facilities Support Group, Transportation Group, Air Ops Group, Staff/Family Support Unit, Mass Care Group, Communications Unit, Energy and Utilities Group, Information Technology and designated support staff.
6. The Planning Section will be comprised of the Situation Unit, Documentation Unit, Technical Specialist Unit, Damage Assessment, Message Center, GIS/Mapping, Resource Unit, and designated support staff.
7. The Finance Section will be comprised of the Procurement Unit, Cost Unit, Comp/Claims Unit, Time Unit and designated support staff.
8. The Recovery Section will be comprised of the Recovery Warehouse, Donated Goods & Volunteer Services, Points Of Distribution (POD) Coordinator to include Neighborhood Distribution and Information Point (NDIPs), and Emergency Housing.

**C. Responsibilities**

1. Executive/EOC Command Section
- a. Establishes priorities and allocates resources to support disaster tasks and operations.
  - b. Approves the overall plan of action, including deployment of personnel and equipment to implement this plan.
  - c. Directs county support and recovery operations in the disaster area and provides emergency funding of county operations.

- d. Coordinates with Command Staff, and other local governing leadership within the impact zone that may have lost or have limited command and control or reporting capabilities. And assists in re-establishing response and recovery functions.
  - e. Coordinates requests for and utilization of state and federal support.
  - f. Provides liaison to active duty and reserve military organizations supporting the response and recovery effort.
  - g. ESF 24 will coordinate with businesses and industry to develop emergency mitigation, response, recovery and continuity plans to assist them in recovery following a disaster.
2. Operations Section
- a. Participates in the execution of the overall plan providing direction and control for the EOC, assigns tasks to the ESFs in the directorate, non-ESF designated functional areas, and coordinates activities throughout the operational areas impacted by the event.
  - b. Provides traditional public safety services such as police, fire, medical (including mass fatalities), and Public Works.
  - c. Recommends to the Command Staff the activation and deployment of the Incident Management Team to areas within the impact zone that have lost local command and control or reporting capabilities.
  - d. Coordinates with the other Sections Chiefs regarding emergency relocation to the alternate EOC.
3. Logistics Section
- a. Provides all support needs to the incident with the exception of Air Operations and health and medical services.
  - b. Orders all off-site resources as may be required in support of operations.
  - c. The Logistic Section and assigned units also provide facilities, transportation, supplies, equipment maintenance and fueling, and feeding and berthing arrangements.
  - d. Provides support to the IMT as tasked by the IC or Section Chiefs.
  - e. Assists emergency operations personnel with personal and family matters through the Staff/Family Support Unit.
  - f. Provides communications support beyond that organic to the agency.
4. Planning Section
- a. Responsible for the collection, evaluation, and dissemination of tactical information about the incident from an overall perspective.
  - b. Section maintains information on the current as well as the forecasted situation, and the status of resources assigned to the incident.

- c. Responsible for the preparation and documentation of Incident Action Plans (IAPs) with the assistance of all sections for each operational period.
  - d. This Section has five primary Units for the documentation and display of information, liaison to the Public Information Officer, overall disaster assessment, compilation of situation reports, and demobilization.
  - e. Recommends personnel and logistical forecast requirements to the Command Staff.
  - f. Participates in all group planning meetings and briefings and shift change meetings.
  - g. Coordinate with other Section Chiefs and jurisdictions or units providing a similar function.
  - h. Assists with the relocation to the alternate EOC as required.
  - i. Collects and analyzes damage assessment information gathered from the air and on the ground.
5. Finance Section
- a. Although not necessarily activated for smaller incidents, the Finance Section will be in place during major EOC operations.
  - b. The Finance Section Chief will determine, based on the requirements of the incident and the level of EOC activation, the need to establish specific supporting functional units.
  - c. Units typically assigned to the Finance Section are for cost documentation, procurement, coordination with businesses regarding licenses, registration of contractors, and information systems management, payroll sustainment and data processing.
  - d. The Finance Section Chief is also the Applicant Agent and will determine the extent of the damages resulting in a federal declaration.
  - e. The Documentation Unit will assist Section Chiefs, Group Supervisors and Unit Leaders with tracking costs for labor, equipment, and materials as well as other information required by the incident.
  - f. The County's Risk Manager will coordinate with the Finance Section Chief regarding compensation-for-injury and claims. The Risk Manager will keep the EOC Command Section apprised of his location if this function is not physically located in the EOC.
  - g. Participate in all group planning meetings and briefings and provide agenda input that is financial in nature.
  - h. Insure that all obligation documents initiated at the EOC are properly prepared.
6. Recovery Section

- a. Serve as primary point of contact (POC) for disaster recovery preparedness with the State and neighboring local governments.
- b. Establish and maintain contacts and networks for disaster recovery resources and support systems.
- c. Lead the creation and coordination that activates the local recovery-dedicated organizations and initiatives.
- d. Work with the State Disaster Recovery Coordinator to develop a unified and accessible communication strategy.
- e. Participate in damage and impact assessments with other recovery partners.

**D. Operations**

**1. Preparedness Operations**

- a. The County EOC will be maintained in operational readiness by CCEMD with the support of the Facilities Management Department.
- b. In the absence of real event activations, periodic exercises will be conducted to test the capability of the EOC, the validity of this plan, and to provide training to EOC staff.
- c. This plan will be reviewed, updated, and certified annually to the SCEMD.
- d. Under the provisions of this plan, heads of county departments and agencies are required to ensure preparedness for emergency operations of their assigned ESFs and SOGs.

**2. Response Operations**

- a. The EOC will be activated and staffed in accordance with the EOC SOG maintained under separate cover. The primary agency for each ESF has responsibility to ensure supporting agencies are informed and their actions coordinated.
- b. The State Warning Point located within the SEOC will initiate actions appropriate to warn local governments and state agencies. The County CDC will disseminate and rebroadcast warning notices as received from state and local sources.
- c. Direct supervision of resources employed in support of disaster operations is exercised by the agency providing the support.
- d. The Lowcountry Type III Incident Management Team (IMT) may be assigned to a MEOC, CP, or other local government facility such as a Satellite Centers or Operational Area Command Posts. Depending on the situation, the State Forestry Type II Incident Management Team may be requested to assist.
- e. When ordered by the Governor or Chairperson of County Council, the EOC will coordinate the movement of people from areas threatened or stricken by an emergency.

**E. Recovery Operations**

- a. Execute the County's Recovery Plan and enabling SOPs maintained under separate cover.
- b. Request and coordinate state and federal assistance.
- c. The Governor will appoint at the state level the State Coordinating Officer (SCO), the Governor's Authorized Representative (GAR), and the State Hazard Mitigation Officer (SHMO). Counterparts to these positions required at the county level will be suggested at the time of the incident as determined by the Applicant Agent and the CCEMD.
- d. Deploy Preliminary Damage Assessment (PDA) Teams in coordination with ESF 19 as well as state PDA forces.
- e. Upon activation of a Disaster Field Office (DFO) the SEOC operations will be shifted to the DFO location. The County EOC operations will be continued until a demobilization plan is approved by the Command Section.

**F. Mitigation Operations**

Following a Presidential Disaster Declaration, the SHMO will develop the mitigation strategy and implement the Hazard Mitigation Grant Program (HMGP). The County Hazard Mitigation Officer (CHMO) will coordinate with the SHMO regarding county level projects.

**VIII. ADMINISTRATION AND LOGISTICS**

**A. General**

A large emergency or disaster will place great demands on the resources of local government. Distribution of required resources might be made difficult by the circumstances of the emergency. Initial priority will be given to food, water, medications, and that required for re-establishment of the infrastructure. Resources will be identified and provided as soon as practical. Coordination with appropriate departments and agencies will be performed to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing rules, resolutions and ordinances. Specific resource requirements will be addressed within each specific Emergency Support Function Plan.

Charleston County ITS department will provide technical support to the EOC which will allow network access to the county's Palmetto. This system will enhance information flow not only within the EOC but also to the various detached functions located throughout the EOC to include Municipal EOCs (MEOCs).

**B. Logistics**

1. See Attachment Charleston County Logistics Plan (Separate Document).
2. Initial priority for the distribution of supplies is to food, water and medication. Additional requirements will be identified and resources provided as soon as possible.
3. Regional Staging Area/Warehouse will be activated to support distribution of donated goods. (See Charleston County Recovery Plan)

4. County agencies and departments will establish supplemental agreements with their respective counterparts from other Municipalities, Counties and States to adapt interstate compacts, Intra-county and Inter-county mutual aid, and statutes.
5. Emergency Management Assistance Compact
  - a. The State of South Carolina, on behalf of Charleston County, is a signatory of the Emergency Management Assistance Compact (EMAC) that provides for mutual assistance (e.g., people, equipment, skills, etc.) between participating member States in managing any emergency or disaster that is duly declared by the Governor(s) of the affected state(s).
  - b. The assisting state will receive approval from its Governor before providing assistance. The requesting state will reimburse the assisting State for the cost of response.
  - c. Normally an Advance Team (A-Team) from an unaffected member state will deploy to the requesting State to assist in interstate coordination. Charleston County intends to make the request of the State of South Carolina for an A-Team to deploy to the Charleston County EOC should the magnitude of the incident warrant coordination for EMAC requests.
  - d. Procedures for implementing the Compact are found in the *Emergency Management Assistance Compact: Guidebook and Operating Procedures* (April 2007) published by the National Emergency Management Association.

**C. Voluntary Organizations**

1. Voluntary Organizations are organized and structured under ESF-18 (Donated Goods and Volunteer Services.)
2. Charleston County has developed the Volunteer Reception Plan and signed MOU's in support of Volunteer management. (See Charleston County Recovery Plan)
2. Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
3. Provide and coordinate relief not provided by government on a complementary and supplementary basis.
4. Coordinate and develop mutual aid agreements and Memoranda of Understanding (MOU) of duties and areas of responsibility to be performed during emergencies.

**D. Funding and Accounting**

Expenditures of county monies for emergency operations will be in accordance with guidelines set forth by the Finance Department and Administrator. Accounting for expenditure of county funds will be conducted under applicable laws and ordinances and will be subject to audit. Proper documentation will be maintained and will serve as the basis for the federal declaration and subsequent reimbursement request.

**E. Consumer Protection**

In addition to any local efforts to curb price gouging and problems with contractors, the Department of Consumer Affairs will monitor emergency activities to provide protection to consumers.

**F. Environmental Protection**

All actions taken pursuant to the event to repair and restore, whether by a government agency, individual, or private entity will be done in accordance with South Carolina and federal laws and regulations regarding the environment. SC DHEC can provide additional information as required.

**G. Nondiscrimination**

Discrimination against persons on the basis of age, color, economic status, nationality, race, religion, sex or handicap in the administration of emergency services or disaster relief is prohibited. Complaints of discrimination in emergency operations or disaster relief will be made to the local emergency management organizations for investigation and further action.

**H. Duplication of Benefits**

Federal law prohibits any persons, business concerns, or other entities from receiving federal disaster assistance when compensation for the loss has been received from an insurance company or any other source.

**IX. CONTINUITY OF GOVERNMENT**

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency or disaster situation. All levels of government (federal, state, and local) share a constitutional responsibility to preserve the life and property of their citizens. State and local Continuity of Government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities.

**A. Succession of Authority**

The line of succession for county government and emergency support service agencies for this plan as well as the other CCEMD generated SOGs are located in the Continuity of Government Plan, see Table 3.

**B. Preservation of Records**

In order to provide normal government operations following an emergency or disaster, essential records must be protected (i.e. vital statistics, deeds, corporation papers, operational plans, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records) by each department or agency.

**C. Emergency Actions**

The Charleston County Emergency Operations Plan assigns primary and support agency responsibility to the various Emergency Support Functions (ESFs) and other support activities. Specific emergency delegations are contained in this plan. The head of each department/agency will designate an individual as the emergency point of contact for that ESF.

**D. Delegations of Emergency Authority**

Charleston County Ordinance No. 485 establishes County authority preparation for and response to emergency situations. Sections 25-1-420 and 25-1-450, SC Code of Laws, establish the state authority for state, county, and municipal government preparation for and response to emergency situations. Section 25-1-440, SC Code of Laws, grants additional powers and duties to the Governor during declared emergencies.

The primary, secondary and tertiary ESF lead agency assignments are specified, in **Table 4** of this plan, to ensure the availability of an agency to continue Command and Control of ESF operations if COOP is implemented.

**E. Protection of Government Resources**

Essential functions are those that enable county agencies to provide vital services, exercise civil authority, maintain the safety and wellbeing of the general populace, and sustain the industrial/economic base in emergencies. The success of agency operations at an alternate facility is absolutely dependent upon the availability and redundancy of critical communications systems to support connectivity to internal organizations, other agencies, critical customers, and the public. When identifying communications requirements, agencies should take maximum advantage of the entire spectrum of communications media likely to be available in any emergency situation. These services may include, but are not limited to, secure and/or non-secure voice, fax, and data connectivity, internet access, and e-mail.

**X. CONTINUITY OF OPERATIONS**

Charleston County has worked to have in place a comprehensive and effective program to ensure continuity of mission essential county emergency functions under all circumstances.

- A.** To support this Charleston County Emergency Management Department has implemented the Continuity of Operations (COOP) Program, See Table 4.
- B.** The identification of individual department/agency activities and sub-components are key to ensuring that mission essential COOP functions. Agencies are required to:
  - 1. Establish COOP plans and procedures that delineate mission essential functions.
  - 2. Specify Continuity of Government / succession to office and the emergency delegation of authority.
  - 3. Provide for the safekeeping of vital records and databases.
  - 4. Identify alternate operating facilities.
  - 5. Provide for interoperable communications.
  - 6. Validate the capability to continue mission essential functions through tests, training, and exercises.

**C. Emergency Operations Center**

Primary Emergency Operations Center (EOC): The County Emergency Operations Center (EOC) is the facility from which local response to emergencies is coordinated, directed



and controlled. It is the designated headquarters for the Administrator when he is directing local response to disasters. The EOC is staffed by representatives of county/local agencies, state agencies, federal agencies and other personnel, as required. The coordination of a local response, as well as a state response, will come from the EOC, under the direction of the Administrator. The Consolidated Dispatch Center (911)/ Emergency Operations Center, 8500 Palmetto Commerce Parkway, is the designated primary EOC.

Additionally, all county agencies, regardless of location, are encouraged to have in place a viable COOP/COG capability to ensure continued performance of all mission essential functions from alternate operating sites during any emergency or situation that may disrupt normal operations. The Lonnie Hamilton, III Public Safety Building, 4045 Bridge View Dr. is the designated alternate EOC.

## **XI. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. General**

This plan is the principle source of documentation concerning the county's emergency management planning activities. Designated departments and agencies of county government have the responsibility for developing and maintaining a portion of this plan. Additionally, and to even a greater extent, these same agencies are responsible for developing the enabling SOGs that are maintained elsewhere. Overall coordination of this process will be performed by the EMD to include included in the After Action Reports for exercises, drills and actual activations and the activation of the Emergency Operations Plan.

### **B. Maintenance and Improvement**

CCEMD personnel revise the EOP when:

- Conditions described in the current plan or sections of the current plan have changed;
- Changes are recommended through an after-action report process following an actual event or exercise;
- Necessary changes or revisions are discovered during annual EOP review;
- Community and/or risk conditions change;
- New EOP guidance is released.

Following an exercise or activation of the EOP, an after-action report is completed by CCEMD to ensure that lessons learned are captured and that recommendations are integrated into an improvement plan.

This Plan will be reviewed annually in conjunction with standards set forth in the Strategic Plan.

## **XII. AUTHORITIES AND REFERENCES**

### **A. County**

1. Charleston County Ordinance No. 485, dated 5 July 1983, as amended.
2. Emergency Council SOG
3. Emergency Operations Center SOG

4. Recovery Plan
5. Charleston Regional Hazard Mitigation Plan
6. Tactical Interoperable Communications Plan (TICP)
7. Strategic Plan
8. Logistics Plan
9. Resource Management Plan
10. EMD Red Book
11. COOP / COG Plan

**B. State**

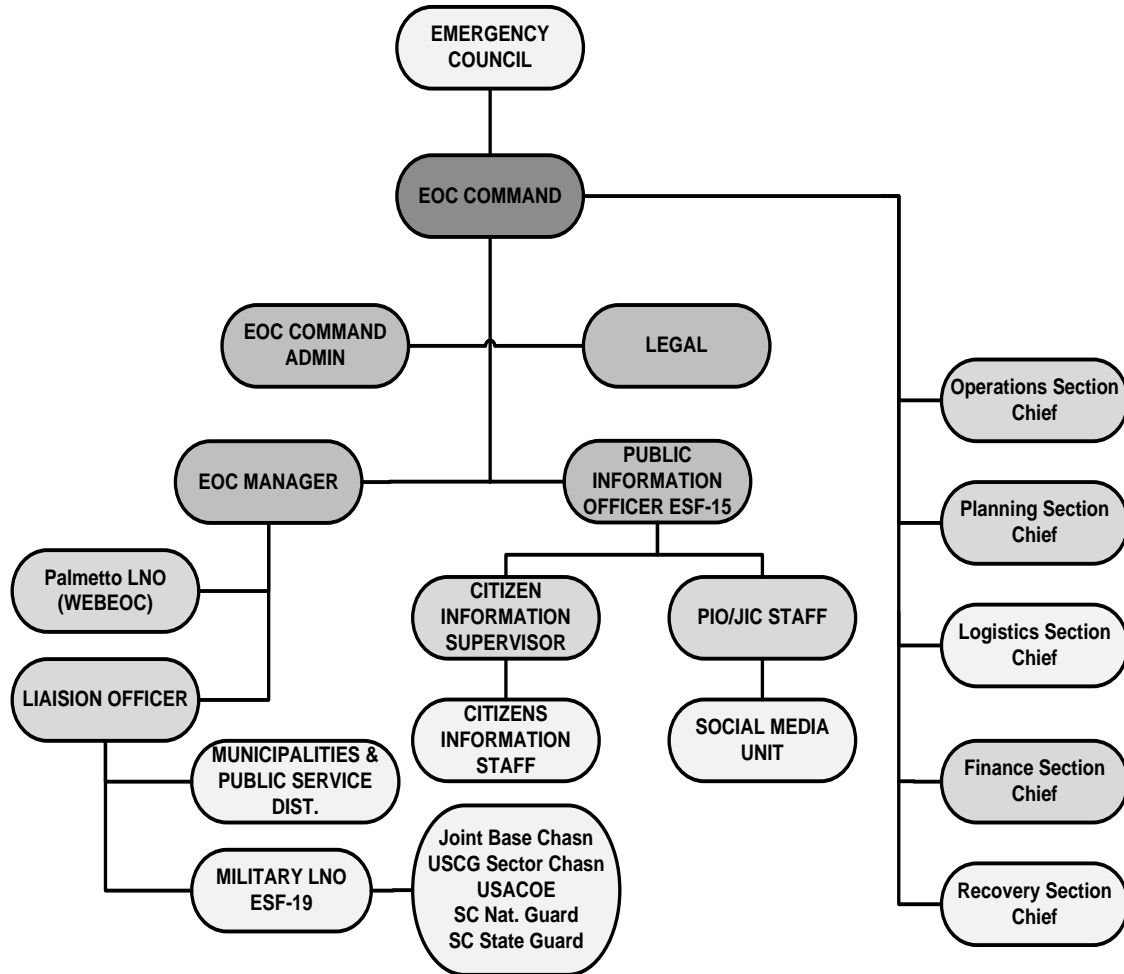
1. Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
2. Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations
3. Governor's Executive Order No. 2003-12 and 2003-21
4. SC Emergency Operations Plan
5. SC State Hurricane Plan
6. SC Emergency Recovery Plan
7. The South Carolina Hazard Mitigation Plan, 9 Oct 1999
8. State of South Carolina Hazard Assessment
9. South Carolina Operational Radiological Emergency Response Plan
10. South Carolina Earthquake Plan
11. South Carolina Homeland Security Assessment and Strategy, 2003
12. SC Disaster Logistics Support Plan
13. Santee Cooper Emergency Action Plan for Dam Failure
14. SC Drought Response Plan
15. SC Mass Casualty Plan

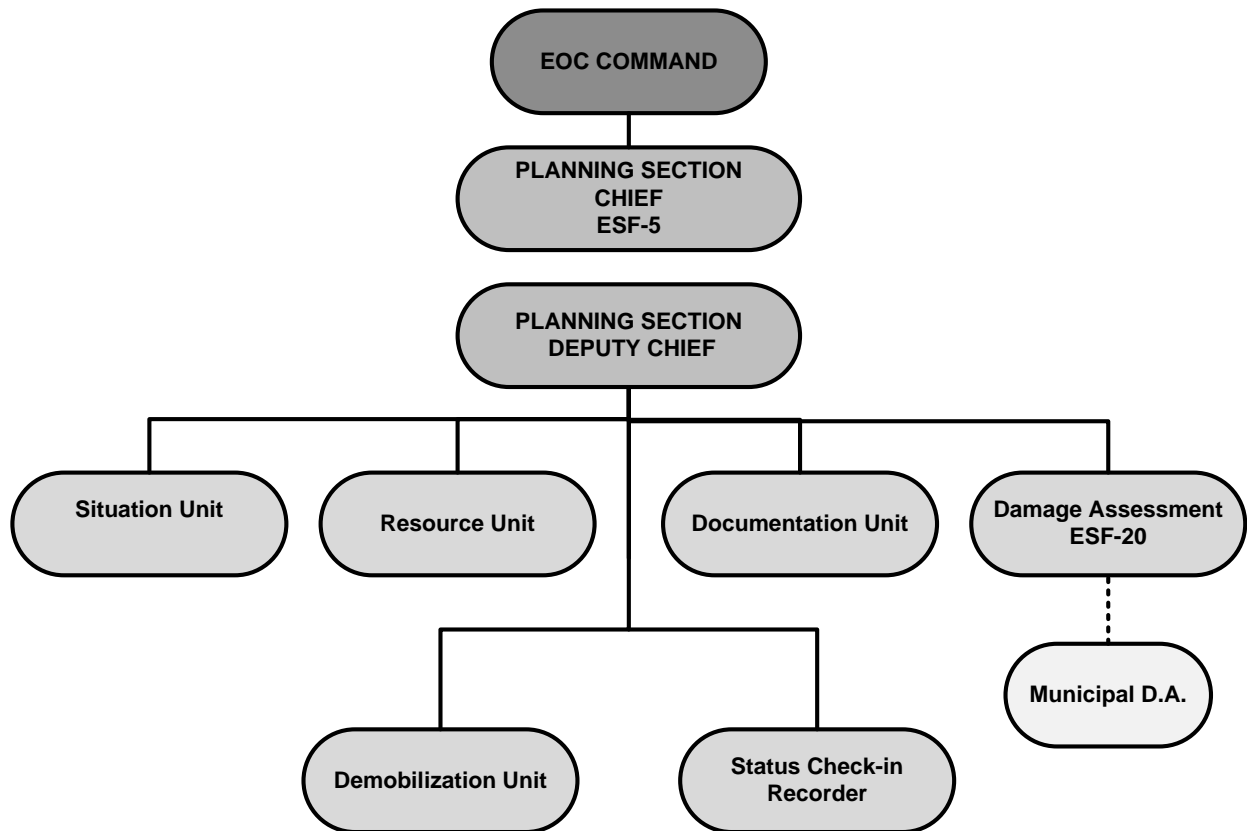
**C. Federal**

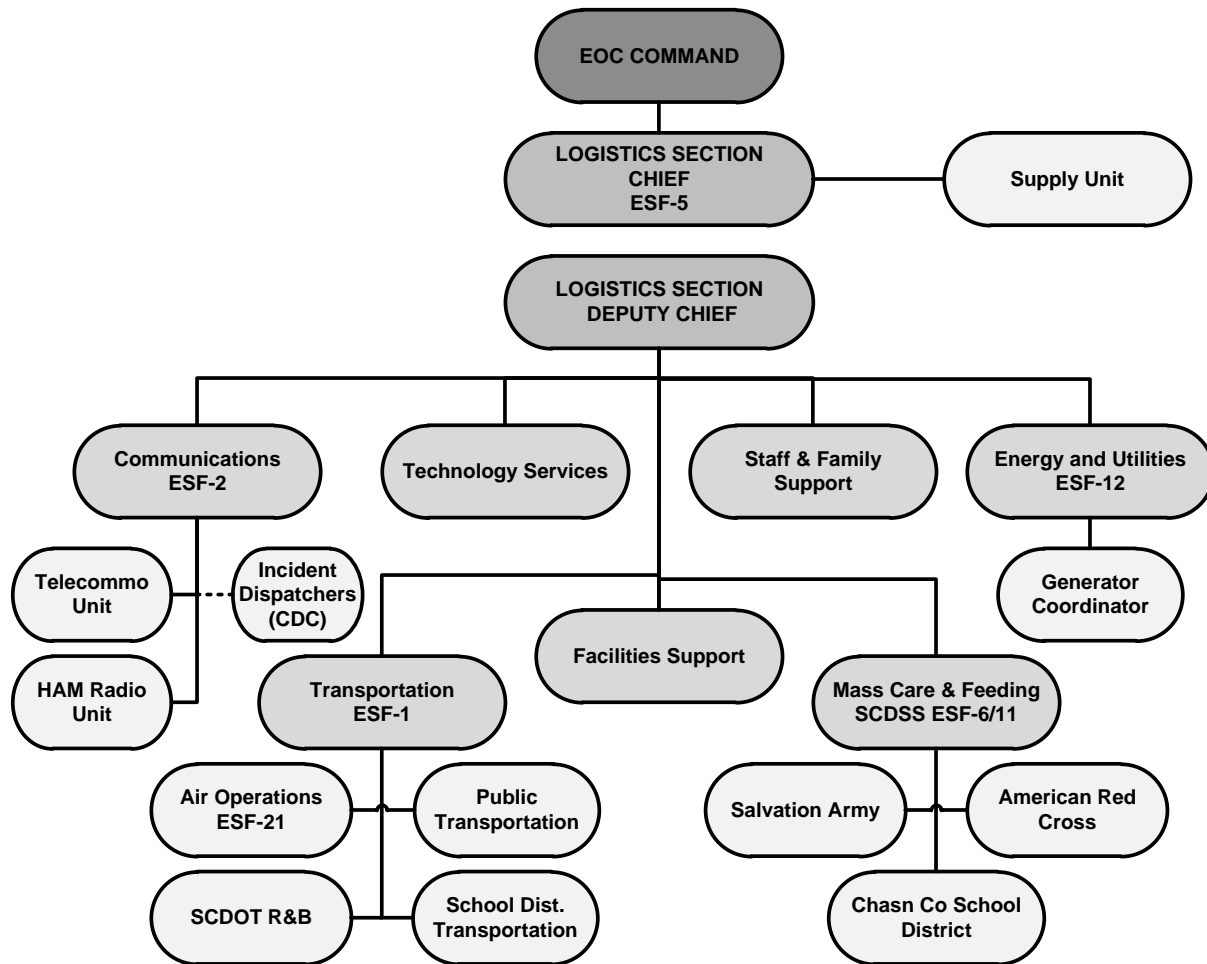
1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, Title VI, as amended

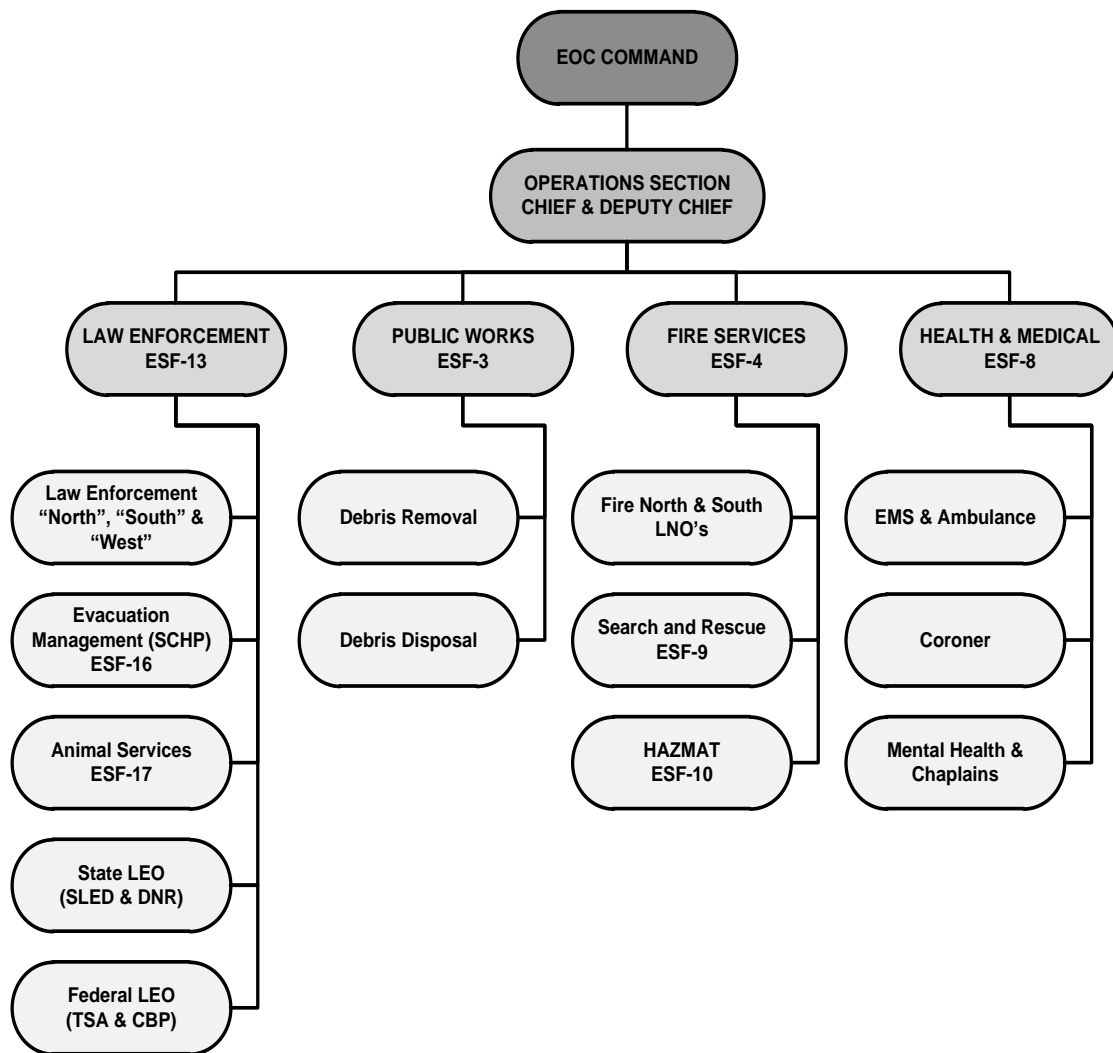
2. National Response Plan, as amended
3. Presidential Executive Order 12148, Federal Emergency Management
4. Code of Federal Regulations (CFR), Title 44, as amended
5. Homeland Security Presidential Directive - 5 (HSPD-5), Management of Domestic Incidents
6. Homeland Security Presidential Directive - 8 (HSPD-8), National Preparedness

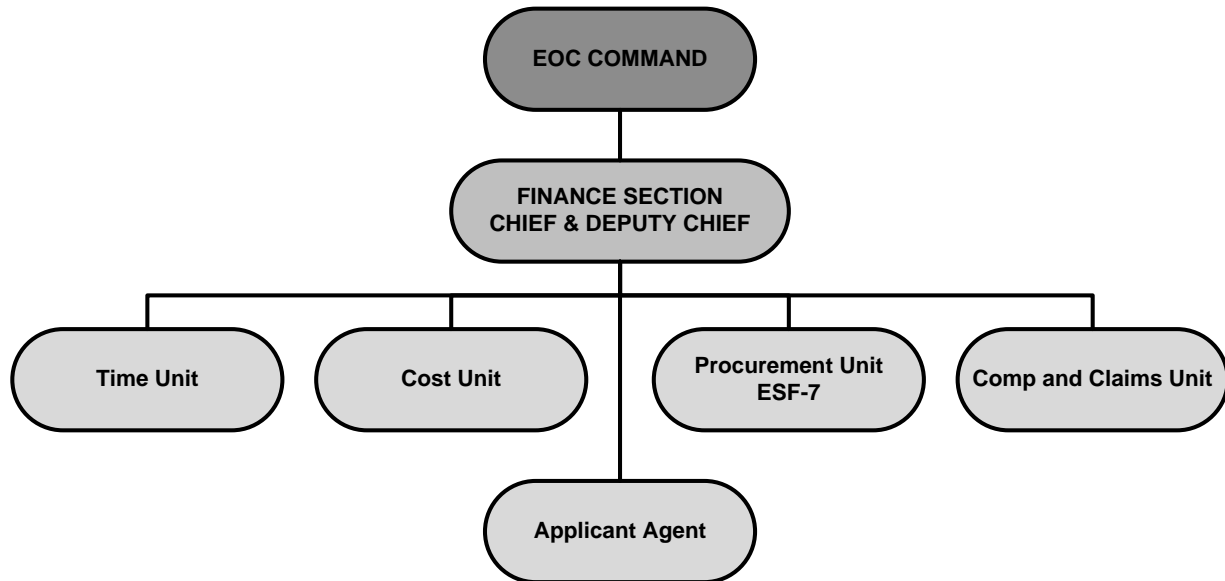
TABLE 2 – ORGANIZATION CHARTS



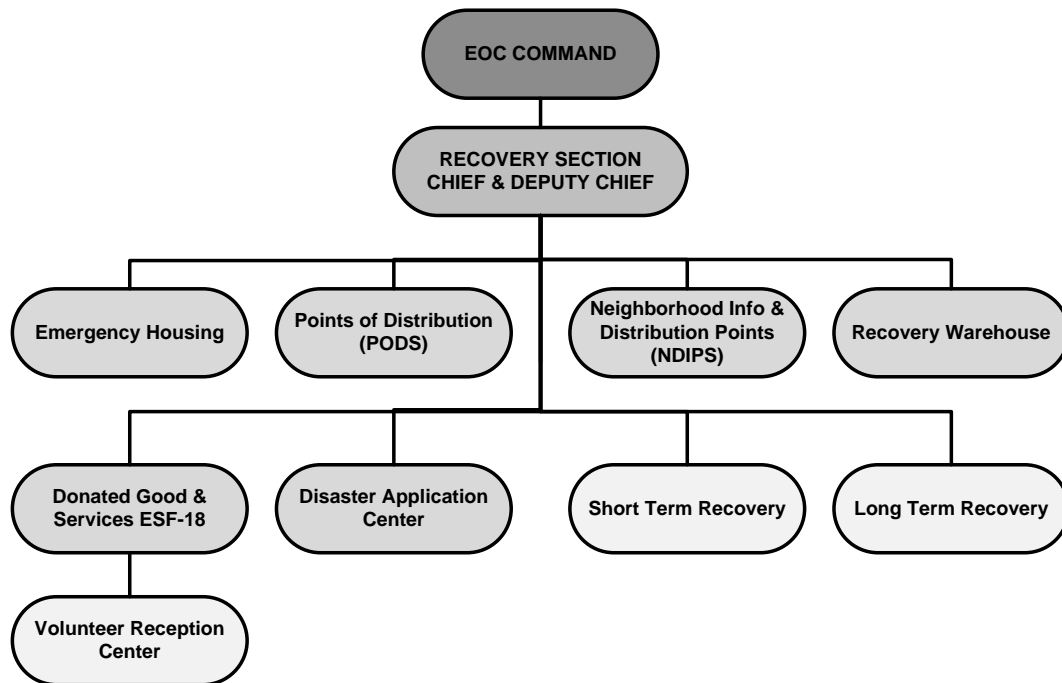












## **ESF-1 – TRANSPORTATION**

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**PRIMARY:** Charleston County Fleet Operations

**SUPPORT:** Charleston County School District, CARTA - Charleston Area Regional Transportation Authority, Durham Transportation

### **I. INTRODUCTION**

A disaster or an emergency may severely damage the local transportation infrastructure. The ability of responders, citizens, officials and others to move about will be hampered by damaged roads and bridges, as well as disrupted communications. Responses that require mass transportation assets will be coordinated by ESF-1 during the immediate pre- and post-disaster period. The County's emergency responsibility will primarily include the prioritization and allocation of local transportation assets including processing of all transportation requests from local agencies and local governments. Further, ESF-1 will request to acquire, and if approved, will coordinate use of air, rail, and water transportation assets and provide transportation damage assessment information.

### **II. MISSION**

To provide for the coordination and use of all county, public, private and volunteer transportation resources within Charleston County during a disaster situation.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Fleet Operations Director has been designated as Charleston County Transportation Coordination Group Supervisor. Fleet Operations is responsible for the coordination of all ESF-1 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-1 SOG. This individual is responsible for coordinating transportation assistance to all county, public, private and volunteer transportation organizations within the County as requested or required by the disaster event. All ESF-1 supporting agencies will assist Fleet Operations in the planning and execution of the above.
- B. Transportation operations will be controlled from the County EOC, Fleet Operations Facility and/or a mobile Command Post using Palmetto where applicable.
- C. Charleston County Fleet Operations will, in coordination with the County's EOC, be responsible for the development and maintenance of plans and SOGs related to the ESF but not included in this plan.
- D. The Transportation Coordination Group Supervisor will coordinate all unmet transportation requirements during a disaster period. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.
- E. Fleet Operations is responsible for the execution of all emergency transportation services necessary to support the emergency operations of county agencies. Requests for use of additional transportation resources will be made through the County EOC. State and Federal support will be committed, as available, on a mission type basis upon request to the State.

- F. Request from county, public, private, and volunteer transportation organizations for assistance may be made, through the County's EOC, by the Transportation Coordination Group Supervisor during a disaster period. These include county departments with air, water, and ground transportation resources.
- G. ESF-1, in coordination with the federal government and the transportation industry, will attempt to provide necessary equipment in response to emergency requirements. All intrastate transportation available for emergency management purposes will be subject to the control of the Department of Transportation with the following exceptions:
  - 1. Transportation required for military and other federal personnel or supplies.
  - 2. Federally controlled or operated vessels, trains, vehicles or aircraft, bridges, and the inter-coastal waterway unless specifically made available.
  - 3. Commercial or scheduled air carriers (interstate carriers).
  - 4. Non-state ocean-going vessels.
- H. The process of furnishing transportation services during a disaster situation involves two series of actions. First, essential immediate transportation needs are identified and actions are taken to provide for these needs. Second, as soon as possible, future continuing needs for transportation service and expected future transportation capabilities are estimated. Decisions are then made and actions taken to direct these expected future capabilities to meet the needs considered most essential.
- I. Fleet Operations may be tasked with the coordination of maintaining and coordinating repairs to transportation and disaster response resources requested to assist in the disaster response.
- J. All ESF-1 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles will be integrated into all ESF-1 planning and response operations.

#### **IV. ESF ACTIONS**

- A. Preparedness
  - 1. Maintain current inventories of county transportation facilities, supplies, fuel, and equipment by mode.
  - 2. Maintain current resource directories of all commercial and industrial transportation assets.
  - 3. Establish and maintain liaison with the state and federal transportation officials.
  - 4. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios.
  - 5. CCEMD, in conjunction with ESF-1, will identify and train Fleet Operations and other supporting agency personnel, as required, to staff the Emergency Support Function in the EOC for determining requirements and for developing plans for an immediate county response.

6. Participate in County and State exercises.
7. Ensure all ESF-1 personnel integrate NIMS principles in all planning. At a minimum, primary action officers for all ESF-1 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

B. Response

1. Identify transportation needs required to respond to the emergency.
2. Coordinate with ESF-19 (Military Support) for use of state military transportation assets.
3. Identify available transportation resources and coordinate assignments, as necessary.
4. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to ESF-5 (Planning) as information becomes available.
5. Establish communications with the State Emergency Transportation Coordinator to coordinate transportation required beyond the counties capability.
6. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.
7. Coordinate emergency information for public release through the EOC Public Information Group.
8. Internal Services of Charleston County Government will be responsible for the installation, maintenance and operations of emergency generators at critical facilities such as the County EOC and Alternate County EOC. Coordination for refueling of these generators will be through ESF-1 in coordination with ESF-3.
9. Coordinate, when available, for transportation support of mobilization sites, staging areas, and distribution points.
10. Coordinate, where applicable, for the maintenance and repair of resources requested to assist in disaster response.
11. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Continue to render transportation support when and where required as long as emergency conditions exist.
2. Coordinate the re-supply of fixed and transportable fuel supplies to those supporting emergency response to include portable and fixed generators at the County EOC and Alternate County EOC.
3. Evaluate and task the transportation support requests for impacted areas.
4. Ensure that ESF-1 team members or their agencies maintain appropriate records

of costs incurred during the event.

**D. Mitigation**

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the County Administrator, Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

**A. General:** All ESF-1 primary and support agencies must maintain inventories and procedures to obtain the following transportation assets:

1. Buses of various types and sizes, with drivers, including non-emergency patient transportation carriers, to be used for evacuations and other transportation missions.
2. Passenger and utility vans of various types and sizes, with and without drivers, including non-emergency patient transportation carriers, to be used for evacuation and other transportation missions.
3. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators to be used for various transportation missions.
4. Boats of various types and sizes, powered and non-powered, for various transportation missions.
5. Cars of various sizes to be used for various transportation missions.
6. Vehicle repair facilities, equipment and personnel to be used for repairs to various types of emergency vehicles and contracted resources as applicable.
7. Motor pool and vehicle service facilities and personnel to be used for refueling and servicing various types of emergency vehicles.
8. Material handling equipment, including forklifts.

**B. Transportation Service Coordination Group Supervisor:**

1. In coordination with the supporting agencies and CCEMD, develops procedures, organizes personnel and maintains a readiness posture.
2. Maintains liaison with CCEMD and with all organizations within the Transportation Service.
3. Reviews, develops and prepares procedures for acquisition of additional heavy equipment, supplies and resources.
4. Develops and maintains a transportation resources list by type and availability.
5. In coordination with the CCEMD obtains evacuation routes to be used during disaster operations.

6. Participates in test exercises of this ESF when requested by CCEMD or required for planning updates.
7. The Transportation Service Coordinator Group Supervisor maintains liaison with local government units, public, private and volunteer organizations.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

County ESF-1 will coordinate with State/Federal ESF-1 to obtain assistance as required. Care will be taken in coordinating state and local governmental entities to avoid tasking competing service demands on the civil sector. Records for labor, materials, and equipment will be maintained for federal reimbursement. After-action reports, SITREPs, and other reports will be provided as required.

## **ESF-2 – COMMUNICATIONS**

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**PRIMARY:** Charleston County Radio & Telecommunications Communications Division

**SUPPORT:** Trident Amateur Radio Club, Mobile Communications of Charleston, AT & T, Verizon, commercial cellular providers, TDS Telecom

### **I. INTRODUCTION**

Communications includes information and reports, surveillance of threatening conditions, and 24-hour radio, telephone, internet, and teletype capability. County assistance under this function consists of the utilization of equipment and personnel essential to coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event normal emergency preparedness communications channels become overburdened or destroyed, other county and state agency channels shall be utilized as necessary to augment county communications; assist local law enforcement, firefighting, search and rescue, lifesaving, etc.; and disseminate instructions and operational guidance relating to disaster relief.

### **II. MISSION**

To provide a means of defining, specifying, and performing the functions of communication through coordination with appropriate local, state, and federal agencies and organizations to minimize loss of life and property in the event of an emergency or disaster.

### **III. CONCEPT OF OPERATIONS**

- A. Communications includes information and reports, surveillance of threatening conditions, and 24-hour radio, telephone, internet, and teletype capability. State assistance under this function consists of the utilization of equipment and personnel essential to coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event normal emergency preparedness communications channels become overburdened or destroyed, other state agency channels shall be utilized as necessary to augment state communications; assist local law enforcement, firefighting, search and rescue, lifesaving, etc.; and disseminate instructions and operational guidance relating to disaster relief.
- B. Communication activities will be coordinated from the EOC, CP, or other designated facility or mobile unit at the time of the incident.
- C. The Communications Group Supervisor has overall responsibility for the coordination of communication activities during a disaster situation including establishment and maintenance of the Charleston County emergency radio net(s) as well as communications with municipalities, adjacent counties, and the state.
- D. The Communications Coordinators from the various municipalities will develop and maintain all communication activities in their respective jurisdictions. Due to security reasons, frequency lists are not included in this plan but maintained by the Communication Group Supervisor and Communication Coordinators from the various municipalities.
- E. The primary means of communications will be by telephone line, fax, email and radio. Telephone/fax and radio communications are available between the EOC and all local and supporting agencies with emergency assignments during a disaster including

shelters when opened. Communications between the County EOC and State EOC will be via e-mail or Palmetto. Alternate communications for this link will be via the SCEMD 800 MHz, Satellite Phone/Radio, LGR Net, RACES/ARES networks, NAWAS, and/or MARS.

- F. Telecommunicators from each agency of local government will operate their own telephone systems. When it becomes necessary for the EOC to communicate via radio on Charleston County government radio networks or Amateur Radio networks and the agency does not have an operator available, the Communications Group Supervisor may provide a trained operator. Backup communications support will normally be by Trident Amateur Radio Club and other support agencies.
- G. Shelters will use telephone for primary communications and, 800 MHz radio system for secondary communications. HAMS, Amateur Radio networks, will be used, if available. DSS will maintain a cellular phone link between shelters and net control at DSS Headquarters.
- H. The communications service will use a standard message form for recording all messages sent from or received at the County EOC. All messages from the EOC communications service will be routed through the duty communications supervisor.
- I. All verbal messages received will be recorded on message forms by the individuals receiving such messages.
- J. Should 9-1-1 service be interrupted, the emergency operations procedures contained in departmental SOPs/SOGs and/or the CCEMD Red Book should be followed.
- K. Radios used within the EOC should have headsets to reduce noise.
- L. All ESF-2 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-2 planning and response operations.

#### **IV. ESF ACTIONS**

Operations necessary for the performance of this function include, but are not limited to:

- A. Preparedness/Mitigation
  - 1. Develop procedures to implement this ESF including alerting of communications staff.
  - 2. Ensure day-to-day and disaster response interoperability of communication among county and mutual aid emergency services responders within the county.
  - 3. Identify public and private communications facilities, equipment, and personnel located throughout South Carolina including emergency communications vehicles or mobile command posts.
  - 4. Identify actual and planned actions of commercial and private telecommunications companies to restore services.
  - 5. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities.
  - 6. Develop and coordinate frequency management plans, including military, talk groups, and trunked radio for use in disaster areas.



7. Assist as required in developing and conducting communications training.
8. The emergency communications staff will participate in local exercises as available.
9. Review requirements for additional equipment, supplies and resources and take responsive action as needed.
10. Develop emergency measures to protect radio equipment from the elements of natural or man-made disasters.
11. Ensure EOC telecommunications resources are ready for activations to include voice over IP system, POTS lines and Fax lines.
12. This ESF will be updated and maintained according to federal guidelines.

B. Response

1. When alerted by appropriate authority, the Communications Group Supervisor will notify the emergency communications staff.
2. Conduct communications needs assessment (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to affected area, as required.
3. Identify actual actions of commercial telecommunications companies to restore services.
4. Assist the CDC in alerting other emergency staff as necessary.
5. Activate all emergency communications systems.
6. Establish communications between EOC official, shelters that are opened, and MEOCs using radio nets and net controllers.
7. Notify State EMD of EOC communications activation and operational readiness status.
8. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Emergency communication systems will function until normal communications have been restored. Communications may be expanded through utilization of commercial systems. Maintain records for labor, materials, and equipment utilized for federal reimbursement along with providing after-action reports, SITREPs, and other reports as required.
2. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.
3. Maintain or restore contact with the other Municipal Emergency Operations Centers (MEOCs) and SEOC as capabilities allow.

4. Assess the need for and obtain telecommunications industry support as needed.
5. Ensure ESF-2 team members or their agencies maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

A. Charleston County Radio & Telecommunications Division

1. Identify, train, and assign staff and other personnel to support ESF-2 in the EOC and Radio Shop, to deploy and operate the Mobile Communications Unit, and to deploy and operate communications.
2. Notify all ESF-2 supporting agencies upon activation.
3. Develop current resource lists for all local telecommunications and commercial assets to include availability and points-of-contact for procurement
4. Provide technician support to maintain county wide 24-hour communication support capability. Develop list of technicians by state agency.
5. Obtain technical support from private sector, as required.
6. Ensure EOC communications systems are operational.
7. Coordinate maintenance of voice, video, data, microwave, and two-way radio systems.
8. Develop and maintain a frequency management plan, to include military assets, talk groups, and trunked radio systems for use in disaster area.
9. Coordinate contingency radios, cellular phones, satellite phones, computer terminals, video teleconference, internet access, and pagers.
10. In coordination with SCEMD, develop lists of emergency communications vehicles and mobile command vehicles available throughout the state; as well as procedures to request and deploy those assets.

B. Mobile Communications of Charleston

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-2 during periods of activation. Upon request, staff ESF-2 in EOC.
2. Provide backup generator support to maintain 24-hour communications operations.

3. Provide personnel to transport and install, operate, and maintain generators and communications equipment.
  4. Provide trained personnel to augment communications support staff.
  5. Provide personnel and equipment for point-to-point or mobile communications support on a twenty-four hour basis, as required.
- C. Trident Amateur Radio Club
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-2 during periods of activation. Upon request, staff ESF-2 in EOC.
  2. Provide reports from disaster areas.
  3. Provide radio operators to conduct self-sustaining operations in support of emergency operations for periods up to 72 hours.
- D. Commercial Phone and Cellular Providers
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF 2 during periods of activation.
  2. Provide personnel, equipment, and transportation to support communications operations.
  3. Provide backup communications capability through available communications network as possible.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

County ESF-2 will coordinate with State ESF-2, which will coordinate with the Federal ESF-2 to obtain federal assistance as required. Agencies should develop their internal departmental SOPs in conjunction with these guidelines. Charleston County Communications Group Supervisor should be kept apprised of any anticipated communication needs, or major changes in agency personnel status.

## **ESF-3 – PUBLIC WORKS AND ENGINEERING SERVICES**

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**PRIMARY:** Charleston County Public Works Department (PWD)

**SUPPORT:** Charleston County Environmental Management, Municipal PWDs, Mt. Pleasant Waterworks, Charleston Water System, SC Department of Transportation (SCDOT), North Charleston Sewer District, St. Johns Water Company, Isle of Palms Water and Sewer, Folly Beach Public Works, Sullivan's Island Water and Sewer, Kiawah Island Utilities, Seabrook Utilities, SC DHEC-Environmental Quality Control

### **I. INTRODUCTION**

Public Works, for the purposes of this ESF, refers to water and sewer services, including an emergency supply of potable water, temporary restoration of water supply systems, and providing water for firefighting. Engineering activities include emergency ice, snow and debris removal; technical expertise regarding the structural safety of damaged bridges and highways.

### **II. MISSION**

- A. To establish policy, procedures, and priorities for the control and restoration of transportation infrastructure, water resources, and sewer facilities and to provide for coordinating immediate and continued engineering resources, construction management, emergency contracting, and expertise following a disaster.
- B. To provide an accurate assessment of damages, losses, and expenditures resulting from an emergency or disaster in order to determine the need for state and/or federal assistance and to conduct safety evaluations to protect the public health and welfare.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Public Works Director is responsible for the coordination of all ESF-3 administrative, management, planning, training, preparedness, and mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-3 SOP. All ESF-3 supporting agencies will assist the Public Works Department in the planning and execution of the above. The Public Works Director will appoint the Public Works Service Group Supervisor(s).
- B. The Public Works Service Group Supervisor has the overall responsibility for EOC mission assignments and coordination with the available engineering and construction resources in the county.
- C. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness. Each Support Agency's director of Public Works or Engineering groups are primarily responsible for engineering operations within the limits of their jurisdiction. ESF-12 (Energy & Telecommunications) will coordinate with utility providers.
- D. The combined agencies engineering resources should be considered by the Public Works Service Group Supervisor. They could become an integral part of the Public Works Service resources available for employment in the public interest; with due regard to respective agency needs. All forces will remain under their normal chain of command.
- E. State forces used in support of this ESF will be committed on a mission type basis through the EOC.

- F. County Public Works Department resources, when available, will support the South Carolina DOT operations, and the other contact/support agencies on a mission type basis through the EOC.
- G. Public Works and Engineering Services
  - 1. The Department of Health and Environmental Control will provide overall guidance concerning water supply matters and will provide guidance for sewage treatment and disposal.
  - 2. The Department of Transportation will provide overall guidance concerning the structural safety of damaged bridges and roads regulated by SCDOT and will provide guidance for the restoration of the transportation infrastructure.
  - 3. ESF-3 will coordinate with SCEMD and other ESF-3 support agencies to assist in providing the restoration of water and sewer services, debris management, water (potable and non-potable) and ice supplies, and engineering activities as required.
  - 4. ESF-3 will cooperate and coordinate with other ESFs to ensure that County and Municipal assets are deployed effectively and in response to appropriate priorities for the protection of the health, safety, and welfare of county citizens.
- H. All ESF-3 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-3 planning and response operations.

#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of the Public Works and Engineering Services function include but are not limited to:

- A. Preparedness/Mitigation
  - 1. General
    - a. The Primary agency will be responsible for coordination with the support agencies. The individual support agencies will be responsible for their assigned items.
    - b. Participate in state exercises and conduct, at least annually, an ESF-3 exercise to validate this annex and supporting SOPs.
    - c. Ensure all ESF-3 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-3 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.
  - 2. Public Works and Engineering
    - a. Develop and maintain procedures to implement this plan.
    - b. Coordinate those procedures jointly affecting city/county disaster operations with each municipality PWD Director or ESF-3 representative.

- c. Through coordination with the CCEMD, maintain resource lists, engineering/public works assignments, and alert lists.
- d. Establish operational needs for restoration of public works service during the emergency.
- e. Maintain formal agreements and/or working relationships with city, state and federal agencies having mutual engineering/public works emergency responsibilities as necessary.
- f. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.
- g. Coordinate with municipal, county and state agencies in the development and maintenance of a priority restoration list of all essential facilities and utilities.
- h. Through coordination with CCEMD, develop and participate in training and periodic drills and exercises for the engineering/public works service. Also train sufficient staff in the use of Palmetto.
- i. In conjunction with ESF-19 (Military Support), plan for use of state military resources to support ESF-3 operations.

3. Water and Sewer Facilities

- a. Plan for the provision of water (potable and non-potable) into the disaster area if local supplies become inadequate.
- b. In coordination with the local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
- c. Identify and locate chemicals to maintain portability of water supply.
- d. Include in their individual Standard Operating Guides and Plans an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.
- e. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers required to sustain emergency operations, including emergency power generators.
- f. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.

B. Response

1. Public Works and Engineering

- a. Evaluate available information concerning the nature and extent of the disaster situation and establish a program based on priority lists for the restoration of essential facilities and utilities.
- b. Establish priorities to clear roads and disposal of debris sites maintained by Public Works)
- c. Assist in establishing priorities to repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- d. Procure equipment, specialized labor, and transportation to repair or restore public works systems.
- e. Coordinate with ESF-19 (Military Support) for use of military assets.
- f. Coordinate with ESF-17 (Animal Services) for advice and assistance regarding disposal of debris containing or consisting of animal carcasses that may pose a risk to public health.
- g. Coordinate with ESF-10 (Hazmat) for advice and assistance regarding disposal of hazardous materials.
- h. Coordinate with ESF-9 (Search and Rescue) for advice and assistance regarding support to Search and Rescue Operations.
- i. Coordinate with ESF-4 (Firefighting) for advice and assistance regarding firefighting water supply.
- j. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

2. Water and Sewer Facilities

- a. Establish priorities to repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- b. Evaluate available information concerning the nature and extent of the disaster situation and establish a program based on priority lists, for the restoration of essential facilities and utilities.
- c. Based on available information establish priorities, determine manpower and equipment requirements for the particular incident.
- d. Coordinate with ESF-4 (Fire Fighting) for advice and assistance regarding firefighting water supply.
- e. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Anticipate and plan for arrival of and coordination with FEMA ESF- 3 personnel in the County EOC.
2. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration of critical infrastructure. Coordinate, as needed, for debris management operations on public and private property (where authorized).
3. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.
4. Continue to direct Public Works Department operations.
5. Through coordination with Charleston County EOC, develop long term recovery operations and establish priority of tasks to be accomplished.
6. Develop a stand-down plan for appropriate levels of operations.
7. Provide after action reports, SITREPs, and other documentation as required and evaluate changes to improve operational SOPs.
8. Participate in Critical Incident Stress Debriefing (CISD) and other debriefings.
9. Attend critiques as may be held and submit updates for implementation into SOP as may be applicable.
10. Ensure that ESF-3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.

**V. RESPONSIBILITIES**

A. General: All ESF-3 primary and support agencies must maintain inventories and procedures to deploy their agency's public works and engineering assets.

B. Charleston County Public Works Department

1. The coordination of all ESF-3 administrative, management, planning, training, preparedness/mitigation, response and recovery activities.
2. Identify, train, and assign personnel to staff ESF-3 in the EOC.
3. Notify all ESF-3 supporting agencies upon activation.
4. Provide all available public works and engineering assets.

C. Charleston County Environmental Management

1. Identify, train, and assign personnel to staff ESF-3 during periods of activation.
2. Provide all available Solid Waste assets.
3. Facilitate temporary burn sites and disposal location in coordination with DHEC and/or other agencies as required.



D. Municipal Public Works Departments

1. Identify, train, and assign personnel to staff ESF-3 during periods of activation.
2. Identify and locate chemicals to maintain portability of water supply.
3. Include in their individual Standard Operating Guides and Plans an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.
4. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
5. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
6. Provide all available public works and engineering assets

E. Public and Private Water and Sewer facilities

1. Identify, train, and assign personnel to staff ESF-3 during periods of activation.
2. Identify and locate chemicals to maintain portability of water supply.
3. Include in their individual Standard Operating Guides and Plans an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.
4. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
5. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
6. Provide all available public works and engineering assets
7. Provide personnel for water testing.

F. SC Department of Transportation (DOT)

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-3 during periods of activation.
2. Identify and locate chemicals to maintain portability of water supply.
3. Include in their individual Standard Operating Guides and Plans and alert list, to include points-of-contact and telephone numbers of agencies, counties, municipalities and organizations supporting public works and engineering functions.

4. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
  5. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
  6. Provide all available public works and engineering assets.
  7. Provide legal assistance including eminent domain and emergency demolition or stabilization of damaged structures and facilities.
- G. SC DHEC- Environmental Quality Control
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-3 during periods of activation.
  2. Provide emergency survey, surveillance, sampling, testing, and monitoring of water and sewage pumping, treatment, distribution, and collection systems to ensure public health and safety integrity of such systems.
  3. Provide technical assistance concerning the disposal of waste materials, including household hazardous waste and debris containing or consisting of animal carcasses that may pose a risk to public health.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

- A. ESF-3 (Public Works and Engineering) supports Charleston County following a disaster. The SC Budget and Control Board, Office of General Services is the lead state agency and the United States Army Corps of Engineers (USACE) is the lead federal agency to coordinate support regarding public works issues/needs and a full range of emergency engineering services.
- B. Local ESF-3 will coordinate with State ESF-3, who will coordinate with Federal ESF-3 to obtain federal assistance as required.
- C. Where practical, ESF-12 (Energy and Telecommunications) will assist ESF-3 with the interface of appropriate utility company representatives assigned to recovery operations.

## **ESF-4 – FIREFIGHTING**

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**PRIMARY AGENCY:** Charleston County Fire Service Coordinator

**SUPPORT AGENCIES:** Awendaw District Fire Department, C & B Fire Department, Charleston City Fire Department, CCEMD, Charleston County Vol. Rescue Squad, Dewees Island Fire Department, Folly Beach Public Safety Department, Isle of Palms Fire Department, James Island Fire Department, Lincolnville Fire Department, Mt. Pleasant Fire Department, North Charleston City Fire Department, St. Andrews District Fire Department, St. Johns District Fire Department, St. Paul's District Fire Department, Sullivan's Island Fire Department, South Carolina Department of Labor, Licensing and Regulation, State Fire Marshal, South Carolina Forestry Commission, Joint Base Charleston Fire Department, U.S. Forestry Commission, U.S. Coast Guard and Boeing Fire Department.

### **I. INTRODUCTION**

- A. While Charleston County has the capability and adequate resources to meet routine fire service needs, during a disaster, problems are multiplied and more complex. Additionally, the responsibility of maintaining hazardous materials monitoring and decontamination capability falls within the functional area of the Fire Service. A disaster will tax the capability and resources of the County Fire Service.
- B. The potential for damage from fires in urban areas during and after a major disaster is extremely high. Numerous fires have the potential to spread rapidly causing extensive damage and threatening life and property. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruptions of communications, transportation, utility and water systems.
- C. In the State of South Carolina, by an act of the Legislature, the Fire Chief having Jurisdiction has the sole authority to order an evacuation of home, business and areas as a result of adjacent to burning structures, open fires, dangerous gas leaks, flammable liquid spills, and transportation incidents. But is not applicable to situations involving natural hazards. (Title 6, Chapter 11, Article 9, Section 6-11-1430 & 1440.)

### **II. MISSION**

To provide for coordination of fire resources to assist Fire Ground Incident Commanders with additional resources, including personnel and equipment, in Charleston County during a disaster or serious emergency situation.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Fire Service Coordinator is designated as the County Fire Service Group Supervisor. They are responsible for coordinating the firefighting activities of all forces when they are requested to support the conception of operations under this ESF. They will answer to the EOC Operations Section Chief.
- B. Coordination with all supporting and other appropriate departments/agencies and organizations who may support ESF-4 will be performed to ensure operational readiness prior to, during or after an incident, emergency, or disaster.
- C. The SC Forestry Commission will support ESF-4 and have primary responsibility for coordinating all wild land fire suppression. The Forestry Commission will function under its own statutory and internal guidelines. Wildland fire protection in unincorporated areas is the responsibility of the Forestry Commission, but it may be supplemented by other

resources, to include ESF-4 agencies, when requested. The Forestry Commission will assume incident command responsibilities if the incident is a forest or wildland fire. If public fire service organizations are involved, they will support the Forestry Commission by protecting structures and property as assigned, and will provide a liaison officer to the incident command staff (see SC Code of Laws 48-33-40).

- D. Municipal governments and fire districts are responsible for providing fire prevention and suppression services within their incorporated areas. ESF-4 will provide assistance when requested.
- E. County, city, towns and other fire protection organizations are responsible for requesting support through the Charleston County EOC via the Fire Service Coordinator or CCEMD when a fire hazard, fire incident, or disaster exceeds local capabilities. Additional assistance may be state agencies, private companies, and cooperating industries. Based on known or projected threats, imminent hazards or predicted disasters that may require additional resources, ESF-4 may mobilize resources and stage them at designated locations in a condition to respond if assistance is requested.
- F. The Charleston County Fire Service Group Supervisor has overall responsibility for the coordination of fire resources, including strike teams and task force operations, during emergencies.
- G. The Charleston County Fire Service Group Supervisor will be responsible for coordinating developing and maintaining the shipboard firefighting plan in conjunction with the USCG sector Charleston, training and response of the Specialty Team known as MIRT (Marine Incident Response Team) developed under the guide of the County Fire Chiefs for Marine response and firefighting activities.
- H. ESF-4 will assist in establishing staging areas and coordination of assigned resources to an incident or a staging area.
- I. State forces used in support of this ESF will be committed on a mission type basis when requested and in accordance with the South Carolina Emergency Operations Plan. The Firefighter Mobilization Act of 2000 mobilizes fire and rescue services statewide to respond to any type of emergency that requires additional resources. ESF-4 will use the mobilization plan to obtain additional fire resources, as needed.
- I. Ensure all ESF-4 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-4 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

#### **IV. ESF ACTIONS**

The following actions are common to all fire departments during the three phases listed below:

- A. Preparedness/Mitigation
  - 1. Develop SOPs to implement this ESF.
  - 2. Identify, train, and assign personnel to radiological monitoring and hazardous materials decontamination teams, as requested.
  - 3. Maintain agreements and working relationships with supporting agencies/departments.

4. Upon notification that a disaster is imminent or that a threat of a disaster exists, establish communications with the EOC or incident CP as applicable.
5. Keep all Fire Service personnel on alert and informed of hazardous situations.
6. Monitor weather and hazardous conditions that contribute to increased fire danger.
7. Based on hazardous conditions, conduct fire prevention and education activities for the public.
8. Maintain current inventories of fire service facilities, equipment, and personnel throughout the county.

B. Response

1. Charleston County EOC/ESF-4 will support local fire departments and the Forestry Commission with appropriate resources to include mobilizing and deploying firefighting teams and resources as needed.
2. Maintain liaison with the EOC to include having the Fire Service desk position manned during EOC operation.
3. Monitor status of firefighting resources committed to an incident.
4. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
5. Obtain and submit fire situation and damage assessment reports and provide information to SEOC.
6. Perform radiological monitoring assignments as directed.
7. Prepare for hazardous materials decontamination operations if needed.
8. Determine needs for disaster victims, with help from other disaster relief agencies.
9. Keep the EOC informed of the situation within their areas of responsibility and provide SITREPs as requested.
10. Maintain all records, logs and other documentation as needed.
11. Request supporting agencies maintain appropriate records of cost incurred during an event.
12. Document any lost or damaged equipment, any personnel or equipment accidents.
13. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Maintain liaison with the Charleston County EOC.

2. Continue to provide fire-fighting capabilities within affected area(s) until conditions return to normal, as requested by on scene IC.
3. Assist in search and rescue duties as necessary and in other areas as available.
4. Maintain after-action reports, SITREPs, and other documentation that may be needed for reimbursement, if authorized.
5. Maintain communications with the EOC.
6. Submit recommended stand-down plan to Fire-Rescue Group Supervisor as situation approaches normal.
7. Submit copies of all logs, SITREPs, and other documentation required for after-action report to Supervisor.
8. Participate in CISD and other debriefings.
9. Attend critiques as may be held and submit updates for implementation into SOP as may be applicable.

## **V. RESPONSIBILITIES**

### **A. Fire Service Coordinator**

1. Identify, train, and provide personnel to staff ESF-4 in the EOC.
2. Notify all ESF-4 supporting agencies upon activation.
3. Maintain database inventories of fire service facilities, equipment, and personnel throughout the state.
4. Develop, organize, train, alert, activate, and deploy firefighting Mutual Aid teams as necessary to assist impacted areas.
5. Monitor status of all fire service operations and provide updates to SEOC.

### **B. Jurisdictional Fire Agencies**

1. Identify, train, and provide personnel to respond to fire suppression activities.
2. Support ESF-4 with technical staff and maintain firefighting resources ready to respond to support ESF-4 and wild land fires.
3. Conduct countywide wildfire prevention to include public wildfire information and education activities for the public.
4. Conduct evaluation of burned areas with regard to need for salvage and reforestation.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

This ESF is supported by State and Federal Response Plan ESF-4 (Firefighting). Local ESF-4 will coordinate with State ESF-4 that will coordinate with federal ESF-4 to obtain federal assistance as required and available.

## **ESF-5 – INFORMATION AND PLANNING**

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**PRIMARY AGENCY:** Charleston County Planning Department

**SUPPORT AGENCIES:** Charleston County Public Information Officer, Municipal Planning Departments, Utility Providers, Municipal Emergency Operations Centers [MEOCs], Charleston County Assessor, Charleston County Communications Department, Charleston County GIS Mapping, CCEMD, Charleston County Building Services, Charleston County Dept. of Social Services [DSS], SC Department of Health and Environmental Control, Lowcountry American Red Cross, and Citizens' Information

### **I. INTRODUCTION**

During response to a disaster affecting the citizens of Charleston County and surrounding communities, the collection and dissemination of essential information is critical for emergency operations. The gathering of accurate intelligence regarding the situation will facilitate the effectiveness of the overall response and recovery of the disaster operations.

### **II. MISSION**

Emergency Support Function (ESF) -5 collects, processes, situation analysis, and disseminates information during a potential or actual disaster or emergency; identifies problems and recommends solutions; and plans and coordinates with the Incident Manager within the County Emergency Operations Centers as well as State and Federal agencies assigned to assist during an emergency or disaster.

Planning will be responsible for collecting information for briefings and Situation Reports (SITREPs) to the EOC Commander and to the State Emergency Operations Center as compiled by ESF-5 staff.

### **III. CONCEPT OF OPERATIONS**

- A. The Planning Department of Charleston County Government is responsible for the coordination of all ESF-5 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities, and developing, coordinating, and maintaining the ESF-5 Standard Operating Guides (SOG). All ESF-5 supporting agencies will assist Charleston County Emergency Management Department in the planning and execution of the above.
- B. ESF-5 will perform the following functions:
  - 1. Information Processing/Development of EOC Operating Guide (referred to as an Incident Action Plan in field operations): collect and process essential elements of information for: SCEMD, county governments, municipalities, ESFs, and other sources; disseminate information for use by the Operations Section and provide input for reports and briefings. The minimum ICS forms required to make up the Emergency Action Plan can be found on the EOC G: Drive. At a minimum, the following information is required:
    - a. Deaths.
    - b. Injuries.
    - c. Missing persons.

- d. Boundaries or geography of the disaster area and designation of an area of operations.
  - e. Preliminary damage assessment reports.
  - f. Infrastructure status (transportation, communications, energy, and medical).
  - g. Hazard-specific information.
  - h. Weather data.
  - i. Activated emergency management facilities.
  - j. Shelter and mass care information.
  - k. Immediate life threatening needs.
  - l. Fires reported in impacted area.
  - m. Lists of non-state resources operating within state boundaries.
  - n. Re-entry
- 2. ESF-5 will consolidate information into SITREPs, situation updates, and briefings, as required, to describe and document overall response activities. ESF-5 also provides information to the Command Staff concerning all aspects of response and recovery operations to include evacuations, shelters, damages, injuries and fatalities.
  - 3. ESF-5 will monitor respective ESFs in order to maintain and update status boards with current information, maps, charts and other means such as computer displays, as available.
  - 4. ESF-5 in coordination with EOC Command and General staff assistance will develop an EOC Operations Guide for each Operating Period.
- C. The function of ESF-5 is to provide planning and coordination information to the command staff within the Situation Room of the Emergency Operations Center or Command Post [CP].
  - D. Working with the MEOC Coordinator, damage assessment teams, CCEMD and others, ESF-5 will put together the overall assessment [big picture] of the response situation so as to assist decision makers with the formulation of their action plans as outlined in section "B.1" above.
  - E. Information to the citizens disseminated through the Emergency Operations Center's Citizens Information Hot Line [Rumor Control] section will be facilitated by the maintenance of information on Palmetto, status boards and information clip boards as mutually determined by the PIO, CCEMD and ESF-5.
  - F. Information required for SCEMD/SEOC will be consolidated into Situational Reports [SITREPs] on a timetable provided by the Incident Commander or CCEMD. Other information for Section Chief meetings or those for the Emergency Council will be formatted as required by the meeting facilitator through the agenda.



- G. All ESF-5 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-5 planning and response operations.

#### **IV. ESF ACTIONS**

##### **A. Preparedness**

1. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
2. Maintain the currency of alert lists and key personnel and inform participating agencies of changes as they occur.
3. Train support agencies on roles and responsibilities.
4. Develop procedures with the state, federal and municipal planning counterparts for reporting critical information as mutually defined.
5. In coordination with the EMD Staff, develop information displays within the Emergency Operations Center.
6. Ensure weather products are up to date and available for use in the SITREP.
7. Coordinate with hazard-specific advisory teams for response actions.
8. Participate in exercises and conduct, at least annually, an ESF-5 exercise to validate this annex and supporting SOPs.
9. In coordination with the Communications Department and EMD review the radio communications requirements for implementing the ESF.

##### **B. Response**

1. Activate the ESF-5 team for duty at the Emergency Operations Center or CP as required by the incident, or as requested by the Planning Section Chief or CCEMD, and notifies all participating support agencies.
2. Establish contact with the Damage Assessment Teams [DATs] and other field components and agencies responsible for conveying situation-type information into the ESF. Coordinate with State and FEMA Emergency Response Team-A teams.
3. Assign duties to support agency personnel and provide training as required.
4. Coordinate Emergency Operations Center effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
5. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
6. Coordinate with Citizens Information and PIO, as required.
7. Provide weather information and briefings to the Emergency Operations Center and/or the Incident Commander as required.

8. Plan for support of mobilization sites, staging areas, and distribution points.
9. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Continue information gathering and processing.
2. Collect and process information concerning recovery activities to include anticipating types of recovery information the Emergency Operations Center and other government agencies will require.
3. Assist in the transition of direction and control when going from the State Emergency Operations Center to the Joint Field Office (JFO).
4. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF-7, Joint Information Center (JIC) and other local, state and/or federal emergency work teams and activities in the impacted area.
5. Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during an event. Track and summarize all personnel hours, materials, and equipment used on the Daily Activity Labor / Equipment / Materials (LEM) Report for the Emergency Operations Center Finance Section Chief.
6. Determine the anticipated length and extent of operations and provide a draft stand-down plan and time line to CCEMD.
7. Organize all logs, SITREPs, journals, photographs, videos, and other documentation available for the after-action report and for future county-state-federal use.

V. RESPONSIBILITIES

A. CCEMD

Identify, train, and assign personnel to assist in the training of ESF-5 staff in the Emergency Operations Center in the use of Palmetto.

B. Charleston County Planning Department

1. Identify, train, and assign personnel to staff ESF-5 in the EOC.
2. Coordinate with other county and state agencies; develop procedures and formats for information gathering, situation analysis, reporting, and Emergency Operations Center displays.
3. Plan for support of mobilization sites, staging areas, and distribution points.

C. Utility Providers

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.

2. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.
- D. Municipal Emergency Operations Center's [MEOCs]
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
  2. Organize an advisory team to assess the potential and actual damage of the situation, project requirements, and provide information in the event of an emergency.
- E. Charleston County Assessor
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
  2. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.
- F. Charleston County Communications Department
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
  2. Assist in the establishment of a radio communications system among Planning, PIO and Citizens Information Staff during Emergency Operations Center activation.
  3. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.
- G. Charleston County GIS Mapping
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
  2. In conjunction with Planning, develops a visual display of the overall disaster using GIS assets.
  3. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.
- H. Charleston County Building Services
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
  2. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.
- I. Charleston County Department of Social Services ([DSS])
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.

2. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.

J. SC Department of Health and Environmental Control

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
2. Maintain close communications with planning to maintain adequate account of hospital and public health issues.
3. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.

K. Carolina Lowcountry Chapter, American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
2. Maintain close communications with planning to maintain adequate account of evacuees being housed in public shelters.
3. Organize an advisory team to assess the situation, project requirements, and provide information in the event of an emergency.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

ESF-5 currently exists in the State Emergency Operations Plan as well as the Federal Response Plan. At State level, ESF-5 is the responsibility of State EMD. In the federal plan, FEMA is the primary agency. At the local level, municipalities and special purpose districts, the ESF may not exist per se by the ESF-5 designation. However, this function will be managed by someone designated in the Emergency Operations Center as the individual(s) collecting information and assisting the local leaders with their plans of action as well as the information going out to their citizens.

## **ESF-6 – MASS CARE**

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**PRIMARY:** Charleston County Department of Social Services

**SUPPORT:** Charleston County School District, Berkeley County Emergency Management, Dorchester County Emergency Management, Orangeburg County Emergency Management, Charleston County Facilities Management, Carolina Lowcountry Chapter American Red Cross, The Salvation Army, Southern Baptist Convention, Charleston County Sheriff's Office, North Charleston Police Department, SC Department of Social Services, South Carolina Department of Health and Environmental Control – Region 7 Trident Public Health District, SC Voluntary Organizations Active in Disaster.

### **I. INTRODUCTION**

- A. Charleston County Department of Social Services (DSS) is the primary County agency designated for coordinating/managing Mass Care and Disaster Response Services (DRS) operations. Mass Care encompasses sheltering, feeding, first aid at mass care facilities and designated sites, and disaster welfare inquiry.
- B. The American Red Cross is the primary organization that operates mass care shelters in South Carolina. The American Red Cross, Southern Baptist Convention and the Salvation Army provide feeding capability through their own resources.

### **II. MISSION**

To organize within Charleston County the capability to meet basic human needs in a disaster situation; and to outline responsibility and policy established for Mass Care and Disaster Response Services operations before, during and after a disaster, whether natural or technological.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County DSS Director is the Mass Care/DRS Group Supervisor and is responsible for the coordination of all governmental and non-governmental agencies that comprise the DRS Group. This group effectively supports the needs of the population of the county during emergencies/disasters.
- B. On notification by CCEMD, the Mass Care/DRS Group Supervisor will activate the County DRS Group. Requests for assistance will be routed through the Emergency Operations Center. The Mass Care/DRS Group Supervisor or a designee makes decisions for response.
- C. Charleston County School District will coordinate all activities pertaining to the provision of shelter services within the schools of their districts with the Mass Care/DRS Group Supervisor and the American Red Cross - Carolina Lowcountry Chapter.
- D. The American Red Cross provides mass care to disaster victims as part of a broad program of disaster relief. Mass care encompasses the following:
  - 1. Shelter
    - a. The provision of emergency shelter for disaster victims and emergency workers includes the use of pre-disaster designated shelter sites in existing structures, temporary shelters, or the use of similar facilities outside the disaster area should evacuation be necessary. Mass Care shelters may be opened by the American Red Cross. However,

American Red Cross shelter operations are managed by the American Red Cross trained volunteers and DSS staff. DSS will provide staffing assistance to designated American Red Cross shelters.

- b. Listings of pre-disaster designated shelters may be found in the South Carolina Hurricane Plan and the South Carolina Operational Radiological Emergency Response Plan (SCORERP).
- c. Expedient post-event sheltering may occur in other facilities not pre-designated if the primary facilities have been made unsuitable by the impact of the event.

2. Feeding

- a. The American Red Cross, The Salvation Army (SA), and the Southern Baptist Convention (SBC) will manage feeding programs for disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and if needed, bulk food distribution.
- b. Feeding operations will be coordinated through ESF-6 and supported by the Department of Education, DSS, and major volunteer organizations. (See ESF-11).
- c. Feeding operations will be based on sound nutritional standards and will strive to include provisions for meeting any special dietary requirements of disaster victims.

3. Emergency First Aid

The American Red Cross and Salvation Army will provide emergency first aid services to disaster victims and workers at their facilities. This will not supplant required medical services provided by local EMS, or other emergency medical providers, or support under ESF-8 of the Charleston County EOP.

4. Disaster Welfare Inquiry (DWI)

- a. The American Red Cross will administer a DWI system. Disaster clients within the affected area will be provided an opportunity to “self-register” using websites such as “Safe and Well” when access to internet and phones are available.
- b. DWI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

5. Bulk Distribution of Emergency Relief Supplies

- a. Sites may be established within the affected area for distribution of emergency relief supplies. Distribution will be determined by the requirement to meet urgent needs of disaster victims for essential items in areas where commercial trade or public utilities are inoperative or insufficient to meet the emergency needs of victims.
- b. In coordination with the South Carolina Emergency Management Division (SCEMD), Federal Emergency Management Agency (FEMA) and United States Army Corp of Engineers, may, with assistance from county and municipal agencies, establish Points of Distribution (PODs)

within the communities to distribute those items deemed necessary to provide the basic needs to victims.

- E. The DRS Group will coordinate human needs during an Emergency Repatriation of US citizens and their dependents back into the United States in time of civil unrest.
- F. Repatriation, which is an event caused by a Presidential Order and carried out by the United States Department of State and the US Department of Health and Human Services, will be managed under the guidance of Appendix 12 (South Carolina Repatriation Plan, of the South Carolina Emergency Operations plan.

#### **IV. ESF ACTIONS**

##### **A. Preparedness**

- 1. The primary agency will prepare for disaster exercises by coordinating with support agencies for their participation in exercises.
- 2. ESF-6 will maintain a roster of primary contact ESF personnel.
- 3. ESF-6 will coordinate with American Red Cross, Salvation Army, and CCEMD to ensure an up-to-date shelter list is available.
- 4. ESF-6 will have, procure, and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
- 5. ESF-6 agencies will participate in county/state exercises and conduct, at least annually, ESF-6 training to validate this annex and supporting SOGs.

##### **B. Response**

- 1. Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
- 2. ESF-6 will coordinate with ESF-5, ESF-11, and ESF-18 regarding mass feeding sites established by responding emergency management agencies.
- 3. Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization, SCEMD, and county emergency management agencies. The final decision rests with the County Emergency Manager for all shelters.
- 4. ESF-6 will monitor occupancy levels and ongoing victims' needs, and will provide ESF-5 with an updated list of operational shelters and occupancy.
- 5. ESF-6 will coordinate with CCEMD, Charleston County Sheriff's Office, Berkeley County Emergency Management, Dorchester County Emergency Management, American Red Cross, and DHEC to update lists of available General Population shelters and Pet Friendly Shelters.
- 6. ESF-6 will coordinate with ESF-8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
- 7. ESF-6 will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the county Emergency

Operations Center (EOC) and the managing agency. This may include radio (800 MHz and/or Amateur Radio), telephone, computer, or cellular telephone communication devices.

8. ESF-6 will provide a list of mass care sites requiring restoration of services to EOC.
9. ESF-6 will coordinate with ESF-13 regarding additional security resources, if needed, at mass care shelters.
10. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. ESF-6 will coordinate with ESF-5, ESF-11, and ESF-18 to establish or support existing mass feeding sites operated by the American Red Cross, Salvation Army, and other volunteer agencies. The first priority of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.
2. ESF-6 will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.
3. ESF-6 will coordinate with ESF-3 for garbage removal and ESF-8 for sanitation requirements and inspections at mass feeding sites in conjunction with county agencies.
4. ESF-6 will coordinate with responsible agencies for the provision of food and water to mass feeding sites, if needed. Liaison will be established with ESF- 11 and ESF-18 to ensure continued coordination for mass feeding.

#### IV. RESPONSIBILITIES

A. Charleston County Department of Social Services

1. Preparedness
  - a. Identify, train, and assign DSS personnel to staff ESF-6 in the EOC.
  - b. Plan for mitigation, preparedness, and response, and short-term and long-term recovery actions.
  - c. Maintain and disseminate current information on federal and state policies, laws, and regulations relevant to DSS responsibility in Mass Care operations.
  - d. Disseminate administrative procedures for specific DSS-administered programs designed to meet post-disaster needs to include Emergency Food Stamp Program (Electronic Benefit Transfer Cards) and the Individual and Households Program.
  - e. Develop Mass Care training programs for DSS personnel and participate in American Red Cross shelter operations training at state and county level.



- f. Maintain formal agreements, Memorandum of Understanding (MOUs), and working relationships with supporting Mass Care agencies and organizations, as required.
- g. Maintain written operating procedures including alert list of appropriate Mass Care organizations, and disaster response personnel.
- h. Participate in periodic Mass Care drills and exercises. Evaluate and coordinate necessary revisions to Mass Care plans with Mass Care member agencies/organizations.
- i. Provide guidance and consultation to local government in developing and maintaining a local Mass Care capability and capacity

2. Response

- a. Notify all ESF-6 supporting agencies upon activation.
- b. Provide DSS staff to support shelter operations, as required.
- c. Communicate with all Mass Care agencies and organizations to compile and exchange information concerning the extent of the disaster and the status of response operations. Provide such information to the EOC Operations.
- d. Provide a County Mass Care Coordinator to the Emergency Operations Center upon request of the CCEMD.
- e. Coordinate with Mass Care organizations to ensure operational coordination in disaster response of mass care services and support to local government.
- f. Keep the public informed of available Mass Care assistance programs, in coordination with Mass Care support agencies and organizations by augmenting the county public information services.
- g. Provide information on the human-need situation (major problems and needs) to the Department of Health and Human Services, Region IV, the USDA Food and Consumer Service, and the Federal ESF-6 (American Red Cross) representative in FEMA Region IV, as required via SCEMD's SEOC.
- h. Collect, compile, and maintain all essential information; generate reports and records concerning Mass Care disaster response.

3. Recovery

- a. Continue to coordinate with Mass Care agencies and organizations.
- b. Continue to keep the public informed of available Mass Care state and federal assistance programs.
- c. Administer recovery programs (e.g., the Emergency Food Stamp Program and the Individual and Household Program).

- d. The Department of Social Services, American Red Cross, Southern Baptist Convention, Salvation Army, and other Mass Care support agencies will use normal supply channels with a priority status. DSS will coordinate with all Mass Care agencies/organizations and support agencies to ensure that all county/state assets have been applied prior to requesting federal assistance.
- e. Deactivation of shelters will be done as needed.

B. American Red Cross

1. Preparedness

The American Red Cross mitigates suffering by meeting the immediate emergency needs of victims in advance of a potential disaster or after a disaster has struck.

- a. Identify, train, and assign American Red Cross liaison to staff ESF-6 in the EOC.
- b. Plan for disaster mitigation, preparedness, response, short term, and long-term recovery actions in coordination with government agencies based on hazard analysis and history of disaster.
- c. Recruit and train disaster volunteer workers; train state employees in American Red Cross shelter staff operations.
- d. Conduct Community Disaster and Mitigation Education programs.
- e. Conduct shelter surveys with school districts and other agencies. Identifies, coordinates, and contracts for shelters in Charleston County.
- f. Coordinate with the news media to issue preparatory measures to be taken by persons threatened by a disaster.
- g. Promote mitigation at the state and local government levels to include disaster relief to victims.
- h. Test validity of disaster response plans and procedures through disaster response exercises. Evaluate and coordinate necessary revisions to Mass Care plans with government agencies.

2. Response

- a. Establish an American Red Cross headquarters in or near the affected area for coordination of services.
- b. Assign a liaison to the EOC.
- c. Conduct community disaster assessments.
- d. Establish and manage mass care shelters (facilities) and provide first aid nursing coverage. Provide list of operational shelters to ESF-6 during disasters.

- e. Update shelter status information every twelve hours or in accordance with instructions from Red Cross Disaster Relief Operations instructions.
- f. Provide meals at fixed sites and through mobile feeding units.
- g. Assist in securing additional first aid supplies for American Red Cross facilities.
- h. Provide disaster welfare inquiry service on a continuing basis.

3. Recovery

Disaster-caused needs, not loss, are the basis upon which American Red Cross assistance is provided. Depending upon an evaluation of needs and resources available, the American Red Cross may provide:

- a. Food, clothing, and other emergency needs.
- b. Temporary housing assistance, up to thirty (30) days following a disaster, or until other resources are available to meet the need.
- c. Coordinate and assist with County Volunteer Services the temporary repair of owner-occupied homes.
- d. Household furnishings for basic items essential to family living.
- e. Essential medical and nursing care items and/or assistance/referral for those injured or made ill because of the disaster, or whose condition is aggravated by the disaster.
- f. Assistance in providing information about federal and other resources available for additional assistance to disaster victims.
- g. Provide representatives or information at Disaster Recovery Centers (DRC) to inform applicants of available American Red Cross assistance.
- h. The American Red Cross manages its own logistics system of procurement, warehouses, relief facilities, transportation, and communication networks.

C. The Salvation Army

1. Preparedness

The Salvation Army is a national religious and charitable organization with the capability to immediately render emergency disaster relief services to individuals and families threatened, or directly affected by disaster.

- a. Identify, train, and assign personnel to staff ESF-6 in the EOC.
- b. Conduct disaster response training for Salvation Army staff and volunteers.
- c. Test validity of disaster response plans and procedures through internal

and inter-agency disaster response exercises.

2. Response

- a. Activate the Divisional Emergency/Response Team.
- b. Assign a Salvation Army Liaison to the Emergency Operations Center.
- c. Provide on-site feeding of EOC staff during EOC operations as requested by the CCEMD.
- d. Establish a Command Post in the affected area to coordinate Salvation Army activities/personnel/equipment.
- e. Initiate Salvation Army emergency sheltering, mobile feeding, and emergency services to disaster workers and victims.

3. Recovery

- a. Deploy teams to provide emotional and spiritual care.
- b. Assign Salvation Army representatives in Disaster Recovery Centers to provide assistance for disaster victims, as required or requested.
- c. Provide information and referral services for disaster victims.
- d. Distribute food and commodities, clothing, furniture, bedding and household needs to disaster victims.
- e. The Salvation Army operates on a self-sustaining basis, with its own warehouses, shelter facilities, transportation resources, mobile feeding units, and communications networks.

D. Charleston County School District (CCSD)

1. Preparedness

- a. Identify, train, and assign CCSD personnel to staff shelters and ESF-6 in the EOC.
- b. Review emergency procedures to prepare Shelters in coordination with the American Red Cross.
- c. Participate in annual county mass care coordination meetings.

2. Response

Provide support staff to American Red Cross.

3. Recovery

- a. Continue to assist in support of Post-Storm recovery shelter as facilities as available and safe.
- b. Assist in providing information and referral services for disaster victims.

- c. Strive toward opening schools as educational facilities to begin to bring normalcy back to the community.

E. Department of Health and Environmental Control

- 1. Identify, train, and assign DHEC personnel to maintain contact with and prepare to execute missions in support of ESF-6 during periods of activation.
- 2. Provide personnel, sanitation and food inspection, health care, crisis counseling and water quality services to support mass care operations.
- 3. Provide nurses to American Red Cross shelters.
- 4. Participate in annual county mass care coordination meetings.

F. Law Enforcement Agencies

- 1. Provide mass care shelter security at shelters designated by ESF-6.
- 2. Provide Pet Shelter security at shelters designated by ESF-6/17.
- 3. Participate in annual county mass care coordination meetings.

G. Southern Baptist Convention

- 1. Identify, train, and assign personnel to staff feeding units during periods of activation.
- 2. Provide a liaison to the American Red Cross/Salvation Army in the EOC.
- 3. Participate in annual county mass care coordination meetings.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

Local ESF-6 will coordinate with State ESF-6 who will coordinate with Federal ESF-6 and volunteer agencies to obtain disaster relief assistance as required. After-action reports, SITREPs, and other reports will be provided as required. ESF-6 will also coordinate with ESF-11 regarding emergency food supplies.

## **ESF-7 – RESOURCE SUPPORT**

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**PRIMARY:** Charleston County Procurement

**SUPPORT:** Charleston County Finance, Charleston County Budget Office, Charleston County ITS, EOC Recovery Section, Charleston County Facilities Management, Charleston County Internal Services, CCEMD/EOC, Charleston County Human Resources, Charleston County Legal Department, South Carolina National Guard

### **I. INTRODUCTION**

When disasters or large emergencies occur, normal logistical support operations are severely disrupted. Additionally, the emergency requires resources that go beyond the normal supply system. Emergency procurement operations often make the difference between successful mission accomplishment and failure.

### **II. MISSION**

To identify an Emergency Support Function [ESF] that can make emergency procurement for the acquisition of needed supplies, equipment, commodities, and other resources in support of the disaster response and recovery efforts of Charleston County officials.

### **III. CONCEPT OF OPERATIONS**

- A. The Director of Procurement, or his/her designee, will serve as the primary agency for the Procurement Unit Leader for ESF-7 under Finance Section Chief. The primary agency will coordinate with supporting agencies regarding the development of enabling SOPs.
- B. The primary function of ESF-7 will be the emergency acquisition of resources [including the coordination of their delivery], as provided by County Ordinance.
- C. The Procurement Unit will coordinate with Finance, Budget office, and the Applicant Agent regarding funding issues and record-keeping required for federal reimbursement, when applicable.
- D. The Procurement Unit will negotiate all contracts and leases required for the immediate response and recovery period.
- E. Prepared numbered purchase orders and pre-selected vendors likely to remain operational will be maintained by ESF-7 agencies.
- F. ESF-7 will coordinate with the Recovery Team and the County Warehouse regarding operations, accountability, and resource tracking.
- G. Ensure all ESF-7 personnel integrate NIMS principles in all planning.

### **IV. ESF ACTIONS**

- A. Preparedness
  - 1. Develop methods and procedures for responding to and complying with requests for resources.
  - 2. Develop procedures for reimbursing private vendors for services rendered.

3. Develop lists of private vendors and suppliers and their available resources.
4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
5. Develop and train ESF personnel on state emergency procurement procedures for acquiring supplies, resources, and equipment.
6. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
7. Participate in state exercises and conduct, at least annually, an ESF-7 exercise to validate this annex and supporting SOGs.
8. Develop a logistics plan and coordinate with ESF-7 to support logistics operations.
9. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.

B. Response

1. Alert those agencies whose personnel, equipment, or other resources may be used.
2. Establish a resource tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.
5. Provide data to the Public Information Group for dissemination to the public.
6. Locate, procure, and issue to county agencies the resources necessary to support emergency operations.
7. Execute county logistics plan and coordinate with ESF-1 (Transportation) to support logistics operations.
8. Coordinate with ESF-19 (Military Support) to develop procedures for deploying state military department personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
9. Coordinate with ESF-13 (Law Enforcement) to evaluate warehouse security requirements.
10. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the Incident Commander and/or EMD concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

A. Charleston County Procurement

1. Identify, train, and assign personnel to staff ESF-7 in the EOC.
2. Notify all ESF-7 supporting agencies upon activation.
3. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
4. Develop procedures for the temporary loan and return of county equipment.
5. Develop procedures for allocating resource support.

B. Charleston County Finance

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
2. Provide personnel and equipment to assist in acquiring and receiving, of materials to support logistics operations.

C. Charleston County Budget Office

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
2. Provide personnel and equipment to assist in acquiring and receiving of materials to support logistics operations.

D. Charleston County ITS

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
2. Provide personnel and equipment to assist in technical assistance to remote and fixed site for IT support.

E. EOC Recovery Section



1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Provide manpower and facilities, for inventory, personnel, and security to support logistics and warehouse operations.
- F. Charleston County Internal Services
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Provide manpower and technical assistance in maintaining material handling equipment and facilities to support warehouse operations.
- G. CCEMD/EOC
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Provide support as requested of the County EOC.
- H. Charleston County Human Resources
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Provide a manpower pool to assist in recovery operations.
- I. Charleston County Legal Department
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Review all contracts and legal documents as they pertain to ESF-7 operations.
- J. South Carolina National Guard
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.
  2. Provide personnel and equipment to assist in offloading, receiving, handling, and loading of materials to support logistics operations.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

This Emergency Support Function exists at all three levels of government as ESF-7. However, the ESF-7 relationship is closer at the State and County level. This is due to the coordination required between the EOC, MEOC's, SEOC, County Warehouse, and the other components of the Recovery Section system for the movement of commodities and goods required at the local level. This pertains more to the needs of local government rather than the donated goods generally directed at the citizens.

## **ESF-8 – HEALTH AND MEDICAL SERVICES**

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**PRIMARY:** South Carolina Department of Health and Environmental Control Region 7 (SCDHEC/Region 7)

**SUPPORT:** Charleston County Emergency Medical Services, Charleston County Medical Society, East Cooper Community Hospital, MUSC Medical Center University Hospital, Roper Saint Francis Hospitals, VA Medical Center, Trident Health System, Health South Rehabilitation Hospital, Charleston/Dorchester Mental Health/Behavioral Health, Critical Incident Stress Management Team, Carolina Low Country Red Cross, The Salvation Army, US Air Force 628th Medical Group, Charleston County Coroner, Medical Examiner, Private Ambulance Services, Charleston County Volunteer Rescue Squad, Probate Court, Coastal Crisis Chaplaincy, Department of Alcohol and Other Drug Abuse Services (DAODAS), Regional Medical Assistance Team, Lowcountry Medical Reserve Corp.

### **I. INTRODUCTION**

When disasters or large emergencies occur the health care system can be overwhelmed by the large numbers of casualties and/or those affected by public health problems related to food, water, vectors, and waste. Victims can suffer both physical and mental injury. Individual medical treatment facilities can be inundated with patients or it can over tax the medical abilities of the entire community.

- A. MEDICAL CARE refers to emergency medical services (including field operations and first responders), resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, hospitals, clinics, planning and operation of facilities, and services.
- B. PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; laboratory testing.
- C. CRISIS COUNSELING refers to the professional personnel, services, and facilities to relieve mental health and/or substance abuse problems caused or aggravated by a disaster or its aftermath.
- D. DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the investigation, recovery, identification and disposition of human remains. The Charleston County Coroner is the official with the authority to declare a Mass Fatality Incident.

### **II. MISSION**

To provide SOP coordinating guidelines and identify agencies that will effectively use available medical resources during times of large natural or technological disasters. Resources will include both personnel and specialized equipment at all levels of government and the private sector needed to relieve personal suffering and trauma, or to perform deceased identification and mortuary services operations.

### **III. CONCEPT OF OPERATIONS**

- A. SCDHEC Region 7 will serve as the primary agency for this Emergency Support Function in coordination with the support agencies and is responsible for the development of enabling SOGs. During EOC and Command Post operations the Charleston County

Emergency Medical Service Department will function as the Emergency Medical Group Supervisor. The Coroner's Office has the responsibility and authority to handle all situations related to fatalities, to include the investigation of deaths and recovery of remains. The support agencies will coordinate with the primary agency while maintaining their autonomy, chain of command, and functional SOGs.

- B. Before, during, and immediately after a significant emergency ESF-8 will focus primarily on public safety. Support agencies will provide services as required by the primary agency according to their normal mission tasking.
- C. Coordination and planning between all appropriate agencies will occur to ensure operational readiness in time of emergency.
- D. The EMS Unit Leader will coordinate with all private ambulance providers and will inform the County EMS of any planning concerns, to include patients with special medical needs.
- E. SCDHEC Region 7 will facilitate planning and preparedness activities with all area medical facilities. Bed Control will coordinate bed availability and other critical resources with area hospitals. Hospital Capacity Website will be updated every two (2) hours during a disaster by all hospitals.
- F. Upon notification from CCEMD, SCDHEC Region 7, or as the daily situation warrants, ESF-8 representatives will respond to the EOC to coordinate appropriate health and medical activities.
- G. Mutual aid medical personnel from around the region will coordinate their response to the local area so that credentials and licensing issues can be addressed through SCDHEC Region 7.
- H. Medical Care: Provide or coordinate emergency and resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services. Stage medical assets and deploy as needed to affected areas. Assist with coordination of patient relocation and establishment of emergency medical care centers.
- I. Behavioral Health: SCDHEC Region 7 will manage behavioral health and mental health assistance in coordination with the Department of Mental Health, Department of Alcohol and Other Drug Abuse Services, American Red Cross, Coastal Crisis Chaplaincy, local clergy, and other private resources.
- J. Public Health and Sanitation: Coordinates the services, equipment, and staffing essential to protect the public from communicable and pandemic diseases, and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; surveillance; disease vector and epidemic control; immunization; and laboratory testing.
- K. All media releases related to casualties or fatalities will be presented for final approval to SCDHEC Region 7, EMS and the Coroner, or their designee, prior to any release of information pertaining to any victim(s). One voice will be used.
- L. Deceased Identification and Mortuary Services.
  - 1. The County Coroner has overall responsibility for care, identification, and disposition of human remains. The state will provide assistance at the request of

the county government.

2. Coroner's Office shall contact authoritative organizations, local government entities and county health officials to assess the magnitude of need to determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. Coroner's Office will coordinate security issues with ESF-13 (Law Enforcement).
3. ESF-8 will assure the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.
4. In the event a deceased victim has no surviving family, next-of- kin or family cannot be located or they have no desire to accept responsibility for a deceased family member, the County Coroner, shall assure that the body will be properly disposed of in accordance with local and State requirements. Burial assistance to families of deceased veterans will be provided through the SC Office of Veterans Affairs. The SC Funeral Directors Association will assist with family counseling as needed.
5. The Coroners Officer will be responsible for developing and updating SOG's and policies to support ESF-8.
6. Ensure all ESF-8 personnel integrate NIMS principles in all planning and operations. As a minimum, primary action officers for all ESF-8 agencies will complete FEMA's NIMS Awareness Course.

#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of this function include but are not limited to:

##### **A. Preparedness**

1. General
  - a. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
  - b. Participate in state exercises and conduct, at least annually, an ESF-8 exercise to validate this annex and supporting SOGs.
2. Medical Care
  - a. Coordinate the provision of medical and dental care.
  - b. SCDHEC Region 7 will identify and coordinate the deployment of doctors, nurses, technicians and other health professionals who are appropriately licensed to disaster areas.
  - c. Maintain inventory lists of medical supplies, equipment, hospital ambulance services and provide DHEC and EMS with the information.

- d. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
  - e. Develop plans to implement strategic national stockpile operations for Charleston County in South Carolina.
  - f. Plan for establishment of emergency medical care centers, when emergency facilities are not available,
  - g. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
  - h. Plan for requesting federal medical assistance teams and coordinate for their support while operating in South Carolina.
  - j. Encourage health care facilities (i.e. hospitals, nursing homes, and youth and adult medical care facilities) to develop patient reduction, evacuation, and relocation procedures.
  - k. Identify agencies, organizations, and individuals capable of providing support services or assistance including South Carolina Hospital Association and South Carolina Medical Association.
3. Public Health and Sanitation
- a. Coordinate the services, equipment, and staffing essential to protect the public from communicable diseases.
  - b. Monitor the populations' health status, and environmental health concerns.
  - c. Coordinate surveillance.
  - d. Coordinate disease investigations. e. Coordinate epidemic control.
  - f. Coordinate immunizations, including emergency immunizations.
  - g. Coordinate laboratory testing.
  - h. Develop incident-specific public health messaging.
4. Behavioral Health
- a. Develop procedures for rapidly providing behavioral health and mental health/substance abuse assistance to individuals and families, to include organizing and training behavioral health teams.
  - b. Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide mental health and substance abuse assistance during disasters.
5. Deceased Identification and Mortuary Services
- a. Develop plans for location, identification, removal and disposition of the deceased.

- b. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the EOC Public Information Group.
  - c. Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT).
  - d. Identify agencies, organizations, and individuals capable of providing support services for deceased identification including the South Carolina Funeral Directors Disaster Committee and South Carolina Coroners Association.
  - e. Establish procedures with Probate Court to settle conflicts regarding disposition of bodies to proper family members when conflicts arise.
  - f. Maintain a description of capabilities and procedures for alert, assembly and deployment of state mortuary assistance assets.
- B. Response
  - 1. General
    - a. Coordinate information releases to the public with the public information officer in the EOC Public Information Group.
    - b. Coordinate with state and federal agencies as required.
    - c. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.
  - 2. Medical Care
    - a. Coordinate the delivery of health and medical services as outlined in paragraph IV.A2 above.
    - b. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies.
    - c. Assist with the coordination of patient evacuation and relocation.
    - d. Implement strategic national stockpile operations.
    - e. Request activation and coordinate DMAT services.
    - f. Identify hospital and nursing home vacancies statewide, in conjunction with SEOC and other appropriate organizations.
    - g. Provide medical assistance with hazardous materials response.
    - h. Implement mass casualty operations (maintained under separate cover).
  - 3. Public Health and Sanitation
    - a. Manage the public health and sanitation services as outlined in paragraph IV.A3 above.

- b. Determine need for health surveillance programs throughout the state.
    - c. Issue Public Health notice for clean-up on private property.
  - 4. Deceased Identification and Mortuary Services
    - a. Initiate the notification of deceased identification teams.
    - b. Retain victim identification records.
    - c. Request activation and coordination of DMORT services.
    - d. Request state assistance for next-of-kin notification.
    - e. Request a County/DHEC media official representing the Coroner will remain at the Family Assistance Center that maybe established following a mass fatality incident to assist victim's families.
- C. Recovery
  - 1. General
    - a. Anticipate and plan for arrival of, and coordination with, FEMA ESF-8 personnel in the EOC and the Joint Field Office (JFO).
    - b. Ensure ESF-8 members or their agencies maintain appropriate records of activities and costs incurred during the event.
  - 2. Medical Care
    - a. Assist with restoration of essential health and medical care systems.
    - b. Assist with restoration of permanent medical facilities to operational status.
    - c. Assist with restoration of pharmacy services to operational status.
    - d. Assist with restoration of dialysis services to operational status.
    - e. Coordinate emergency services staff until local system is self-supporting.
    - f. Assist with emergency pharmacy and laboratory services.
  - 3. Public Health and Sanitation
    - a. Monitor environmental and epidemiological surveillance.
    - b. Continue long-term emergency environmental activities.
  - 4. Deceased Identification and Mortuary Services
    - a. Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
    - b. Provide a final fatality report.
    - c. Request reimbursement for expenditures, if authorized.

- d. Receive the required death reports.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the local government, Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**IV. RESPONSIBILITIES**

A. Department of Health and Environmental Control

1. Identify, train, and assign DHEC personnel to staff ESF-8 in the EOC.
2. Notify all ESF-8 supporting agencies upon activation.
3. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during emergencies or disasters.
4. Request deployment of state agencies, volunteer health/medical personnel, supplies, equipment and provide certain direct resources under the control of DHEC.
5. Develop and conduct drills and exercises to coordinate medical emergencies in disaster situations. Coordinate with State Representatives in maintaining state and local plans and preventative activities for Health and Medical response to include but not limited to Pandemic, mass causality and mass fatality.
6. Any response to a pandemic outbreak will be guided by the SC DHEC and SCEMD Annex 2, Pandemic Influenza, of the Infectious Disease Plan, Appendix 14 of the South Carolina Emergency Operations Plan.
7. Encourage health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) to develop patient reduction, evacuation, and relocation procedures.
8. Coordinate the nursing/medical care for shelters (as available) to include providing interim nursing support to all shelters until the American Red Cross can provide the function.
9. Manage the medical care of the shelters; ensure sufficient medical staff are available to open shelters and approve admissions; maintain and ensure confidentiality of medical records; assist those being sheltered in making arrangements for essential medical equipment, as the situation allows (patients should bring medicine and equipment with them if possible); evaluate and arrange for special medical diets.
10. Coordinate need for initiating any waiver of rules and regulations regarding licensed professional personnel.



11. Develop and maintain a list of regional and state transport Emergency Medical Service and Ambulance Service resources that can be requested to deploy to assist.
12. Maintain and provide a listing of hospitals, nursing homes, and adult care facilities including names of CEOs and 24 hour phone numbers.
13. Maintain and provide bed availability status of all hospitals throughout the county.
14. Determine status of hospitals, in conjunction with SEOC.
15. Coordinate and provision of nursing personnel to assist in shelters, tent cities, public health clinics, etc.
14. Provide staff and services for monitoring public health conditions.
15. Advise the public to abstain from consumption of water supplies in the event of suspected contamination and assist in inspection of water supplies.
16. Implement quarantine procedures as appropriate.
17. Coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
18. Maintain current inventory lists of medical supplies, pharmaceuticals, equipment, licensed ambulance services, hospitals, and clinics.
19. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
20. Develop and coordinate a plan to receive and distribute pharmaceuticals under the strategic national stockpile plan.
21. Provide food inspectors to assist in the inspection of restaurants and provide technical advice to mass feeding sites.

B. Charleston County Emergency Medical Services

1. Identify personnel and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Develop and maintain a list of local mutual aid transport Emergency Medical Service and Ambulance Services resources that will be maintained by the Joint Communication Center, Emergency Services Dispatchers.
3. Coordinate medical transportation resources and assist when applicable.

C. Charleston County Medical Society

Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.

D. Hospital and Health Care Facilities

1. Identify, train, and assign personnel to ESF-8 operations during periods of

activation.

2. Manage disaster medical treatment, crisis counseling and behavioral health assistance support within ESF-8 in coordination with DHEC.
3. Assist with crisis and substance abuse counselors to facilitate recovery.
4. Assist with nurses and other medical professionals as available.

E. Carolina Low Country Chapter American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Provide crisis counseling personnel.

F. The Salvation Army

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Provide crisis counseling personnel.

G. Charleston County Coroner, Medical Examiner

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Provide mortuary services including personnel, supplies, equipment, transportation, and obtaining information from the families of deceased.

H. Private Ambulance Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Provide medical transportation resources and assist when applicable.

I. Charleston County Volunteer Rescue Squad

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-8 during periods of activation.
2. Provide fatality transportation resources and assist when applicable.
3. Provide manpower to assist medical transport units as necessary.

J. Probate Court

1. Where conflicts arise as to the legal recipient of a deceased family member, Probate Court shall intervene to assign a responsible party.
2. Provide legal guidance when requested to the Coroner's Office.

## V. LOCAL, STATE, AND FEDERAL INTERFACE

This ESF exists in both the State and Federal Response Plans. The State's primary agency is DHEC while in the Federal Plan it is the Department of Health and Human Services and the U.S. Public Health Services. When state and federal agencies are required for ESF-8 preplanning, CCEMD will be contacted to make the necessary requests.

### ATTACHMENT A to ESF-8 Charleston County Mass Casualty Incident Plan September 1, 2018

#### I. PURPOSE

In accordance with Charleston County Council Resolution # 05-15, dated 7/12/2005, This MCI plan is designed to be NIMS compliant. The National Incident Management System (NIMS) will be utilized for the management of all emergency medical response incidents within Charleston County. The NIMS standardized procedures for managing personnel, communications, facilities and resources will facilitate a coordinated effort to effectively and efficiently provide the highest levels of incident management and maintain responder safety.

The purpose of this plan is to provide guidelines for the implementation of a pre-planned, coordinated response to a major emergency medical situation, whether it be man-made (localized) or as a result of a natural disaster (widespread). Charleston County EMS employees will follow an incident command system at all times while operating under this plan.

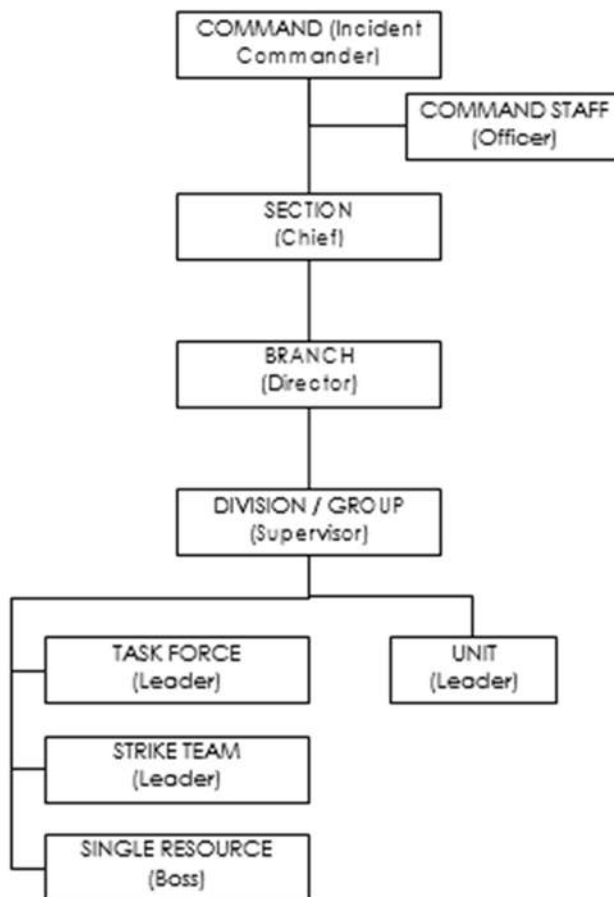
A multi-casualty incident will be declared based upon the numbers and categories of patients, the estimated time to transport patients to the hospital (given factors such as distance, entrapment, etc.), and the need for field medical care beyond the capabilities of EMS paramedics.

This is an internal plan dealing only with emergency medical services and is intended to be a supplement to existing local plans. Although other agencies have been mentioned herein such as the Coroner, police, and fire, etc., there is no intention to dictate those agencies' responsibilities during a disaster. For this plan to be effective, certain areas of responsibility have to be defined. Transportation will primarily be provided by ground ambulances where maximum patient care can be delivered. If this is not feasible due to the disaster site, helicopter and rough terrain vehicles may be utilized when available. Frequent drills and communications between the various emergency services will help insure a high level of readiness throughout the county, thus assuring the best possible chance of survival for the largest number of victims.

It is also important that post-drill and post-disaster critiques be held as soon as possible after each incident. This should help provide a mechanism for plan evaluation. It is necessary, therefore, that this plan always be considered to be in a "rough draft" stage - subject to revision.

**A. Multi Casualty Incident (MCI):** This disaster situation represents some number of seriously injured or ill casualties that cannot be handled in the "normal" course of operations. It may be of small scale, short duration with a number of entrapped critically injured or ill patients requiring intensive, advanced medical or surgical care, or a very large number of minor to moderate severity patients that require extensive duration field triage and treatment. An MCI could also be declared for a wide scale, long duration incident, as would be expected with many natural disasters.

**POSITION and (Title) ICS structure under NIMS**



**1. Mass Casualty Incident Management Goals**

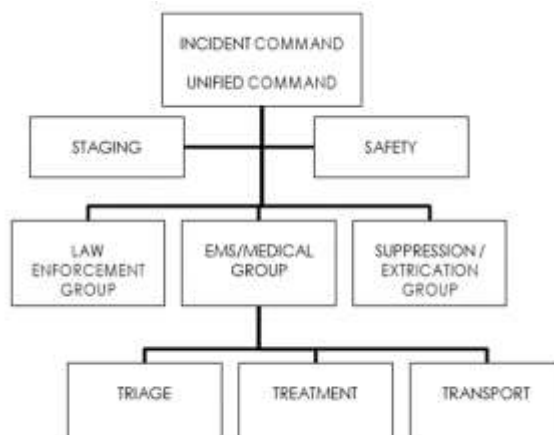
- a. Do the greatest good for the greatest number.
- b. Make the best use of personnel, equipment, and facility resources.
- c. Do not relocate the disaster.

**2. MCI Levels:**

- a. **MCI Level 4** (3-10 Priority 1 [red]/Priority 2 [yellow] victims)
  - i. 3 Ambulances
  - ii. 8 First Responder personnel (~2 Fire Apparatus)
  - iii. 1 EMS Supervisor
- b. **MCI Level 3** (11-20 [regardless of priority] victims)
  - i. 5 Ambulances
  - ii. 12 First Responder personnel (~ 3 Fire Apparatus)
  - iii. 2 EMS Supervisors

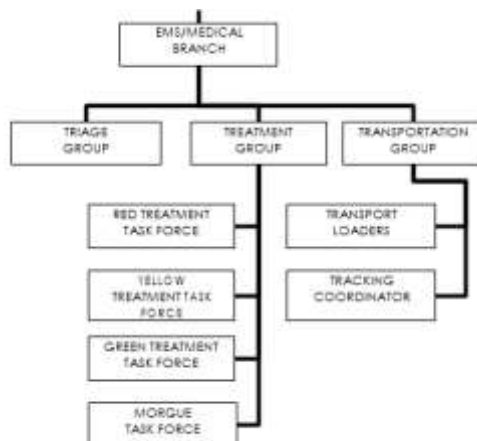
- iv. 1 MCI unit (Omega 1)
- v. Consider 1 MCI Bus (Air Force, Berkeley County or VA Hospital)

### Example of Command Structure for Level 3&4 MCI



- c. **MCI Level 2** (21-100 [regardless of priority] victims)
  - i. 15 Ambulances
  - ii. 36 First Responder personnel (~9 Fire Apparatus)
  - iii. 3 EMS Supervisors
  - iv. 1 MCI Unit (Omega 1)
  - v. Consider 2 MCI Buses (Air Force, Berkeley County, VA or CARTA)
- d. **MCI Level 1** (101+ [regardless of priority] victims)
  - i. 20 Ambulances
  - ii. 52 First Responder personnel (13 Fire Apparatus)
  - iii. 5 EMS Supervisors
  - iv. 1 MCI Unit (Omega 1)
  - v. Consider 2 MCI Buses (Air Force, Berkeley County, VA or CARTA). For extended events, consider Richland County EMS Bus

### Example of Command Structure for Level 1&2 MCI



## **II. MASS CASUALTY INCIDENT (MCI) CRITICAL TASKS**

The following positions have been identified as essential to the efficient management of an MCI. They will be staffed by senior EMS personnel and will be easily identified by high visibility vests, helmets, or other devices. To facilitate effective coordination of manpower and resources, all personnel should be aware of these positions and their functions.

- A. **The EMS Medical Division: Call Sign “Medical Division Supervisor”** is responsible for the entire EMS Medical Division at the MCI; this position works closely with the other Division Supervisors (police, fire, and rescue supervisors) under the Direction of the Operations Section Chief at the Command Post. The Medical Division is responsible for appointment of all Unit Leaders in the Medical Division not delegated directly and coordinate activities with EOC, DHEC Hospital Coordinator, or Regional Healthcare Coordination Center (RHCC) as needed.
- B. **Medical Triage Unit Leader: Call Sign “Triage Unit”** is the Medical Division Supervisor’s representative at the forward incident site; This Unit Leader oversees the triage and movement of patients to the treatment area according to triage categories and coordinates with the Medical Division Supervisor regarding SAR operations. Triage is set up in the incident site utilizing survey tape, or other methods, for patient categorization and identification. In most cases, only critical (RED), urgent (YELLOW), non-urgent (GREEN), and deceased (BLACK) triage will be set up in the forward site. Treatment in the forward site will be limited to only immediately life/limb sustaining intervention. Contaminated patients will be decontaminated prior to movement to a treatment area.
- C. **Medical Treatment Unit Leader: Call Sign “Treatment Unit”**, is responsible for establishing treatment areas: red, yellow, and green will be designated; Each Treatment Team should have a designated leader. This position works closely with the Triage Unit Leader in providing the ALS and final triage of patients in preparation for transport. As additional paramedics are assigned to the Treatment area, they should report to the Treatment Unit Leader. MCI triage tags will be completed in the treatment sector, affixed to the patient and scanned into the appropriate patient tracking system, if possible.
- D. **Medical Transportation Unit Leader: Call sign “Medical Transportation Unit”**  
Responsible for coordinating and documenting the transportation of all patients to medical facilities and will work closely with the triage and transport groups to assure accuracy. The Transportation Unit Leader or their designee(s) will advise the Consolidated Dispatch Center (CDC) of the number of patients and their categories and update them frequently. They will coordinate with Consolidated Dispatch Center to determine patient distribution through the DHEC Hospital Coordinator, until the Regional Healthcare Coordination Center (RHCC) is operational. They will assure that tracking information is recorded for every patient; patient status is updated in the patient tracking software and will oversee operations in the ambulance loading zone. The Transportation Unit Leader will ensure that the following information is recorded for every departing transport unit:
  - a. Unit number transporting
  - b. Number of victims on-board
  - c. Victim count by destination (Hospital ERs)
  - d. Victims categorized (green, yellow, red) and triage tag #'s
  - e. Victim’s demographics when available
- E. **Medical Staging Unit Leader: Call sign “EMS Staging”** This position works closely with the Incident Staging Officer and the other Unit He/ she is responsible for the orderly staging and movement of transport units and other EMS Unit resources. He/she is also responsible for assigning arriving personnel to specific tasks and accountability for EMS Division personnel

on scene. All arriving EMS personnel should report on to the Medical Staging Unit Leader. The location for reporting will be determined by Incident Command. All drivers should receive directions from the Staging Unit Leader before proceeding past the staging area. The Staging Unit Leader /Resource Check-in may also be responsible for movement of equipment and supplies to areas of need.

### **III. NOTIFICATION PROCEDURES**

- A. Implementation of MCI  
Upon receipt of a possible Mass Casualty Incident (MCI) alert, the Consolidated Dispatch Center (CDC) will:
1. Dispatch medic unit(s), supervisors, and rescue units directly to the scene as directed by current protocols in the CAD. The number of initial response units will depend on "verification" of the call and will be determined by the EMS duty supervisor. The CDC will notify EMS Director, Deputy Chiefs, Safety Officer, Training Officers, off duty Shift Commander (s) and Medical Control Physicians. The senior officer of the first arriving medic unit will approximate the number of live, seriously ill, or injured casualties to determine the need for activation of this MCI PLAN.
  2. The Consolidated Dispatch Center will automatically:
    - a. Notify all hospitals emergency departments, potential MCI; ***"This is to advise of a potential multi-casualty incident in reference to... (explosion, plane crash, etc.); further information to follow...."***
    - b. **Level 1 & 2 MCI: Notify the DHEC Hospital Coordinator to activate the Regional Healthcare Coordination Center RHCC; (Call until you contact a representative)**  
~ Raymond Barteet      843-834-0635  
~ Ben Tolomea            843-670-6671  
~ Diane Fox              843-408-3326  
~ EPI Pager               843-219-8470  
The Consolidated Dispatch Center will advise of the situation and request activation of the RHCC for bed count status, and verify the alert notification was received. The CDC will frequently update the RHCC, with the category (Red, Yellow, Green) and the number of patients. They will also advise the RHCC when the incident is terminated.

### **IV. FIRST ON-SCENE**

- A. The first medic unit on the scene will:
1. Perform a safety assessment looking for:
    - a. Electrical hazards.
    - b. Flammable liquids.
    - c. Hazardous Materials.
    - d. Weapons of Mass Destruction (CBRNE)
    - e. Other life threatening situations.
    - f. Be aware of the potential for secondary explosive devices.
    - g. Relay this information to the CDC and responding assets.
  2. Size up the scene

- a. Type and/or cause of incident.
  - b. Approximate number of patients.
  - c. Severity level of injuries (either Major or Minor).
  - d. Area involved, including problems with scene access.
  - e. Relay information to the CDC
3. Establish MEDICAL DIVISION using the ICS system. As resources allow, the unit will set up appropriate EMS Unit Leaders (triage, treatment, staging, etc.) and appoint a Safety Officer until a Safety Officer is appointed by the Incident Commander. Command should be transferred upon the arrival of a more qualified person. This can be done via radio or by a face-to-face meeting.
4. Triage
- a. Delegate to FD if you can.
  - b. Begin where you are.
  - c. Ask anyone who can walk to move to a designated area.
  - d. Use triage tags to mark patient priority.
  - e. Move quickly from patient to patient.
  - f. Maintain patient count by triage color.
  - g. Provide immediate lifesaving interventions (e.g., airway opening and external hemorrhage control).
  - h. Keep moving!

NOTE: Usually, the first unit will not transport any patients. It will remain on scene unit serving as part of the Medical Division. The crew will begin triage using a four-point victim categorization system. Active Threat situations will initially utilize a 3 (red, green, black) point categorization system. For quick identification, colored tags will be placed on all patients based upon triage criteria. In some instances, the first unit in may become a "decoy," luring the walking wounded and bystanders away from the critical areas, allowing a second unit to perform these functions.

#### Victim Categorization

Color Code	Category / Priority	Remarks
Red	1	Immediate- Treatment/Transportation needed within minutes.
Yellow	2	Delayed Treatment/Transportation within one to two hours. <b><u>This determination is normally made in the treatment sector</u></b>
Green	3	Minor - Non-Critical Ambulatory- minimal treatment needed.
Black	4	DOA or Expectant DOA (No hope for survival).

- B. Subsequent medic units or supervisors will assume Medical Division Supervisor or be delegated specific sector assignments previously described as appropriate.

NOTE: These Units will have to be coordinated with the first arriving ranking police and fire officials. At the onset of the MCI, a Staging area must be established to control access of equipment and personnel.

Staging should be located away from the immediate scene to make room for vital functions. All arriving EMS personnel need to check in with EMS Staging Unit Leader /Resource Check-in for duty assignment.



- C. The first supervisor on scene- will:
1. Assume Medical Division Supervisor after situation report from senior EMS official on scene; the supervisor will continue sector assignments as necessary.
  2. Establish communications
    - a. The talk groups to be used will be assigned by the Consolidated Dispatch Center at the time of the incident.
    - b. Plain English will be used for all communications. When possible, standard radio procedure should be observed on all channels.
    - c. Departing ambulances will be instructed to turn the unit to the hospital channel after advising the dispatcher they have left the scene. If additional patient information is requested, it will be given as questions are raised. **The normal communications format between paramedic and hospital will not be used**, as it is imperative to keep all radio traffic to bare essentials, especially during the initial phases of the plan.
- D. Subsequent EMS Supervisors arriving on the scene will report to the Staging Area for assignment by the senior EMS Supervisor on the scene.
1. The second EMS Supervisor to arrive will relieve Triage Unit Leader.
  2. The third EMS Supervisor will report to the Staging Area for further assignment, which is usually the Treatment Unit Leader or Transport Unit Leader depending on the size/ scope of the incident.
- E. Director, Deputy Chief or Shift Commander after arrival on scene- will:
1. Represent EMS at the command post assuming Medical Branch Supervisor under a Unified Command Structure, coordinating overall medical activities;
  2. Determine the need for total recall of EMS personnel, paramedics, and staff.
    - a. Recalled paramedics will report to EMS Logistics at PWD. EMS personnel should not report directly to the scene unless specifically instructed to do so.
    - b. Selected office staff may be recalled.
  3. Assign remaining unit leaders as needed.
- F. Off duty - paramedics reporting to Logistics will:
1. Make every effort to wear a uniform or have some form of CCEMS identification available and visible; this should not interfere with response time to Logistics.
  2. After arriving on scene, the off-duty medics will report to the Staging Unit Leader/ Resource Check-in to be logged in, given an assignment, and obtain identification as required.
    - a. Medics should be teamed up with litter bearers, fire and rescue personnel, or each other so that no one works alone.

3. Upon completion of the incident, all personnel must be accounted for and be appropriately debriefed prior to or immediately following termination of the incident.

NOTE: Personnel on the scene will personally check out with the EMS Staging Unit Leader. Medics at hospital emergency departments, on board units, or elsewhere in the system, will check off-duty by radio with Staging/ Accountability. The Staging Unit Leader /Resource Check-in will keep a roster.

## **V. Mass Casualty Patient Flow**

### **A. The Incident Scene**

1. Ambulatory patients are directed to a safe place as soon as one is identified.
  - a. (Green Treatment Area)
  - b. Those who are able should be asked to assist with others.
  - c. Self-treatment supplies should be distributed.
2. All victims are accounted for, trapped victims are rescued or extricated.
  - a. Patients are accounted for and quickly triaged (**SALT**).
  - b. Triage tags are applied.
3. Non-ambulatory patients are removed from the scene to the Treatment Area by triage personnel after triage has been completed.
4. Patients are decontaminated (as needed) prior to leaving the incident scene, prior to arrival in the Treatment Area.
5. Deceased victims are left as they are unless they must be moved to access live patients.

### **B. The Treatment Area**

1. Patients are continuously reevaluated (re-triaged) using the secondary triage method.
2. Patients arriving from the incident scene are prioritized for treatment using the **secondary triage** method and the triage tag is updated if needed.
3. Patients are placed in the Treatment Area and emergency medical care is provided on the basis of the triage priority.
4. Separate areas may be created in the Treatment Area for PRIORITY 1 (RED), PRIORITY 2 (YELLOW), and PRIORITY 3 (GREEN) patients. A separate isolated area (Temporary Morgue) is created for victims who die in the Treatment Area. This area should not be visible and must not be located near the PRIORITY 3 treatment area.
5. Personnel, equipment, and medical care resources are allocated to patients based on triage priority.

### **C. The Transportation Area**

1. Emergency Departments are contacted early in the incident by communications to obtain information to assist with the most appropriate patient distribution to medical facilities.
2. Transportation resources are assigned based on triage priority.

3. Patients are moved to the Transportation Area, to the appropriate vehicle by Transport Loaders.
4. The Tracking Coordinator is established to provide patient priority, type, and estimated time of arrival to destination hospitals. Units transporting patients from the incident will not give patient reports to their destination facility.
5. Patients are transported to the most appropriate medical facility by the most appropriate means available. Alternative forms of transportation may be utilized when approved by the Medical Director and Operations Chief when necessary.
6. All patient movements are to be documented. A patient care report must be started for each patient that is transported, unless otherwise advised. The identification number from the triage tag should be entered in the appropriate location on the patient care report. Demographics and patient care documentation can be entered at a later time.

## **VI. TRANSPORT DESTINATIONS**

### **A. Level III & IV MCI**

1. Critical - If more than 5 critical Trauma patients, consider distributing them among the trauma centers, if patient condition allows
2. Non-critical - Distribute among closest appropriate hospitals

### **B. Level II MCI**

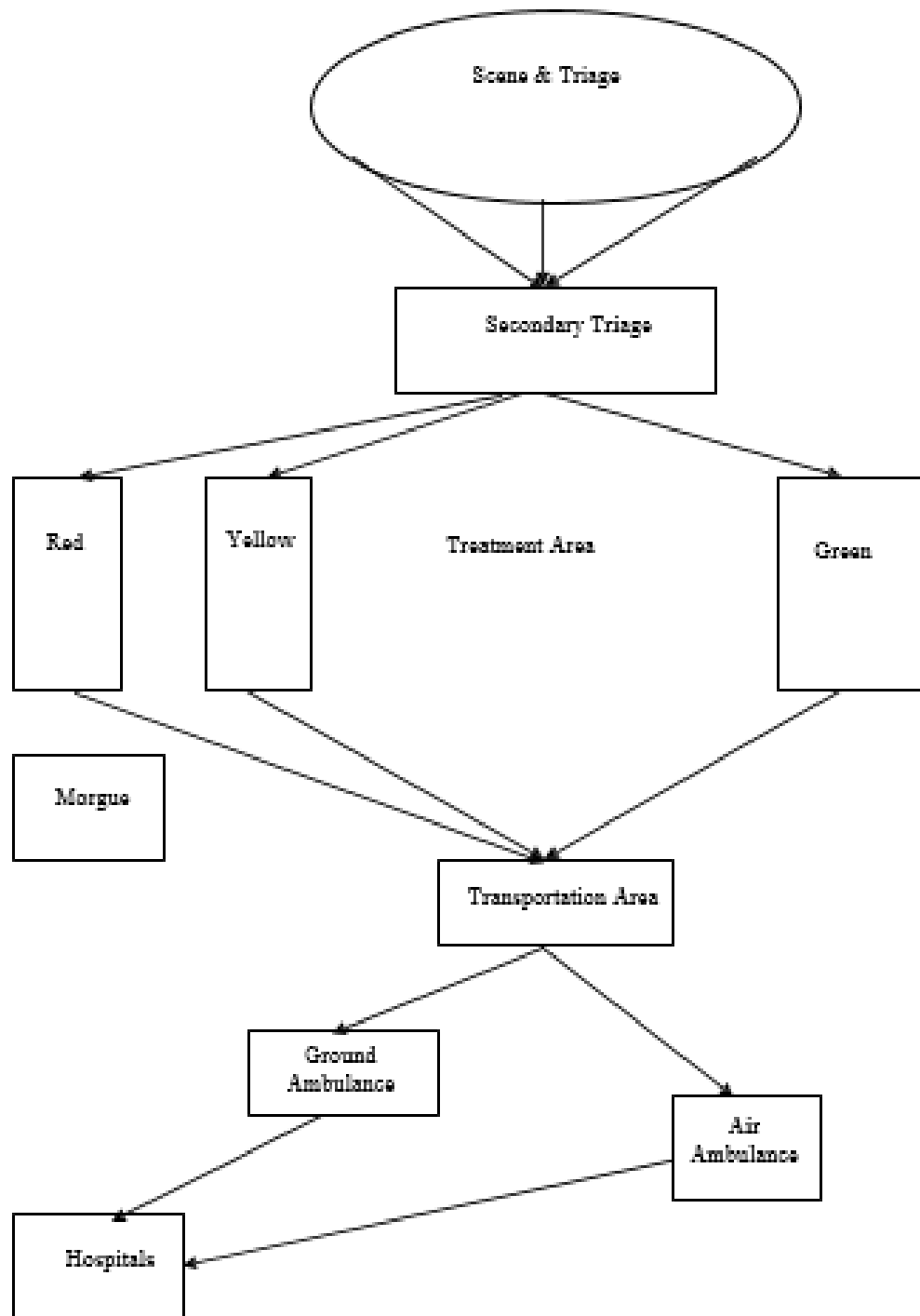
1. Critical - If more than 5 critical Trauma patients, consider distributing them among the trauma centers, if patient condition allows
2. If more than 20 critical trauma patients, consider transporting to non-trauma centers in conjunction with medical control
3. Non-critical - Distribute among all appropriate hospitals

### **C. Level I MCI**

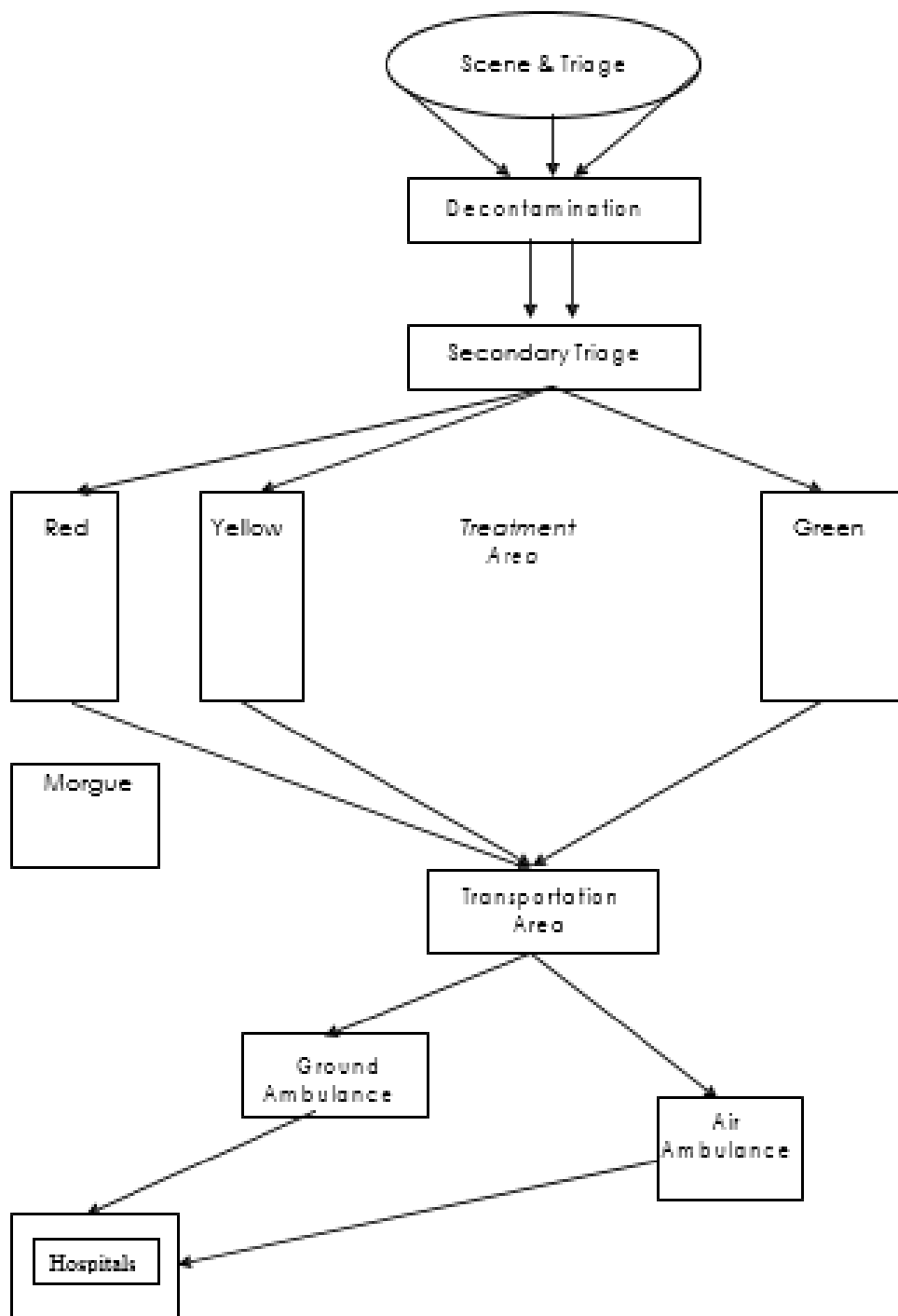
1. Critical - If more than 5 critical Trauma patients, consider distributing them among the trauma centers, if patient condition allows
2. If more than 20 critical trauma patients, consider transporting to non-trauma centers in conjunction with medical control
3. Non-critical - Consider alternative means of transport and alternate destinations (in conjunction with medical control)

**Note:** Non-critical and non-trauma patients can go to the closest appropriate facility.

## Patient Flow Diagram



## Contaminated Patient Flow Diagram



## **VII. DEFINITIONS**

**Air Traffic Control:** Authority responsible for controlling emergency air units (especially necessary in darkness); hopefully this will be possible from the airport. If not, an Air Support Group Supervisor may be necessary from ESF-21 Air Operations.

**Ambulance Strike Team:**

5 Ambulances (All ALS or BLS not a mix)  
1 Supervisor

**Ambulance Task Force:**

5 Ambulances (A mix of ALS or BLS)  
1 Supervisor

**Treatment Area(s):** Incident area where patients are taken for field treatment and secondary triage, prior to transportation; the size of the area will be dependent on the number of patients and accessibility to the forward site and transportation sectors. The area must be located such that it is safe from physical or chemical hazards, yet easily accessible from the incident site and to the transportation sector. This is the area that physicians report to following tasking sector check-in. CCEMS paramedics will be assigned to each category of treatment area as needs require and resources allow. Equipment and supply drops from incoming ambulances will be made adjacent to treatment area.

**Command Post (CP):** Suitable site selected early in the operation where all ranking officials of participating agencies will gather to exercise command using the Incident Command System; officials should remain in this area until problem is concluded.

**Emergency Operations Center (EOC):** Designated facility set up with several outside lines and enough space for additional communications equipment and operational personnel; normally, this center will only be staffed and put into operation for wide-scale disasters such as a hurricane, earthquake, etc. Furthermore, the EOC should be self-supporting with cooking and sleeping facilities for support operations that may last several days to weeks.

**Landing Zone (Hospital) (LZ):** Area at hospital designated for landing helicopters for patient drop-off; there may be a pre-planned, paved pad set aside for this purpose or, in case of an emergency, a parking lot or field free of overhead obstacles can be use, (a selected area of a parking lot may be designated ahead of time and painted with a large red "H").

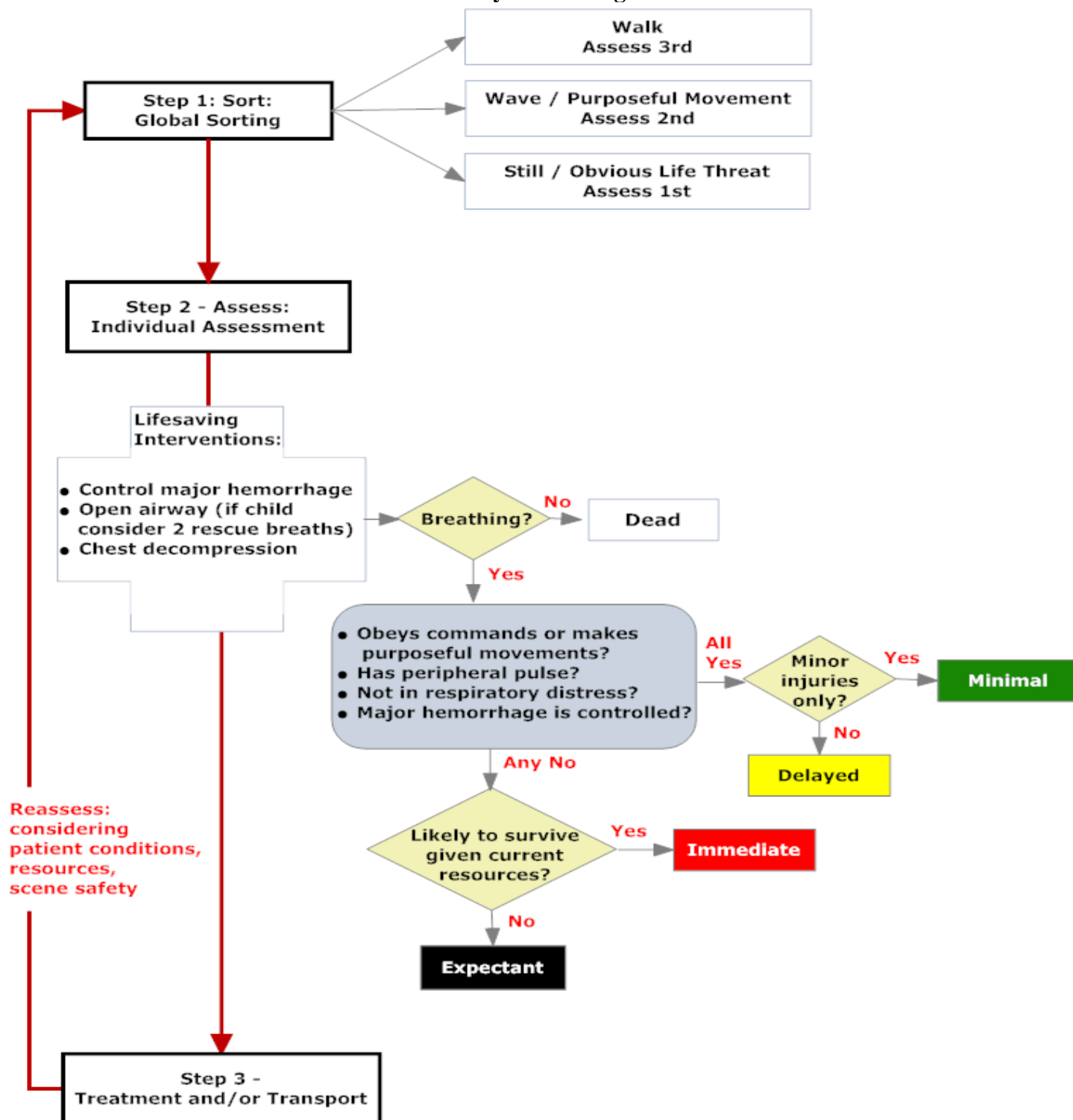
**Helispot:** A designated location where a helicopter can safely take off and land.

**Loading Zone:** Victim pickup point located adjacent to field treatment area; this area should be situated in such a way as to eliminate the necessity for backing up ambulances; this will require circular traffic loop.

**Temporary Morgue:** Designated site for placement of DOAs; A simple roped-off area may be sufficient for this site, or in a severe incident, several parked unmarked refrigerated trucks may be needed. The medical examiner will be responsible for this function supported by police for security and FBI for victim identification.

**Traffic Control Point:** This is a Law Enforcement - secured point through which all emergency vehicle traffic, equipment, and personnel will pass in and out. This Point also denies entry to unauthorized vehicles.

### Multi-Casualty Field Triage- SALT



## Charleston County EMS MCI Assignment Sheet Enclosure 1

Date: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Sectors</b>	Assigned Personnel
MEDICAL DIVISION SUPERVISOR	
*Turnover to:	
Messenger	
Safety Officer	
Triage Unit Leader	
Asst. Triage Unit Leader	
Treatment Unit Leader	
Treatment Red	
Treatment Yellow	
Treatment Green	
Treatment Black	
Transport Unit Leader	
Asst. Transport Unit Leader	
Asst. Transport Unit Leader	
Staging Unit Leader	



**Charleston County EMS**  
**MCI Personnel Assignment Sheet**  
**Enclosure 2**

Date:\_\_\_\_\_ Location:\_\_\_\_\_ Staging Off:\_\_\_\_\_

Name	Time In	Sector	Radio ID	Time Out

Medical Staging Officer Signature:\_\_\_\_\_ Date:\_\_\_\_\_



**Charleston County EMS**  
**MCI Patient Log Sheet**  
**Enclosure 4**

Date:\_\_\_\_\_ Location\_\_\_\_\_ Transport Off:\_\_\_\_\_

Name	Age/ Sex/ Race	Injuries	Triage Tag #	ER	Tx Unit	Time Out

Transport Unit Leader Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## Enclosure 5

Transport Off: \_\_\_\_\_

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## **MEDICAL OPERATIONS CHECKLIST**

### **OPERATIONS RESPONSIBILITIES:**

Coordinate medical care as part of unified command post

Complete other checklists if not delegated



#### **Notification:**

EMS 1, 2, 3, 4, 5

Med Con 1, 2

Keep Dispatch updated on incident progress



#### **Establish Unified Command:**

Assume responsibility from previous Division Supervisor

Identify command post



#### **Assessment:**

Identify Staging and Staging Area Unit Leader as needed

Request necessary additional equipment and/or manpower (may recall off duty personnel)

Additional services for consideration:

Chaplains (CDC to contact if needed)

Salvation Army and/or Red Cross (coordinate with EMD/ Logistics/IC, identify Mission)

Emergency Management (facilitate EOC and On-scene support)



#### **Documentation:**

Assure all appropriate ICS 201, 206 and 214 Forms are completed

Forward to CCEMS HQ

## **MEDICAL DIVISION SUPERVISOR CHECKLIST**

### **SUPERVISOR RESPONSIBILITIES:**

Direct overall medical operations

Report to Operations Section Chief or Incident Command



#### **Preparation:**

Obtain equipment and don vest

Assess and communicate medical needs to Operations Section Chief or Incident Command

- Personnel (consider off-duty recall, fire responders, mutual aid)
- Equipment (Omega truck, logistics support)
- Transport resources (ambulances, mutual aid, buses, helicopters)

Assess and fill Medical ICS positions (Triage, Treatment, Transport)



#### **Communications:**

Establish hospital communications and give estimate of scope (number, severity of patients)

Consult with Unit Leaders on specific needs (Triage, Treatment, Transport)

Identify staging areas for equipment, transport units, manpower



#### **Review Medical Operations Checklist (if position not filled):**

Implement Notifications section

Perform Assessment section

Complete Documentation section

## **TRIAGE UNIT LEADER CHECKLIST**

### **UNIT RESPONSIBILITIES:**

Evaluate, prioritize and tag patients

Report to Medical Division Supervisor



#### **Preparation:**

Obtain triage equipment and don vest

Identify personnel to perform triage and transfer patients



#### **Assessment:**

Estimate patient number and severity

Ensure patients are tagged as indicated

Ensure site safety and security are maintained



#### **Patient Movement:**

Evaluate funnel point with Medical Division Supervisor

Coordinate patient transfer to appropriate Treatment Unit



#### **Assignment Completion:**

Transfer personnel to \_\_\_\_\_

## **TREATMENT UNIT LEADER CHECKLIST**

### **UNIT RESPONSIBILITIES:**

Direct and coordinate care of patients

Report to Medical Division Supervisor



#### **Preparation:**

Obtain treatment equipment and don vest

Obtain estimate of patient number and severity

Set up treatment area with three (3) sections: red, yellow, green

Identify personnel for treatment and assign to sections

Identify leaders for each treatment section

Request supplies and personnel, as needed



#### **Tracking:**

Record all patients on Treatment Tracking Form

Apply triage tags



#### **Assessment:**

Re-triage patients on arrival

Begin assessment and appropriate treatment, as indicated



#### **Assignment Completion:**

Transfer personnel to \_\_\_\_\_



## **TRANSPORTATION UNIT LEADER CHECKLIST**

### **UNIT RESPONSIBILITIES:**

Direct, coordinate and coordinate transport of all patients

Report to Medical Division Supervisor



#### **Preparation:**

Obtain equipment (including tracking form and scanner) and don vest

Identify personnel to bear litters and load patients

Identify a safe, efficient loading area near treatment area

Secure access and egress areas and coordinate with Staging Unit Leader

Ensure enough transport resources



#### **Communications:**

Maintain radio communications with medical control hospital (MUSC/RHCC)

Communicate with other hospitals for patient distribution (DHEC/RHCC)

Request transport resources through Staging Unit Leader

Coordinate patient transport with Treatment Unit Leader



#### **Tracking:**

Rescan triage tag and enter destination hospitals

Document patient destination and transport agency on tracking form



#### **Assignment Completion:**

Transfer personnel to \_\_\_\_\_

## **ATTACHMENT A to ESF-8**

### **Charleston County Coroner's Office Mass Fatality Plan**

#### **Standard Operating Guide (SOG)**

07 / 25 / 2019

## **I. INTRODUCTION**

### **A. Purpose**

To provide for the coordination of emergency service efforts in the event of a mass fatality incident in Charleston County.

The purpose of this Mass Fatality Plan is to establish pre-planning and response guidelines for coordination between organizations to facilitate the effectiveness of a response to such as incident.

### **B. Authority**

1. Charleston County Emergency Operations plan
2. South Carolina Emergency Operations Plan
3. South Carolina Code of Laws Title 17 Chapters 5 & 7
4. Federal Response Plan
5. Code of Federal Regulations 1910.1030 of Title 29

### **C. Organization (primary and support agencies)**

1. See Charleston County Coroner's Office Organizational Chart, Attachment 1
2. The Charleston County Coroner, having jurisdiction and authority, is responsible for implementing and coordinating the Mass Fatality Plan.
3. Local Government
  - a. Charleston County Coroner's Office
  - b. Emergency Management Department (EMD)
  - c. Charleston County/Municipal Fire Departments
  - d. Charleston County Sheriff's Department
  - e. Municipal Police Departments
  - f. Charleston County EMS/Rescue Squad
  - g. Charleston County Consolidated Dispatch Center
  - h. Charleston County Council Committee on Public Safety
4. State Government
  - a. S.C. Emergency Management Division
  - b. S.C. Department of Health and Environmental Control
  - c. S.C. State Emergency Response Commission

d. S.C. Coroner's Association

5. Federal Government

- I. Disaster Mortuary Operational Response Team (DMORT)
- II. Federal Bureau of Investigation (FBI)
- III. Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF)
- IV. Joint Base Charleston Search & Recovery Team
- V. National Transportation Safety Board
- VI. FEMA Region National Guard Fatality Search & Recovery Team (FSRT)
- VII. National Guard CBRNE-Enhanced Ready Force Package (CERF-P)
- VIII. Department of State
- IX. Department of Defense: USCG

6. International

- I. Interpol
- II. Consulates

D. Objectives

1. To describe operational concepts, organization and support systems required to implement the plan.
2. Identify authority, responsibilities and actions of agencies necessary to manage a mass fatality incident
3. Establish an operational structure that has the ability to function within Charleston County.
4. Establish lines of authority and management of a mass fatality incident

**II. SITUATION**

- A. A mass fatality is any event that produces more fatalities than can be handled using local resources.
- B. Mass fatality incidents create a unique challenge to public safety as well as the local health care system.
- C. A disaster of such magnitude that would create mass fatalities may be beyond the immediate capability of the community's ability to respond without the implementation of the Mass Fatality Plan.
- D. Local law enforcement agencies, Emergency Medical Service (EMS), and fire service agencies will be the first units to respond to a mass fatality incident. Local health care facilities will be required to provide treatment to the surviving victims, and in the case of mass fatalities, a temporary morgue system may be implemented under the direction of the Charleston County Coroner.
- E. Residents and visitors to the area will inevitably look to local officials for information regarding what has occurred and what actions are being taken.

### **III. MISSION**

To provide a well-organized emergency response and to rapidly mobilize and employ, in a coordinated effort, all necessary resources in the event of a mass fatality incident.

1. Establish Standard Operating Procedures (SOP).
2. Establish guidance to those agencies responding to mass fatality incidents.
3. Develop a concept of operations that clearly define the roles and responsibilities of all agencies within Charleston County.
4. Assign specific functional responsibilities to appropriate departments and agencies and identify the actions that these departments and agencies will take in the over-all response to a mass fatality incident in coordination with state and federal agencies.

### **IV. CONCEPT OF OPERATIONS**

Life cycle of a mass fatality incident (Overview not inclusive):

- A. Initial reporting of the incident.
- B. Public safety/first responders arrive on scene.
- C. Casualties are sorted, triaged.
- D. Resource demands are identified and prioritized.
- E. Transportation needs are identified and prioritized.
- F. Casualties are transported for treatment to appropriate health care facilities.
- G. The deceased remain in place for proper documentation, identification, and recovery.
- H. Final report of the mass fatality incident prepared.

### **V. SCOPE**

- A. Geographic Factors - This plan is concerned with mass fatalities incidents that occur within the County of Charleston. Response to other communities will be at the discretion of county officials as may be available once requested.
- B. Mass Fatality – An incident in which the number of fatalities is such a magnitude that is beyond the immediate capacity of the community's ability to respond without the implementation of the Mass Fatality Plan.
- C. Declaration- the Charleston County Coroner is the official with the authority to declare a mass fatality incident.

### **VI. INCIDENT CONSIDERATIONS**

- A. There are three (3) major considerations that may dictate the type and extent of response to a Mass Fatality Incident:
  1. The level of technical expertise required to mitigate the incident.
  2. The extent of local, county, state and federal government involvement.
  3. The extent of injuries/deaths.

## **VII. PERSONNEL ROLES, LINES of AUTHORITY, and COMMUNICATION**

- A. This function is perhaps the most critical for ensuring a successful operation. It is absolutely imperative that a team approach for command and control be used for response. In most mass fatality incidents, the jurisdictional fire department will be on scene first and will be the initial Incident Commander. Incident Command can be transferred, or a Unified Command established as the incident evolves or as the situation dictates. If questions or conflicts arise within the command and control function, the Coroner will resolve.
- B. All responding departments of local government must be prepared to interface with volunteer, private, state and federal counterparts at both the incident site and the EOC. The EOC, when activated, will be the command and control center for coordination of resource support. Operational command will be maintained at the incident site. It is imperative that immediate command and control be established to ensure that control measures are implemented for life safety and evidence preservation.
- C. Response to a mass fatality incident will typically involve multiple jurisdictions and levels of government. These situations will be managed under a Unified Command System. Members of the Unified Command are jointly responsible for the development of objectives, priorities, and overall strategy to effectively address the situation. The Unified Command System will be structured very similar to the Incident Command System already in place.
- D. All agencies involved in the emergency response will report to one Incident Command Post and follow one Incident Action Plan. The Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. A Joint Information Center may be composed of Public Information Officers from essentially the same organizations that are represented in the Unified Command.

## **IV. AGENCY RESPONSIBILITIES**

- A. Law Enforcement
  - 1. Law Enforcement will ensure public safety and facilitate response and recovery activities, security and access control measures in and around the incident site, implemented immediately by first responders. The area will be quickly evaluated in terms of public health and safety to identify the need to implement protective actions, as well as the use of protective equipment by response personnel entering the area in order to conduct lifesaving activities. Only if suspected or it is determined that the incident is criminal in nature, law enforcement will begin operations to ensure that the crime scene is preserved and the scene is safe for emergency responder actions.

2. Law Enforcement is responsible for security at the following locations:
    - I. Incident site, establishing inner and outer perimeters
    - II. Mass Fatality Morgue
    - III. Family Assistance Center
    - IV. Joint Information Center
    - V. Personnel Effects Warehouse
    - VI. Logistical Support Center
    - VII. Hospitals, if requested
    - VIII. Incident Command Site
    - IX. Charleston County Coroner's Office, if requested
  3. Law Enforcement will be conducting investigations at the following locations:
    - I. Incident site
    - II. Mass Fatality Morgue
    - III. Personal Effects Warehouse
    - IV. Hospitals
    - V. Various other locations, as appropriate
  4. Law Enforcement may be asked to assist the Coroner with the following:
    - I. Evidence collection
    - II. Forensic Photography
    - III. Identification of decedents and/or personal effects
    - IV. Death Notifications
- B. Fire Service
1. The Fire service's primary responsibility in a mass fatality incident is fire suppression and hazardous materials identification.
  2. Search and Rescue operations will be implemented as directed by each department's procedures and under the direction of the Incident Commander.
  3. In the event of a hazardous materials incident, the HazMat Team will be utilized to determine the degree of the hazard and establish hot zones as indicated.
  4. Pending the arrival of EMS, the on-scene fire department will provide medical triage and treatment as required.
  5. Fire service responders at the scene of a potential criminal act should not collect or move any evidence unless for the purpose of life saving measures.

### C. Emergency Medical Service

1. In a mass casualty incident Charleston County EMS has the lead responsibility for providing medical treatment to the injured, stabilizing the seriously injured, triage and transporting victims to the hospital on a priority basis.
2. An EMS supervisor will make the decision to activate the Mass Casualty Plan. The plan may be activated before an on scene EMS confirmation, in cases where it is relatively certain there will be large numbers of patients.
3. EMS will determine the need for mutual aid. If mutual aid is needed, the EMS Director, or their designee, will make the request.
4. EMS has the responsibility for establishing the following:
  - I. Medical Command Documentation
  - II. Medical Coordination
  - III. Medical Division Supervisor
  - IV. Triage Unit Leader
  - V. Medical Transportation Unit Leader
  - VI. Medical Staging Unit Leader

### D. Emergency Management

1. Activate the EOC to gather information about the incident, serve as point of contact for affected departments and agencies. Establish communication links, and support deployment of appropriate local and state resources.
2. Mobilize, deploy, and coordinate resources to the impacted area to assist in lifesaving and life protection efforts. Coordinates additional support resources.
3. May serve as Logistics Section Chief on-scene in support of the incident.
4. Provide, if requested, a Mobile Incident Command Post or assist in establishing a facility to serve as the Command Post for onsite coordination and command activities.
5. Activate Memorandums of Understanding or Vendors for requests for the following:
  - I. Mass Feeding
  - II. Sanitary
  - III. Refrigerated Vehicles
  - IV. Accommodations for the Family Assistance Center(s)
  - V. Various Equipment Agreements as Required

6. Responsible for the coordination of recovery efforts to the community after the incident is over.

E. Charleston County Coroner

1. The Charleston County Coroner has the responsibility of activating the Mass Fatality Plan. The Coroner's Office is the lead agency for all decedent operations.
2. The Charleston County Coroner has the responsibility for coordinating all activities at the following locations:
  - I. Incident Site:
    - a. Medicolegal Death Investigations
    - b. Search and Recovery of deceased
  - II. Morgue:
    - a. Administration
    - b. Receiving
    - c. Initial holding
    - d. Personal effects
    - e. Dental
    - f. Autopsy
    - g. Final holding
    - h. Photography
    - i. Fingerprinting/foot printing
    - j. Radiology
    - k. Anthropology
    - l. Aftercare
    - m. Release
  - III. Family Assistance Center(s):
    - a. Ante-Mortem information collection
    - b. Death Notifications
    - c. Disposition requests
    - d. Daily briefings
  - IV. Joint Information Center:
    - a. Daily briefings
  - V. Media Operations
    - a. Emergency Management in coordination with the County Public Information Officer and the Joint Information Center will formulate news releases to be approved by the Unified Command and EOC Commander. Copies of all news releases will be provided by the



Charleston County Public Information Officer located in the EOC. All releases related to fatalities will be compiled with information from the other agencies and released to the media following final approval from the Charleston County Coroner or his/her designee. The following should be included in all news releases:

1. Focus on specific event-related information
2. When possible, report positive information concerning emergency response efforts
3. Practice rumor control
4. Aim ongoing public information to increase awareness of hazards and proper response

b. Release of decedent information

1. The estimated number of decedents shall only be released to the media with approval by the Charleston County Coroner or their designee.
2. The names of decedents shall only be released to the media by or with the approval of the Charleston County Coroner or their designee.

c. Depend on the cooperation of the commercial media for information;

- i. A media official representing the Charleston County Coroner will remain at the Family Assistance Center with the victim's families.
- ii. A media official representing Charleston County will remain in the EOC.

## **V. DECEDENT OPERATIONS**

A. This response is focused on properly handling decedents and human remains. The following is an outline of the Coroner's operations which may or may not be all inclusive

B. Notification and Response Strategy formulation (0-12 hrs.)

1. Coroner notified and advised of the following:
  - I. Type of incident
  - II. Location
  - III. Estimated number of casualties and fatalities
  - IV. Condition of human remains
  - V. Demographics of decedents, if known
  - VI. On-going response actions
  - VII. Response agencies currently on scene or en route
  - VIII. Possible cause of incident, if known

2. Coroner's Staff Notification/Request:

At this time, the Coroner will assess the incident to determine if their office has the ability to handle the incident without outside assistance. If the Coroner does not have the ability then it is at this time that the requests be made for additional assistance from state and/or federal agencies.

The Coroner, through the EOC, may request assistance from the South Carolina Coroner's Association. If the scope of the incident is beyond the capacity to be handled with in the state then the Coroner may request, through the EOC, the assistance of DMORT.

3. Coroner Site Assessment:

Meet on scene with the Incident Commander to determine if the incident is stabilized and if not, establish a potential period. Assess the site to determine the number and condition of the human remains.

The Coroner will also be notified by local hospitals, of any individual who was transported to their facility, from the incident location and subsequently died at that facility.

4. Coroners Considerations:

- I. Establishment of temporary morgue
- II. Location for temporary morgue
- III. Deployment of refrigerated trailer owned and managed by the Charleston County Coroner's Office
- IV. Deployment of refrigerated trailers owned and managed by the South Carolina Coroner's Association
- V. What other response actions by other agencies might occur concurrently with the Coroners operation;
  - a. A morgue administrator should manage morgue operations.
  - b. Search and recovery operations should be led and managed by the Coroner's Medicolegal Death Investigators.
  - c. Victim's advocates should manage the Family Assistance Center(s).
  - d. Logistical operations should be managed by Charleston County EOC.
  - e. Personal effects operations should be led and managed by evidence technicians from the local law enforcement agency in coordination with the Charleston County Coroner's Office

C. Establishment of Operational Areas (12-24 hrs.)

1. Primary focus is:

- I. Notification and recall of key personnel
- II. Site assessment
- III. Establishment of operations

2. Specific Actions:

- I. Lifesaving actions continue

- II. Search and recovery of the deceased begins
- III. Mass Fatality Incident Morgue is established if applicable
- IV. Family Assistance Center is established
- V. Local families begin to gather
- VI. Remains arrive at the Mass Fatality Morgue
- VII. Response briefings are conducted
- VIII. Advance party of outside agencies begin to arrive
- IX. Logistical support operations are established

D. All Operational Areas are Up and Running (24-36 hrs.)

1. Primary focus is:

- I. Search for and recovery of the deceased
- II. Determine that all operations are fully functional
- III. Overseeing the arrival of outside agencies

2. Specific Actions:

- I. Search and recovery continues
- II. Mass fatality morgue established continues (many stations are operational)
- III. Remains continue to arrive at the morgue
- IV. Media briefings conducted
- V. Families begin to arrive at the Family Assistance Center. They are interviewed, and detailed questionnaires are completed
- VI. Family briefings are conducted
- VII. Families who do not come to the site but have called authorities will be followed up with as appropriate
- VIII. Main group of outside response begins to arrive
- IX. Logistical operations continue

E. Sustained Operations Search and Recovery (36 hrs.+).

1. Primary focus is:

- I. Search for and recovery of the deceased
- II. Confirmation of identification of decedents
- III. Forensic autopsies/examinations as indicated
- IV. The sustainment of all operations

2. Specific Actions:

- I. Search and recovery continues
- II. Mass Fatality Morgue is fully operational
- III. Remains continue to arrive at the morgue
- IV. Media briefings are conducted
- V. Family briefings are conducted
- VI. Family interviews are continued
- VII. Identification records continue to arrive
- VIII. Forensic autopsied/examinations begin
- IX. Identification of decedents begin

- X. Notification to decedent's next-of kin begins
- XI. Continued gathering of identification data on all unidentified remains
- XII. Outside response agencies are fully operational
- XIII. Personal effects operations are established

F. Sustained Morgue Operations-Release of the Deceased.

1. Primary focus is:

- I. Winding down of search and recovery
- II. Increased tempo of confirmed decedent identifications and notifications
- III. Forensic autopsies/examinations
- IV. The sustainment of all operations

2. Specific Actions:

- I. Search and recovery begins to wind down
- II. Mass Fatality Morgue is fully operational
- III. Deceased continue to arrive at the morgue
- IV. Media briefings continue
- V. Families are contacted and received information directly from the Coroner's Office personnel
- VI. Family Assistance Center operations begin to wind down
- VII. Forensic autopsies/examinations continue
- VIII. Identification records continue to arrive
- IX. Identification of the deceased continues
- X. Outside support continue operations
- XI. Notifications to families of positive identification continues
- XII. Families are asked to make disposition decisions and arrangements
- XIII. Deceased are released by the Coroner
- XIV. Personal effects operations continue

G. Sustained Morgue Operations-Increased Numbers of Deceased Released.

1. Primary focus is:

- I. The winding down or conclusion of search and recovery
- II. Increased numbers of identification and releases
- III. Increased tempo in the personal effects operations
- IV. The winding down of outside support operations
- V. Continual sustainment of ongoing operational areas

2. Specific Actions:

- I. Search and Recovery continues to wind down
- II. Mass fatality morgue is fully operational
- III. Remains continue to arrive at the morgue sporadically
- IV. Media briefings are conducted
- V. Individual and family briefings are conducted
- VI. Identification records continue to arrive
- VII. Identification of bodies continues
- VIII. Forensic autopsies/examinations continue

- IX. Outside support operations close
- X. Notifications of positive identifications continue
- XI. Families are asked to make disposition decisions and arrangements
- XII. Deceased are released by the Coroner's office
- XIII. Personal effects operations continue

H. Final Release of Deceased and Cessation of Operations.

1. Primary focus is:

- I. The occasional receipt of remains
- II. Resolution of the most difficult identifications
- III. Increased release of the deceased

2. Specific Actions:

- I. Search and Recovery operations are closed
- II. Mass Fatality Morgue is winding down or has been transferred to the regular morgue
- III. Media briefings continue
- IV. Individual and group family briefings are continued
- V. Identification of the deceased continues
- VI. Notification to families continues
- VII. Deceased are released by the Coroner's Office
- VIII. Personal effects operations continue

I. Final Actions, Completion of Incident Report.

1. Primary Focus is:

- I. The completion of all identifications.
- II. Final decisions regarding those who remain unidentified.
- III. Closing of all case reports.
- IV. Final inspection of the incident site to ensure that all remains have been recovered.

2. Specific Actions:

- I. Occasional media briefings are conducted
- II. Identification of the deceased is completed
- III. Notification to family members continues
- IV. Families are asked to make disposition decisions and arrangements
- V. Deceased are released from the coroner's office
- VI. Personal effects operations continue

## **VI. SCENE MANAGEMENT**

- A. Once the scene has been rendered safe and the last victim is transported to the hospital, recovery and documentation of the deceased and incident location begins.

- B. The Charleston County Coroner's Office or their designee has the overall responsibility for mass fatality scene management.
- C. Responders entering the incident site should be briefed on what to expect. The responders should be advised if there are child victims. The responders should also be advised on the condition of the human remains.
- D. Law Enforcement will establish an inner and outer perimeter. The purpose is for the following:
  - 1. Responder safety
  - 2. Public safety
  - 3. Evidence preservation
- E. A designated ingress and egress route must be established. This may be one in the same or different locations depending on the incident. The purpose of this is to ensure that responders entering the incident scene are wearing the proper personal protective equipment; in addition it provides security to the incident and responders. No responder should be allowed to enter the incident location without the designated personal protective equipment on. In addition, monitoring the ingress and egress points allows for the monitoring of evidence continuity.
  - 1. Responders may be exposed to blood and other body fluids during a mass fatality incident as well as other contaminants.
  - 2. Personal Protective Equipment (PPE): the level of PPE to be used at the incident location will be determined by the Unified Command in concurrence with the Coroner and Safety Officer. No responder will be allowed to enter the incident site without wearing the proper PPE.
  - 3. Search and recovery of the deceased: Depending on the incident type the search techniques may be different. The Unified Command in coordination with the Coroner will advise on the best search technique for the particular incident.
  - 4. Although search techniques differ depending on the type of incident, the search sequence remains standard among them. The following is a suggested search sequence:
    - I. Document the entire scene, using both digital still photography, aerial photography and video.
    - II. Establish perimeters around the debris field. The perimeter should be larger than the farthest piece of debris found.
    - III. Assess the hazards of the incident site.
    - IV. Search teams will be identified and composed of the following:

- a. Team Leader - Law Enforcement, responsible for photographing the incident, note taking and obtaining coordinates with a GPS device. Law Enforcement is also responsible for the recovery of evidence and unassociated personal effects.
  - b. Recovery Personnel – EMS, Fire Service and others as designated by the Coroner. Recovery Personnel will be utilized at the discretion of the Charleston County Coroner in the recovery of the deceased. The Recovery Personnel are responsible for the placement of human remains into a human remains pouch. The Recovery Personnel carry the remains to the recovery staging area.
  - c. All Search Team members, tasked with only locating remains, will be in the proper PPE equipment prior to entering the incident site.
  - d. The Search Teams will be designated by using the letters of the alphabet starting with the letter “A”.
  - e. Human remains, fragments, and personal effects will be designated numerically starting with the number “1”.
  - f. An example of the above would be Team “A” locates 10 items; their designation would be A-1 through A-10. Team “B” locates 10 items; their designation would be B-1 through B-10, etc.
- V. It is imperative that the remains and the personal effects are handled/documented properly. The following is a guideline for this process:
- a. Take GPS reading of the human remains, fragment, or effect
  - b. Attach a tag (indicating group and item number) to the human remains, fragment, effects
  - c. Place a pin flag or marker in the ground or spray paint the number on the ground
  - d. Record the information in written notes
  - e. Place the item in a human remains pouch or plastic bag
  - f. Attached identification band to the remains as indicated
  - g. Write the alpha-numeric designation on the human remains pouch or plastic bag
  - h. Place the human remains pouch or plastic bag on transport litter
  - i. Re-photograph the area
  - j. Move remains to the recovery staging area
  - k. Continue with the search
- VI. When using refrigerated vehicles for the holding of human remains, ensure the vehicles do not have visible names or features by which they can be identified. Refrigerated vehicles must have metal floors as wooden floors cannot be decontaminated. Refrigerated vehicles containing human remains always move under law enforcement escort.

## **VII. MASS FATALITY MORGUES**

- A. Charleston County Coroner's Office has the overall responsibility for the management of the Mass Fatality Morgue(s).
- B. A Mass Fatality Morgue is the most resource intensive function. It is intensive in manpower requirements, in its logistical support requirements, and emotional toll.
- C. A mass fatality morgue includes the following stations. Each of these stations may not be required for a particular incident.
  - 1. Administration
  - 2. Receiving
  - 3. Initial holding
  - 4. Photography
  - 5. Personal effects
  - 6. Fingerprinting/Foot printing
  - 7. Dental
  - 8. Radiology
  - 9. Autopsy & examination
  - 10. Anthropology
  - 11. Final holding
  - 12. After care
  - 13. Release
- D. The following are suggestions in planning a mass fatality morgue site:
  - 1. Proximity to incident site
  - 2. Sufficient space to accommodate the various morgue stations
  - 3. Single story building, if multiple stories must have an elevator
  - 4. Good ventilation and lighting
  - 5. Ability to easily accommodate morgue refrigerated vehicles and transportation vehicles
  - 6. Electricity, water, and waste/water disposal
  - 7. Easily cleaned surfaces that meet OSHA requirements
- E. In the event a Mass Fatality Morgue is established it will require exceptional amounts of personnel. Assistance may be obtained through the State and Federal Government. The S.C. Coroner's Association may be activated as well as the Federal DMORT Region IV Team.



## VIII. PERSONAL EFFECTS OPERATIONS

- A. Personal effects are considered to be items located on, carried by, or transported with an individual. In mass fatality incidents, the incident scene can be littered with thousands of personal effects.
- B. Personal effects have a significant meaning to surviving family members. These items may help in the identification of the deceased persons.
- C. There are two types of personal effects, associated and unassociated:
  - 1. Associated Effects:  
Associated Personal Effects will be managed by the Charleston County Coroner's Office or their designee. Any items that are found on the remains should stay with them until they are removed at the mass fatality morgue site.
    - a. Items that are on an individual at the time of recovery (i.e. clothing, jewelry, wallet)
    - b. Items that are recovered near the body and have an identifying feature such as a name (i.e. wallet, purse and/or luggage with identifying information)
  - 2. Unassociated Personal Effects:  
Unassociated personal effects will be documented and inventoried by the assigned law enforcement agency.
    - a. Items which are not located on an individual
    - b. Items that do not poses a name or any other identifying information
  - 3. Personal Effects Warehouse(s) have the following stations:
    - I. Administration
    - II. Receiving
    - III. Storage
    - IV. Processing
    - V. Disposition
    - VI. Destruction
  - 4. The following are considerations when establishing a personal effects warehouse:
    - I. Long term availability of the facility
    - II. Does the facility support OSHA regulations
    - III. Controlled access
    - IV. Basics of electricity, water, sewer, ventilation, and climate control.
    - V. Single story building preferred, if multi-story must have an elevator
  - 5. All recovered unassociated personal effects should come to the receiving station. Here the items are checked to determine if: the item is a piece of evidence and/or ensure the item does not contain pieces of human remains.
  - 6. Processing of personal effects should be conducted in the following manner:
    - I. Remove personal effects from the bag
    - II. Check the items against the inventory, if any are missing notify a supervisor immediately

- III. Contaminated items should be decontaminated, if this is not possible they should be separated and marked for destruction
  - IV. Items that are damaged and very dirty should have notations made. Be sensitive to the verbiage used
  - V. Individual case numbers are made for each individual effect
  - VI. Case number is attached to the personal effect
  - VII. A photograph is taken, case number must be visible
  - VIII. The personal effect is placed in a storage bag
  - IX. If the personal effects are part of an associated group, the individual bags should be placed in a large single bag or container
  - X. The personal effects are then taken to the controlled storage area
7. Disposition of associated personal effects may begin once the body they are associated with is identified and ready for release. Contact the Persons Eligible to Receive Effects (PERE's) and determine their desires. Carry out their desires per policy and applicable laws. Briefly explain the recovery process, if the personal effects were contaminated and could not be decontaminated and therefore destroyed.
8. Disposition of unassociated personal effects should begin after all unassociated effects have been processed. Once this is complete follow the following procedures:
- I. Contact persons eligible to receive effects to determine if they wish to participate in the unassociated effects process.
  - II. Provide all PERE's who wish to participate the availability to view all unassociated personal effects.
  - III. Resolve multiple claims for the same items.
    - a. Disposition can be accomplished using either a catalogue presentation or the laying out of items to be identified.
    - b. The notification process is the same as associated personal effects.
7. Destruction of personal effects should be carried out once all PERE's or survivors have had the opportunity to retrieve their personal effects and a Pre-determined storage period has elapsed. It is recommended that the destruction of personal effects be carried out via incineration.

## **IX. FAMILY ASSISTANCE CENTERS**

- A. *The jurisdictional law enforcement agency will have the overall responsibility for managing the Family Assistance Center.*
- B. The success of the incident will depend on how well the families were cared for.
- C. Family Assistance Inquiry Centers (0-48 Hours)
  - 1. Provide basic information

2. Screen calls to determine the relationship if any to the victim(s)
  3. Gather information about the victim
  4. Gather return call information for further contact
- D. The Family Assistance Center will be staffed by call takers and trained volunteers per ~~Charleston County's~~ EOP SC DHEC and ARC guidelines.
- E. The Family Assistance Center is a sanctuary for people who are experiencing the same fears and feelings. The Family Assistance Center provides a secure location where families can:
1. Gather and wait for more information
  2. Be interviewed to collect ante-mortem information
  3. Receive information briefings
  4. Be advised on the positive identification of their relative(s). Receive official notification of death
  5. Make disposition arrangements for the deceased
  6. Meet with Grief Counselors
  7. Escape the media
- F. Staffing the Family Assistance Center should include the following:
1. Law Enforcement, detectives to collect ante-mortem information
  2. Victim's Advocates
  3. Volunteers
  4. EMS, one unit should be assigned to the center.
  5. Representative from the Coroner's Office
  6. American Red Cross
  7. Department of Health and Environmental Control (DHEC)
  8. Salvation Army
  9. Chaplaincy

## **X. RECOVERY**

- A. Charleston County Emergency Management has the overall responsibility for coordinating all recovery efforts.
- B. Once the lifesaving and investigation of the scene are completed and the area is considered safe, the area will be made accessible to property owners, insurance adjusters, media etc. However, access to the area may still be limited depending on the extent and nature of the damage sustained, general conditions of the area, and who is requesting access. Accessibility and re-entry policies are developed in cooperation with the appropriate local, state, and federal officials, to define who will be given access, whether escorts will be necessary, and what protective equipment will be required, if any, to enter the area. Methods to facilitate identification and accountability of emergency workers, media, insurance adjusters, and property owners will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc.

Security personnel will be responsible for enforcing these policies and procedures as they are developed. Areas on site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

## **XI. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. General**

This Standard Operating Guide is the principle source of documentation concerning the county's response to Mass Fatalities. Designated departments and agencies of county government have the responsibility for developing and maintaining this Guide. Overall coordination of this process will be performed by the Charleston County Corners Office.

### **B. Maintenance and Improvement**

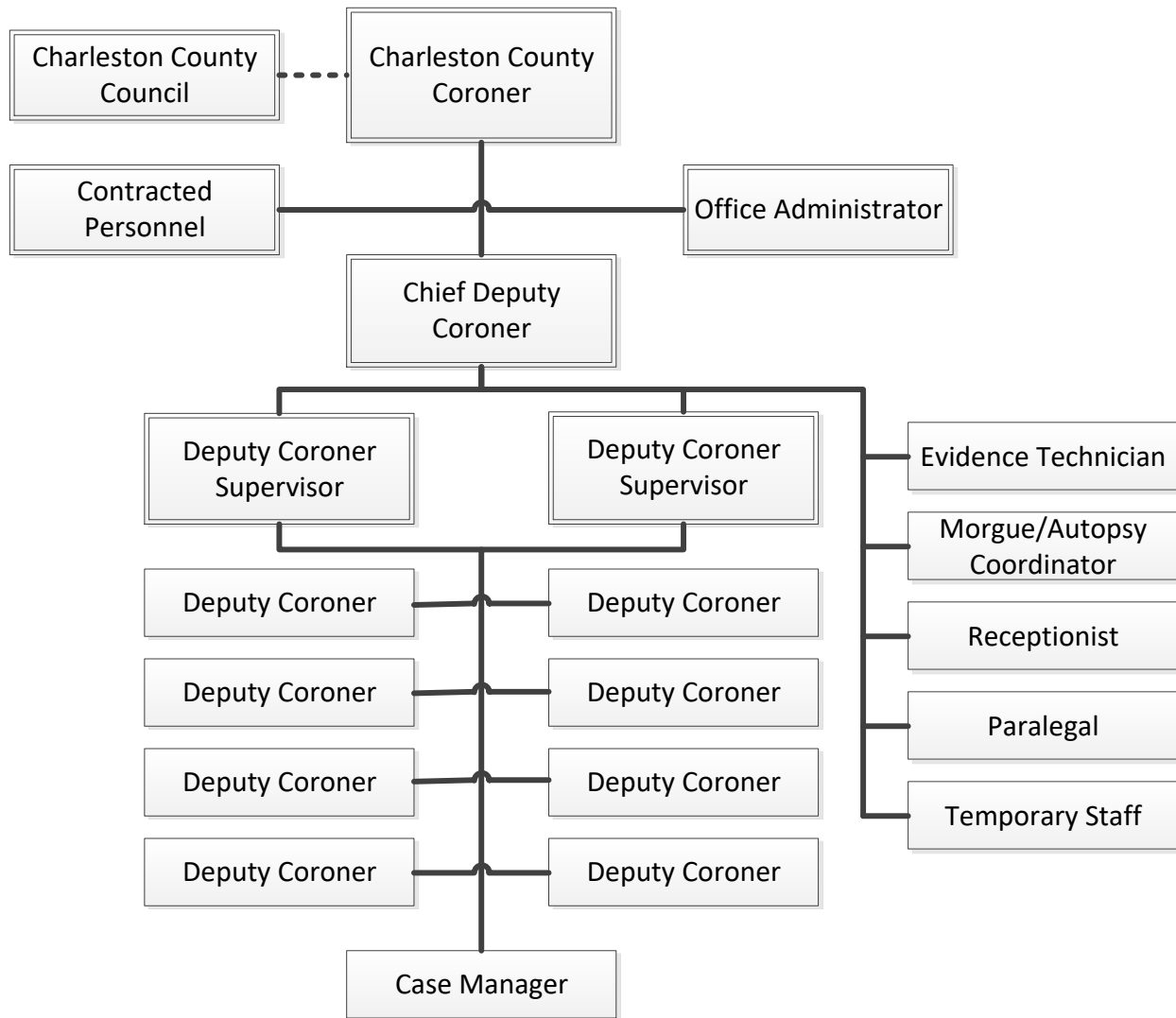
The Coroners Office personnel revise the Mass Fatalities SOG when:

- Conditions described in the current plan or sections of the current plan have changed;
- Changes are recommended through an after-action report process following an actual event or exercise;
- Necessary changes or revisions are discovered during annual SOG review;
- Community and/or risk conditions change;
- New Federal, State or Local guidance is released.

Following an exercise or activation of the Mass Fatalities SOG, an after-action report should be completed with assistance from CCEMD to ensure that lessons learned are captured and that recommendations are integrated into an improvement plan.

This Plan will be reviewed annually in conjunction with standards set forth in the Charleston County EMD Strategic Plan.

## ATTACHMENT 1 – Organizational Chart



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## **ESF-9 – SEARCH AND RESCUE [SAR]**

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**PRIMARY:** Charleston County Sheriff's Office (Rural)  
Charleston County Emergency Management Department (Urban)

**SUPPORT:** **Rural SAR**—Charleston County Volunteer Rescue Squad, Municipal/District Fire Departments, Municipal Police Departments, Charleston County Public Works Department, Charleston County Fire Service Coordinator, S.C. Civil Air Patrol, S.C. Department of Natural Resources, U.S. Coast Guard, Charleston County Communications Department.

**Urban SAR**—Municipal/District Fire Departments, Charleston City Fire Dept., State Regional Response Team, Charleston County EMS, CCEMD, Charleston County Safety Division, Charleston County Sheriff's Office, Charleston County Public Works Department, U.S. Army Corps of Engineers.

### **I. INTRODUCTION**

The potential exits for persons in Charleston County to become lost or go missing in Charleston County's forests, marshes, creeks, and rivers. Additionally, the County has over 150 nursing homes, residential care, and hospital facilities. Alzheimer, mental health, elderly or other patients who may wander away from staff and become lost. Regardless of the circumstances, search management practices should be utilized. With the threat of terrorism, earthquakes, and other hazards, the Lowcountry has a high potential for building collapse which would require specially trained rescue teams to locate, extricate, and provide initial medical treatment to entrapped victims.

Search and Rescue's Two Components:

- A. Urban Search and Rescue is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by any emergency or hazardous event in which they cannot remove themselves.
- B. Rural Search and Rescue activities include, but are not limited to, emergency incidents involving locating missing persons, locating boats lost at sea or inland waters, swift water rescue, locating downed aircraft, extrication if necessary, and first responder first aid medical treatment of victims

### **II. MISSION**

The purpose of ESF-9 is to provide assistance in all activities associated with rural and urban search and rescue [SAR] operations. This relates to those rural and urban SAR missions that are beyond the SAR management capabilities of the local governments.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Sheriff's Office has been designated as the primary agency for Rural SAR in coordination with the local police department. CCEMD will serve as the coordinating agency and liaison in support of the operations. Charleston County EMD has also been designated as the coordinating agency for Urban SAR in coordination with local emergency services. CCEMD will be the liaison between the jurisdictional IC and responding State Department of Labor, Licensing and Regulation; Division of Fire and Life Safety, State and FEMA USAR Task Forces.

- B. The other support agencies are recognized as the group that will carry out the SAR function in those areas where organized rescue teams exist. In these circumstances, CCEMD is designated as Search Manager who will coordinate activities with the Sheriff's Office and the Fire-Rescue Group Supervisor, under the Operations Section Chief in the Incident Command area.
- C. Searching for a lost or entrapped person is an emergency. ESF-9 agencies need to respond urgently to any lost or entrapped person call. The host jurisdiction must anticipate that they may not be able to quickly locate the lost subject and that supporting agencies need to be alerted or requested early. This is particularly important in bad weather, as darkness approaches, or with a subject with medical problems.
- D. Generally, local law enforcement, or the Sheriff Office in their absence (or at their request), is responsible for managing the overall rural SAR operations. CCEMD is responsible for assisting the IC with requests for personnel and equipment for SAR operations.
- E. Rural SAR, involving lost aircraft, is the primary responsibility of the Civil Air Patrol under the direction of Air Force Rescue Coordination Center at Langley Air Force Base, Virginia.
- F. SAR OPS in open water such as Charleston Harbor, rivers, and creeks will be the primary responsibility of the DNR with assistance from the U.S. Coast Guard.
- G. All SAR OPS can be subject to litigation. It is imperative that operations are conducted and documented in a professional manner.
- H. Charleston County USAR Capabilities are limited to the training and equipment at their disposal at the time of a mission. Emergency Personnel in the community have received training from the South Carolina Fire Academy as well as private and contracted professionals in the USAR field of response.
- I. A large collapsed structure will likely result in the request of the SC LLR or FEMA USAR Task Force support, as appropriate.
- J. At the request of local officials, ESF-9, at the state level, will coordinate the state search and rescue response. Whenever possible, ESF-9 will stage assets before actual requests are forwarded. When local assets are exhausted, or in anticipation of large-scale disasters beyond the county's capability, ESF-9 at the state level will coordinate procurement of other state or federal assets. ESF-9, at the local level, will integrate the use of all search and rescue personnel and resources made available. However, implementation of state search and rescue response will be in accordance with the Incident Command System structure and National Incident Management System (NIMS).
- K. All ESF-9 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-9 planning and response operations.

#### **IV. ESF ACTIONS**

- A. Preparedness/Mitigation
  - 1. SAR Primary Agencies
    - a. The Jurisdictional Agencies are responsible for maintaining their Standard Operating Guidelines [SOG] for SAR response. The County's

SOGs for SAR are not to be in conflict with jurisdictional SOGs, but to offer guidance when one doesn't exist or to supplement jurisdictional SOGs in coordination with CCEMD.

- b. Through CCEMD and other agencies as available, request assistance with the provision of training, drills, and exercises necessary to keep SAR forces proficient.
- c. Assist in the development and maintaining of individual and jurisdictional SOGs, attend planning meetings and exercise as available.
- d. Provide training opportunities for personnel.
- e. Regarding USAR, Supporting Agencies are responsible for maintaining a cache of equipment expected to support initial collapse structure operations.
- f. This ESF will be updated and maintained according to federal guidelines.

2. Support Agencies

- a. Maintain individual SOGs, personnel records, and supporting documents for Rural/Urban SAR operations.
- b. Be familiar with the Incident Command System, Unified Command System, NIMS and the support available from the County such as the mobile command post, COMM-1, 800MHz radio, or other logistical support.
- c. Will provide the bulk of the manpower used in ESF-9 operations and will need to keep the primary agencies and CCEMD apprised of their needs in planning, preparedness, and training.

**B. Response (SAR)**

1. Primary Agencies RSAR

- a. The Sheriff's Office will request that CCEMD to activate the other support and coordinating agencies as soon as the emergency support function is required or anticipated.
- b. The Sheriff's Office will notify CCEMD when it has a Rural SAR mission and/or require the support of the Radio Communications Department for mobilization of the Tactical Interoperability Communications Trailer. It shall be the responsibility of the Sheriff's Office to deploy the Command Post and support staff.
- c. As primary agency for Rural SAR, the Sheriff or his/her designee, will ensure that the mission is adequately documented using pre-designated ICS and departmental forms.
- d. In coordination with CCEMD, arrange for feeding, rehab, and other logistical needs of all the responding forces.



- e. Ensure that information for public release is coordinated with the Charleston County Public Information Officer, Sheriff's Office Public Information Officers and Jurisdictional Public Information Officers.
- f. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

2. Primary Agencies USAR

- a. Charleston County Rescue Squad will serve as a coordinating Agency for USAR Requests for assistance for jurisdictional Fire departments in the County EOC.
- b. See USAR SOP and Fields Operations Guide (FOG) for response protocols.
- c. Should external USAR resources from State or Federal teams be needed, a request will be made through the County EOC to the SEOC for assistance.
- d. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

3. Supporting Agencies

- a. Once notified, determine the staging area or designated meeting place prior to dispatching forces.
- b. Respond with personnel who are familiar with rural and/or urban SAR, the Incident Command System, and are personally prepared and equipped to operate in the environment.
- c. Keep the primary agency apprised of operational and logistical needs.
- d. Track their part of the operations, as required using the pre-designated ICS forms indicated in the County SOG and individual agency SOGs.
- e. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

**C. Recovery**

- 1. All agencies will coordinate for the 'standing down' phase of operations, so that only the required resources remain on scene.
- 2. Provide all mission documentation to the primary agencies as required.
- 3. Recommend changes to agency and county SOGs based on 'lessons learned' from the incident.
- 4. Participate in an after-action critique or debriefing as coordinated with EMD including Critical Incident Stress Debriefings.

**D. Mitigation**

- 1. Support and plan for mitigation measures.

2. Support requests and directives resulting from the Administrator and/or EMD Director concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## **V. RESPONSIBILITIES**

### **A. Charleston County Volunteer Rescue Squad**

1. Identify, train, and assign personnel to staff ESF-9 in the EOC.
2. Notify all ESF-9 supporting agencies upon activation.
3. Identify and maintain a current resource inventory of all search and rescue assets within the state.
4. Identify and train liaison teams.
5. Coordinate search and rescue team deployment to, employment in and redeployment from disaster area
6. Coordinate logistical support for search and rescue assets during field operations.
7. Develop policies and procedures for the effective use and coordination of search and rescue assets.
8. Coordinate Municipal urban search and rescue assets to support urban search and rescue operations.
9. Coordinate South Carolina urban search and rescue assets to support urban search and rescue operations.

### **B. Municipal/District Fire Departments**

1. Identify and maintain a current resource inventory of all search and rescue assets within the state.
2. Identify and train liaison teams.
3. Coordinate search and rescue team deployment to jurisdiction.
4. Coordinate logistical support for search and rescue assets during field operations.

### **C. Law Enforcement**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-9 during periods of activation.
2. Plan, coordinate, and execute rural search and rescue operations.
3. Provide search and rescue teams, technical assistance, equipment, and communications support.

D. Charleston County EMS

1. Identify, train, and assign EMS personnel to maintain contact with and prepare to execute missions in support of ESF-9 during periods of activation.
2. Provide technical information, EMS, and hazardous materials technical assistance teams.

E. Civil Air Patrol

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-9 during periods of activation.
2. Provide aerial search, reconnaissance, communications, and transportation support.
3. Provide personnel for rural search operations.

F. Charleston County Public Works Department

1. Identify and maintain a current resource inventory of all search and rescue assets within the county.
2. Identify and train liaison teams.
3. Participate in search and rescue team deployments

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

The State's ESF-9 position is provided by the Department of Labor, Licensing and Regulations, Division of Fire and Life Safety, and contained in the State EOP as Annex 9/ESF-9. At the federal level this ESF only exists for USAR. However, at times and following a widespread natural disaster, there may be coordinated activity with the FEMA USAR teams and the US Army Corps of Engineers for any SAR-type mission.

Depending on the size of the incident requiring ESF-9 activation, a position may be established in the EOC. If this is not the case, the primary agency on scene needs to coordinate activities with the designated POC selected at the time of the emergency.

**ATTACHMENT A to ESF-9  
Charleston County Search and Rescue SOG  
Oct 23, 2012**

**Primary Agency**

Charleston County Emergency Management Department

**Secondary Agencies**

Charleston County Sheriff's Office (County Level)  
South Carolina Department of Natural Resources (State Level)

**Supporting Agencies**

Charleston County Rescue Squad, Charleston Fire & Police Depts., North Charleston Fire & Police Depts., Mt. Pleasant Police and Fire Dept., Awendaw FD, Isle of Palms Police and Fire Dept., Sullivan's Island Police and Fire Dept., Folly Beach Public Safety, James Island Fire Dept., St. Andrews Fire Dept., St. Johns Fire Dept., St. Paul's Fire Dept., Lincolnville Fire Dept., Lowcountry CERT, South Search Dogs, South Carolina Civil Air Patrol

**I. GENERAL**

**A. PURPOSE**

The purpose of this Standard Operating Guide (SOG) is to provide a set of guidelines which agreements and additional Standard Operating Procedures (SOP's) can be built for the response to Lost and Missing Individuals. This SOG is the basis for coordinated planning and response to emergency searches of lost and missing people in more rural areas of the county although many of the principles apply in urban setting as well. This SOG is in support of Emergency Support Function (ESF) 9 Search and Rescue of the County's Emergency Operations Plan.

This SOG is a coordinated effort between the Charleston County Sheriff's Office (SO) as the County's Law Enforcement Liaison, Charleston County Emergency Management Department (EMD) as liaison to the Incident Commander, Charleston County Volunteer Rescue Squad ESF-9, Civil Air Patrol (CAP), South Carolina Department of Natural Resources (DNR), and others as may be applicable depending on the circumstances.

**B. AUTHORITY**

1. SC Legislative Act No. 199, Dated 30 July 1979
2. SC Governor Executive Order No. 95-31, Dated 17 May 1995
3. Charleston County Ordinance No. 485, Dated 5 July 1983

**C. DEFINITIONS**

1. **Command Post [CP]** – location from which the Incident Commander [IC] oversees all operations, and at which all primary command functions – Operations, Planning, Logistics and Finance are performed.
2. **Hasty Search** – fast initial response of well-trained, self-sufficient, and very mobile searchers that check areas most likely to produce clues or the subject soonest.
3. **Helibase** – location in or near the incident area where helicopters can land, be maintained, fueled, and loaded.

4. **Helispot** – temporary location(s) where helicopters can safely land to perform work supporting the incident.
5. **Incident Action Plan [IAP]** - written plan that provides supervisory personnel with direction for future action. IAP's contain measurable tactical objectives to be achieved in a time-frame referred to as Operational Period. The IAP may be made up of ICS "200" series forms and forms specific to RSAR "100" series forms. (See Attachments 9 & 10)
6. **Incident Commander** – individual responsible for the management of all sections at the incident site. Generally this will be the Sheriff's Office or local Police Department chief official or their designee.
7. **Incident Command System [ICS]** - is a standardized approach to the command, control, and coordination of emergency response. (See Attachment 1)
8. **Lost Person – the subject of the search such as a young child, elderly person or lost hunter.** This SOG does **NOT** address police manhunts but, does interface with law enforcement operations when the lost person search later shows suspicion of criminal activities. (See Attachment 2, Lost Person Behavior.)
9. **Search Team Coordinator (Operations Section Chief)** - leadership position responsible to the IC for management of the SAR operations.
10. **Search Urgency Evaluation** – Scale developed to determine the urgency of the response to a lost or missing person. (See Attachment 3, Search Urgency).
11. **Staging Area** – temporary location of resources awaiting incident assignment.
12. **Project Lifesaver** - was founded by public safety officers themselves to bring about a solution that facilitates not just the speedy return of wanderers to their families upon being found but the actual rapid location of the wanderers themselves — a strategy that greatly increases the chance that the wanderer will be found alive. This Program is managed by the Charleston County Sheriff's Office in Charleston County.

#### **D. ORGANIZATION**

The County's Rural SAR Committee will be comprised of, but not limited to, those organizations previously described. EMD will serve as the coordinating agency. The Sheriff's Office, Local Law Enforcement, or in their absence DNR, will be the lead command and control agency. The committee will serve in ad hoc for the purpose of establishing guidelines for planning, training and exercising the SOG.

## **II. SITUATION**

The Lowcountry area of South Carolina, like many other areas in the state, is inundated with forest, marshes, rivers, and creeks. Even in larger metropolitan areas there are places where people of all age groups can get lost. Additionally the county has over 150 nursing homes, residential care, and hospital type facilities. Numerous Alzheimer, mental health and other patients reside in these facilities where the potential exists for them to wander away from the staff and become lost. Regardless of the circumstances, search management practices are applicable and should be utilized as soon as practical.

## **III. EXECUTION**

### **A. CONCEPT OF OPERATION**

1. The Sheriff's Office has the primary responsibility for a lost and missing person(s) in the unincorporated areas, and may assist when requested by the local jurisdictions. In communities with organized police departments, that agency will generally be in charge of lost person cases. Regardless of which law enforcement agency is in charge, they will be expected to manage the scene. EMD is available to assist the jurisdiction and coordinate with the other responding emergency services that may also have responsibilities on scene. In the absence of local law enforcement presence, DNR will be the lead agency.
2. Searching for a lost person is an emergency. Individuals responsible for the lost individual, as well as others called upon to help search, must realize this so that a sense of urgency prevails. From the time of the first notice until a decision is made to call the mission off, control of the operations and the way it expands must be properly handled. Besides the goal of having a successful outcome, well-organized searches that are operated according to nationally recognized standards are also less likely to become the subject of litigation or political embarrassment.
3. Lastly, this SOG does not purport to address anything other than Rural SAR for lost and missing people. When the circumstances of the mission change such as the case with downed aircraft or those lost on navigable waters, the lead agency may switch hands so as to align that operation with appropriate federal guidelines, directives, and SOG's of agencies such as the US Coast Guard or Civil Air Patrol [USAF Auxiliary].

## **B. NOTIFICATION and MOBILIZATION**

1. Upon activation of a Rural SAR Mission, Charleston County Consolidated Dispatch Center (CDC) will follow their directives for dispatching the agencies involved and recording the critical information which will be provided to the Incident Commander. A Missing Person Questionnaire (See Attachment 4) should be started by the first arriving IC. A more detailed interview process will take place on-scene by the first arriving jurisdictional law enforcement investigators. This information will be obtained as soon as practical by the on-scene Law Enforcement Investigator even if an initial hasty search has been started. (See Attachment 8, Search Types).
2. The Incident Commander on-scene will determine when the Rural Search and Rescue Plan is to be activated. Also, the circumstances of the search, location and subject profile (Lost Person Behavior and Search Urgency Profiles; Attachment 2 and 3) will determine the level of operations and the number or type of agencies responding or placed on stand-by. (See Attachment 5, SAR Team Alert List).
3. Responders in Charleston County maybe alerted via Everbridge/Citizens Notification by CDC.

## **C. PRE-EMERGENCY TASKING**

During this phase agencies should take advantage of the training, planning, and coordination opportunities. SAR personnel should maintain their individual readiness, fitness and skills in land navigation, compass use, and tracking. They should also maintain their personal gear needed for short notice deployment to rural areas where staying out overnight is possible, (See Attachment 6, Personal Equipment List). The Search Team Coordinator should verify that alert lists are current and that command and communication vehicles contain the necessary forms and other materials needed to accomplish the mission.

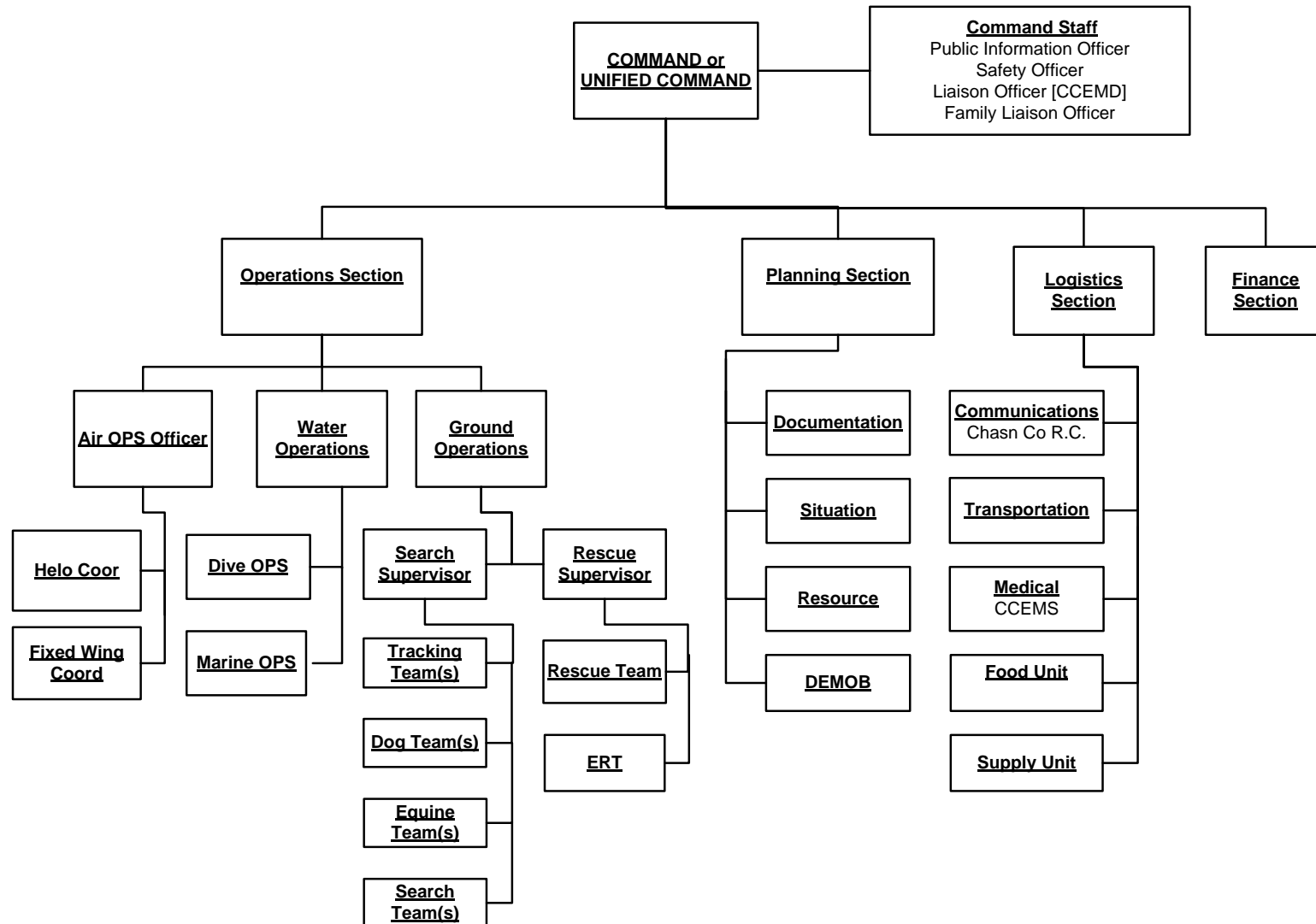
## **V. ADMINISTRATION and LOGISTICS**

As previously discussed, many missions, regardless of how they are conducted, are involved in litigation. Documentation is critical should agency representatives be summoned to court. Besides good record keeping, adequate paperwork is required for sending information up through channels to state officials for debriefing and critiques by the responsible parties.

## **VI. ATTACHMENTS**

1. ICS Organization Chart – ICS 207/SAR 107
2. Lost Person Behavior Profiles
3. Search Urgency Evaluation Profiles
4. Lost Subject Report Form (SAR 102)
5. SAR Team Alert List
6. Personal Equipment list
7. Briefing / De-briefing Checklist
8. Search Types
9. Incident Action Plan Forms;
  - a. ICS 201 Incident Briefing (SAR 100 & 100A may be substituted)
  - b. ICS 204 Assignment List (SAR 104 may be substituted & recommended)
  - c. ICS 205 Communications Plan
  - d. ICS 206 Medical Plan
  - e. ICS 221 Demobilization Plan
  - f. ICS 211A Agency Check-in List
  - h. ICS 211B Individual Check-in List
  - i. ICS 211SAR Resource Check-in List
  - j. ICS 214 Unit Log
10. Rural Search and Rescue ICS Forms;
  - a. SAR 100 General Briefing
  - b. SAR 100A General Briefing – Missing Person
  - c. SAR 104 Organizational Assignment List
  - d. SAR 105 Safety Plan
  - e. SAR 109 Incident Status Summary
  - f. SAR 110 Team Debriefing
  - g. SAR 111 Team Debriefing – Dog Supplement
  - h. SAR 112 Team Debriefing – Area Search K9 Supplement
  - i. SAR 113 Team Debriefing – Equestrian Supplement
  - j. SAR 115 Team Debriefing – Tracking Team Supplement
  - k. SAR 116 Team Debriefing – Hasty Team Supplement
  - l. SAR 119 Team Debriefing – Supplement
  - m. SAR 132 Urban Interview Log
  - n. SAR 133 Radio Log
  - o. SAR 134 Clue Log
  - p. SAR 135 Clue Report

## Attachment 1, Organizational Chart (ICS 207/SAR 107)





## **ATTCHMENT 2, Lost Person Behavior Profiles**

The following are commonly used categories [taught by NASAR] of lost persons. Each group is set apart by specific characteristics and traits. Even so, there are always exceptions that the SAR team management must take into consideration.

### **CHILDREN (Toddlers; 1 to 3 Years)**

- Unaware of the concept of being lost
- Navigational skills i.e., sense of direction is practically non-existent
- Wander aimlessly without a specific objective
- They will seek out the most convenient location to lie down and sleep such as:
  - Inside a log, under thick brush, under a picnic table

### **CHILDREN (Preschool; 3 to 6 Years)**

- More mobile and capable of going further than a 3 year old
- Have a concept of being lost and will try to return home
- Interested in animals, exploring, or following older children may draw them away
- When tired, will try to find sleeping spot
- Because of training regarding STRANGERS, they may not answer using their name

### **CHILDREN (School Age; 6 to 12 Years)**

- Navigational and directional skills much more developed
- Generally oriented to normal/familiar environment and become confused elsewhere
- May intentionally run away to avoid punishment, to sulk, or to gain attention
- Often may not answer when called in daylight but may when darkness sets in
- Suffer same fears and problems as an adult but, with greater feelings of helplessness
- Circumstances of being lost often the result of having been “Transplanted” by adults

### **ELDERLY (>65 Years)**

- Often suffering from Senility or Alzheimer’s disease
- Easily attracted to something that “strikes their fancy”
- Orientation is to past environment rather than the present one
- May pose the same supervision problems that children do
- More active/lucid ones may over-extend themselves leading to heart attacks, etc.
- Often hard of hearing thereby presenting detection problems

### **MENTALLY HANDICAPPED (All Ages)**

- They act and react much like the children from ages of 6 to 12
- Generally will not respond to their spoken name
- Most often will be hidden from view because of fear or taking shelter
- Although they don’t usually have physical impairments they don’t do anything to help themselves

### **DESPONDENT**

- Most often they are seeking **SOLITUDE**
- Generally will not respond to rescuers who they feel are intruders on their solitude
- Generally they will be in sight and sound of civilization
- They tend to be found near prominent locations e.g., lakes, scenic views, hills
- Rarely will they be found hidden or under bush, etc.

### **HIKERS**

- Generally rely on trails and have a set destination in mind
- Navigation problems arise when they encounter trail difficulties such as:
  - Slide off a trail, trail not maintained, trail covered w/ snow, fallen leaves, or poorly defined junctions, heavy overcast, etc.
- Hiking parties are mismatched in abilities resulting in person falling behind and becoming disoriented, etc.
- They are very dependent on travel aids and trails for navigation
- Cutting switchbacks often leads to disorientation, going down wrong hill or drainage

### **HUNTERS**

- Tend to Concentrate on **GAME** rather than Navigation
- In the excitement of pursuing game often lead into dead fall areas, boulder fields, underbrush, deep snow, and marsh areas and swamps
- Tend to over extend themselves into darkness and push beyond physical abilities
- Typically unprepared for extremely severe weather

### **ROCK HOUNDS – BERRY PICKERS – PHOTOGRAPHERS, ETC**

- Intentions are to stay in one location
- Usually carry **NO** provisions or survival type gear
- They go in good weather so they don't have clothing for severe weather changes
- Ground oriented so often mislead by subtle terrain changes
- Often get disoriented when trying to correct navigation back to familiar ground
- Circumstances put them at a high risk of survival

## ATTCHMENT 3, Search Urgency Evaluation Form [Developed by NASAR]

<b>Search Urgency</b>	Date Completed: _____
	Time Completed: _____
	Initials: _____
<b>Remember the lower the number the more urgent the response!!!</b>	

### A. SUBJECT PROFILE ..... \_\_\_\_\_

#### Age

- Very Young ..... 1  
Very Old ..... 1  
Other ..... 2 – 3

#### Medical Condition

- Known or suspected injury or illness ..... 1 – 2  
Healthy ..... 3  
Known Fatality..... 3

#### Number of Subjects Lost or Missing

- One alone ..... 1  
More than one (unless separation suspected)..... 2 – 3

### B. WEATHER PROFILE ..... \_\_\_\_\_

- Existing hazardous weather ..... 1  
Predicted hazardous weather (8 hours or less)..... 1 – 2  
Predicted hazardous weather (more than 8 hours) ..... 2  
No hazardous weather predicted ..... 3

### C. EQUIPMENT PROFILE ..... \_\_\_\_\_

- Inadequate for environment ..... 1  
Questionable for environment ..... 1 – 2  
Adequate for environment ..... 3

### D. SUBJECT EXPERIENCE PROFILE ..... \_\_\_\_\_

- Not Experienced, not familiar with the area ..... 1  
Not Experienced, knows the area ..... 1 – 2  
Experienced, not familiar with the area ..... 2  
Experienced, knows the area ..... 3

### E. TERRAIN & HAZARDS PROFILE ..... \_\_\_\_\_

- Known hazardous terrain or other hazards ..... 1  
Few or no hazards ..... 2 – 3

**TOTAL ..... \_\_\_\_\_**

If any of the seven categories above are rated as a one (1), regardless of the total, the search could require an emergency response.

~ THE TOTAL SHOULD RANGE FROM 7 to 21 WITH 7 BEING THE MOST URGENT~

8 – 11 Emergency Response    12 – 16 Measured Response    17 – 21 Evaluate & Investigate

# ATTCHMENT 4, MISSING/LOST PERSON QUESTIONNAIRE (ICS 102 SAR)

<b>MISSING PERSON QUESTIONNAIRE</b>		<b>TASK #</b>	DATE PREPARED: TIME PREPARED:		<b>PAGE # 1 OF 3</b>
TASK NAME:			REVISED (DATE/TIME):		
SUBJECT # ____ OF ____		INTERVIEWED BY (LEO Investigations):		POLICE FILE #	
<b>INFORMANT IDENTIFICATION</b>					
FIRST NAME:			STREET ADDRESS:		
LAST NAME:			CITY:		
RELATIONSHIP TO SUBJECT:			PROVINCE:	POSTCODE:	
HOMEPHONE #:			ALT. PHONE #		
ADDITIONAL INFORMANTS/ WITNESSES:	NAME:		NAME:	NAME:	
	PHONE:		PHONE:	PHONE:	
<b>SUBJECT INFORMATION</b>					
FIRST NAME:			STREET ADDRESS:		
MIDDLE NAME:			CITY:		
LAST NAME:			PROVINCE:	POSTCODE:	
ANSWERS TO:			HOMEPHONE #:	CELLPHONE #:	
VEHICLE MODEL:			ALT. PHONE #:	PAGER #:	
VEHICLE COLOUR:			EMPLOYER:		
LICENSE PLATE #:			STREET ADDRESS:		
COMMENTS (e.g. 'CODE' NAME IF CHILD):			CITY:		
			PROVINCE:	POSTCODE:	
			WORK PHONE # :		
			SUPERVISOR'S NAME:		
DATE OF BIRTH (Y/M/D):		AGE:	SEX:	HEIGHT:	WEIGHT:
HAIR COLOUR:	EYES:		HAIR STYLE/LENGTH:		
COMPLEXION:			FIRST LANGUAGE:		
DISTINGUISHING MARKS:					
MEDICAL DISABILITIES:					
MEDICATION REQUIREMENTS/QTY ON HAND					
DURATION OF SUPPLIES:					
RECENT/CURRENT ILLNESS(ES):					
FITNESS LEVEL:					
SMOKER <input type="checkbox"/> (Y)		BRAND:		<b>ICS 102</b>	

MISSING PERSON QUESTIONNAIRE (CONT.)		PAGE # 2 OF 3	
ALLERGIES:			
FEARS/PHOBIAS:			
MENTAL ATTITUDE:			
FINANCIAL SITUATION:			
CRIMINAL HISTORY:			
HOBBIES/INTERESTS:			
CLOTHING / EQUIPMENT			
SHOE TYPE/SIZE:	SOLE PATTERN:	SOCKS:	
PANTS TYPE/COLOUR:	TOP TYPE/COLOUR:	SWEATER TYPE/COLOUR:	
JACKET TYPE/COLOUR:		RAINGEAR TYPE/COLOUR:	
HAT TYPE/COLOUR:		GLOVES TYPE/COLOUR:	
ADDITIONAL CLOTHING:			
MAP:	COMPASS:	GPS:	FLASHLIGHT:
STOVE:	TENT:	WHISTLE:	PACK MAKE/COLOUR:
ADDITIONAL EQUIPMENT:			
FOOD & DRINK (TYPE/BRAND/QUANTITY):			
POINT LAST SEEN			
DATE LAST SEEN:		TIME LAST SEEN:	
POINT LAST SEEN: MAP #                      GRID REF:			

MISSING PERSON QUESTIONNAIRE (CONT.)			PAGE # 3 OF 3	
NAME OF OTHER PERSON(S) WHO SAW OR MIGHT HAVE SEEN THE SUBJECT AT OR NEAR THIS TIME:	#	NAME OF INFORMANT	LOCATION SUBJECT SEEN	TIME SEEN
	1			
	2			
	3			
	4			
	5			
LOCATION OF VEHICLE (TRANSPORTATION):				
INTENDED ROUTE:				
WEATHER AT TIME LAST SEEN:				
COMMENTS (DISPOSITION/PERSONALITY, RELATIONSHIP WITH SPOUSE/FAMILY/FRIENDS ETC.):				
SUBJECT NEXT OF KIN				
FIRST NAME:		STREET ADDRESS:		
LAST NAME:		CITY:		
RELATIONSHIP TO SUBJECT:		PROVINCE:	POSTAL CODE:	
HOME PHONE #:		ALT. PHONE #		
ADDITIONAL INFORMANTS/ FRIENDS	NAME:	NAME:	NAME:	
	PHONE:	PHONE:	PHONE:	
AVAILABILITY OF PHOTOGRAPH(S)?				

## ATTCHMENT 5, Alert List

### the RSAR Team;

- 1 Complete Missing Person Questionnaire Form;
- 2 Complete Search Urgency Evaluation Form;
- 3 Contact CDC to notify EMD Duty Officer to Request RSAR Team;
- 4 EMD Duty Office will contact the Search Incident Commander to gather incident information;
- 5 EMD Duty Officer will notify CDC to Activate Everbridge Citizen Notification for "RSAR Team" Members to report to designated Staging Area.

### Squad Coordinators;

Agency	Point of Contact	Work Phone	Cell Phone	Email Address
Chasn Co EMD		843-746-3805	843-870-7471	jcoates@charlestoncounty.org
Chasn Co Sheriff Off	Michael Haley	843-529-7445	843-696-2380	mhalley@charlestoncounty.org
Chasn Co Commo	Martin Krantz	843-745-2320	843-693-2223	JKratz@charlestoncounty.org
Chasn Co Rescue Sq	Therrell Williams		843-296-4233	Therrell.williams@charlestonrescue.com
Charleston FD	Mark Davis		843-518-8705	davism@charleston-sc.gov
North Charleston FD	Trey Coker	843-308-4712	843-822-1159	lcoker@northcharleston.org
Mt. Pleasant FD	Sean Carroll		843-327-3212	scarroll@tompssc.com
Awendaw FD	Mike Bowers	843-928-3000	803-600-7338	MBowers@charlestoncounty.org
Isle of Palms FD	Roger Eagle	843-886-4410	843-509-1111	firejeep44@yahoo.com
St Pauls FD	Mike Rakoske	843-889-8874	843-693-4319	M.rakoskecto@gmail.com
James Island FD	Tom Glick	843-762-5245	843-991-3295	glickt@jipsd.org
St. Johns FD	Jackie Stanley	843-559-9194	843-200-6799	J.Stanley@stjfd.org
SC Search Dogs	Bonnie Laidlaw		843-509-7860	bonnie.laidlaw@comcast.net
Berkeley Co.	Lori Kidwell	843-367-0484	843-719-4168	lkidwell@berkeleycountysc.gov
Dorchester Co.	Matt McNamara		843-412-7176	MMcNamara@dorchestercounty.net
Joint Base Chasn	Donna Collins		843-810-1323	DONNA.COLLINS@US.AF.MIL

## **ATTCHMENT 6, Personal Equipment List (\*=Personal Go Pack for Our Area)**

### **Personal First Aid Kit (Kit for SARTECH II)**

- 1- Container or bag suitable for kit. (Commercial kits are OK).
- 4- OTC pain reliever tablets. (Tylenol, Advil, Motrin, etc.).
- 4- Antacid Tablets. (Tums, Rolaids, Pepcid, etc.).
- 2- Antiseptic cleansing pads. (Betadine, Castile soap, etc.).
- 1- Antiseptic ointment. (Neosporin Triple Antibiotic, Bactroban, etc.).
- 6- Band-Aids, various sizes. (Small, medium, large).
- 2- Cotton Swabs, non-sterile. (Q-tips).
- 1- Moleskin sheet. (at least 4" x 6").
- 2- Towelette, clean. (Restaurant type).
- 2- Pair Latex or Nitrile exam gloves.
- 1- Razor blade, single edge
- 1- Roller bandage, at least 3" wide. (Kling, Kerlix, etc.).
- 4- 4" x 4" gauze pads, sterile.
- 1- Roll medical tape, at least 1 inch wide.
- 2- Safety pins, large
- 1- Scissors, multi-purpose.
- 1- Splinter forceps or tweezers.
- 1- Space blanket. (Small disposable OK but prefer durable one).

### **Personal Survival Kit (Kit for SARTECH II)**

- \*1- Container or bag suitable for kit. (Commercial kits OK).
- 1- Candle, long burning. (Pink lady or plumber's candle)
- \*1- Duct tape, 5 to 10 feet. (Wrap around a pencil or water bottle).
- \*1- Insect repellent.
- \*1- Lip Balm with sunscreen.
- 2- Quarters for phone call. (Even if you have a cellphone).
- 1- Mirror, small for signaling.
- 8- Matches in a waterproof container. ("Strike Anywhere" matches).
- 2- Means of starting fire. (Other than the matches. Can be a lighter).
- \*1- Nylon twine or small rope, 50 feet. (550 cord or 3-4 mm accessory cord).
- 1- Shelter material, 8 x 10. (Homemade or nylon tarp).
- 4- Leaf bags, large.
- \*1- Sunscreen lotion.
- 1- Method of purifying water. (Small pump or chemical type purifiers).
- \*1- Whistle, loud
- 1- Metal cup or pot. (At least 1 pint size).

### **Personal SAR Equipment**

- 4- Plastic bags, various sizes, zip-lock style.
- 3- Bandannas
- 1- Carabineer, locking, aluminum, D-shaped. (No auto-lockers).
- 1- Carabineer, locking, aluminum, Pear shaped. (No auto-lockers).
- 1- Clothing bag, waterproof.
- \*1- Clothing, adequate for climate. (This is what you are wearing).



- 1- Clothing, complete extra set, adequate for climate. \*\*see below
- \*1- Compass, orienteering style.
- 1- Compass, spare, small.
- \*2- Rolls of flagging tape, plastic.
- \*3- Flashlights, extra batteries and bulbs for all three. (Recommend 1 headlamp, 1 C or D cell hand light, and a small 2 AA light).
- \*1- Footwear, boots, sturdy, waterproof.
- 1- Footwear, extra. (Secure sport sandals or running shoes).
- \*1- Gloves, all leather.
- \*1- Safety glasses or goggles, clear lenses.
- \*1- Knife, multipurpose. (Gerber, Leatherman, etc.)
- 2- Meals, complete, non-perishable. (MRE or similar type).
- \*1- Measuring device, 18 inch minimum.
- 2- Chemical light sticks.
- 1- Orange vest with reflective stripes.
- 1- Pack, 1800 cubic inch minimum. (Recommend 2000 to 2800 cubic inch).
- \*1- Rainwear, durable. (Recommend Gore-Tex type material).
- \*1- Pad and writing utensil.
- 2- Prussic cords, 6- 8 mm, 6 ft. (suggest 6 -7 mm, 7 ft. long).
- 1- SAR personal ID card.
- \*1- Socks, extra. (More is better).
- 1- Tally beads or counter.
- \*1- Roll toilet paper. (Amount depends on you).
- \*1- Tracking stick, 42 inches long.
- 1- UTM grid reader.
- \*1- Watch.
- 8- Wire ties, plastic. (Also called zip ties)
- \*2- Water containers, 1 quart size each. (If you use a water bladder & back-up bottle).
- 1- Tubular webbing, 1 inch width, length suitable for tying an improvised harness.
- 1- Wire, 5 to 10 feet, woven steel. (Suggest .032 safety wire)

### **Optional Personal Equipment**

#### **Recommended but not Required**

- 4- Antihistamine tablets, 25 mg Benadryl.
- 4- Anti-diarrheal tablets, Imodium AD
- 1- Foam pad, small for sitting and splinting.
- 1- Gaiters, tall.
- 1- Rain cover for pack.
- 1- Rain cover for pack.
- 6 to 8 tent stakes for shelter.
- 1- Stove. (Small heat tab or backpacking type).
- 1- Sunglasses.
- 1- Trail snacks.
- 1- Extra water container.
- 1- Personal GPS receiver.
- 1- Waterproof map case.
- 1- Camera

## ATTCHMENT 7, BRIEFING AND DEBRIEFING CHECKLIST

### BRIEFING AND DEBRIEFING CHECKLIST

#### Briefing

1. Incident Action Plan – What is it and how do I fit in?
2. Situation Status and predictions (SAR 109)
3. Objectives and Strategies (specific)
  - \* Clue / Evidence Guidance
4. Tactical Assignments with explicit instructions;
  - \* SAR 104
  - \* Hazard and Safety Instructions (SAR 105)
5. Weather – Present and Forecast
6. Specific Equipment needs.
7. Communications details; (SAR 104)
  - \* Channels to be used
  - \* Designators and Codes (for deceased)
  - \* Contact persons and times
  - \* What to do if Communication issues arise
  - \* Emergency Communications (whistle?)
8. Transportation Details (SAR 104)
9. Reporting locations and times (SAR 104)
10. How to deal with media/family – where to refer
11. Where to be at what times.
12. Debriefing Procedures; (SAR 110)
  - \* Where to debrief and with whom
  - \* When to debrief
  - \* What info will be expected, needed, or required.
  - \* What format should the debrief be in;
    - ~ Oral, written, sketches, map, etc.

Briefing should last less than 30 minutes and should be held before, not during, shift change (Operational Period). A combination of written and oral briefings as most successful. **Take notes and ask questions.**

#### DEBRIEFING

1. Explicit description of area covered and activities carried out (SAR 110 plus supplements)
2. Probability of detection estimate (POD percentage); If there were 10 clues of varying size in the area you were assigned to search, How many would you have found? (2=20%, 4.5= 45%)
3. Location of any clues found, regardless of how insignificant they may seem. (use map, GPS, sketches, etc.)
4. Gaps in area searched or any other problems with the search area at all.
5. Specific difficulties encountered. (weather, terrain, communications, fitness, injuries, etc.)
6. Hazards in the area – be specific with respect to location and description.
7. Suggestions, recommendations and ideas for further search activity in the area searched.

Proper info conveyed in the debriefing is absolutely essential for an effective search. Use any means to convey what you want to say about the area searched. (i.e., sketches, maps, briefing reports, notes, photos, videos, etc.)

Debriefing should be done in writing if possible, perhaps using an open-ended questionnaire for personnel coming out the field. All debriefings should be performed one-at-a time, on an individual team leader basis, if possible. However, team leaders could debrief their team members and someone in turn debrief the team leader. The above list is a minimum.

Please feel free to copy this page (Shrink if Necessary). Laminate it, and carry it with you in your 24 hour search pack.

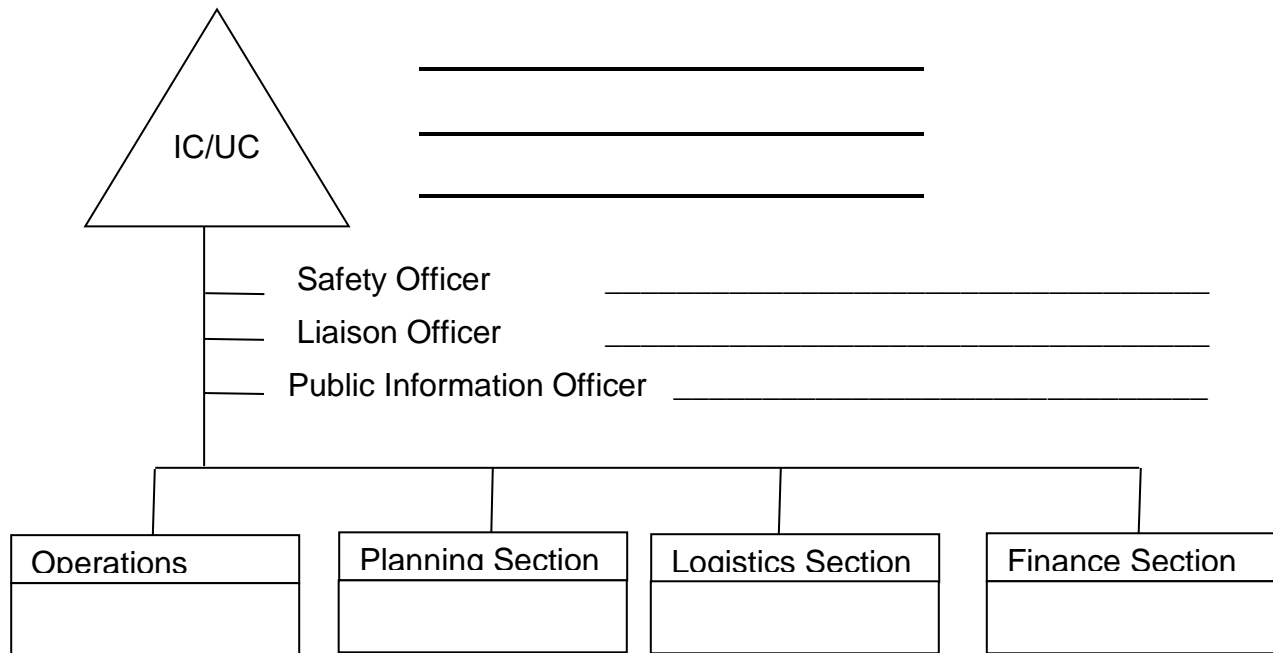
## ATTCHMENT 8, Search Types

	<b>TYPE I</b>	<b>TYPE II</b>	<b>TYPE III</b>
<b>CRITERION</b>	<b>Speed INITIAL (Hasty)</b>	<b>Efficiency EFFICIENT</b>	<b>Thoroughness THOROUGHNESS</b>
<b>OBJECTIVE</b>	Quickly search high probability areas and gain info on the search area.	Rapid search of large areas.	Search with absolute highest probability of detection.
<b>DEFINITION</b>	Fast initial response of well trained, self-sufficient, and very mobile searchers that check areas most likely to produce clues or the subject the soonest.	Relatively fast, systematic search of high probability segments of the search area that produces high results per searcher-hour of effort.	
<b>CONSIDERATIONS</b>	<ul style="list-style-type: none"> <li>~ Works best with responsive subject</li> <li>~ Offers immediate show of effort</li> <li>~ Helps define search area</li> <li>~ Clue consciousness is critical</li> <li>~ Planning is critical for effective use</li> <li>~ Often determines where not to search</li> </ul>	<ul style="list-style-type: none"> <li>~ Often employed after hasty searches, especially if clues were found</li> <li>~ Best suited to responsive subjects</li> <li>~ Often effective to finding clues</li> <li>~ Between-searcher spacing is dependent on terrain and visibility</li> </ul>	<ul style="list-style-type: none"> <li>~ Marking search segment is very important</li> <li>~ Should be used only as a last resort (Also used in Wide Area Searches for evidence or small objects)</li> <li>~ Very destructive to clues</li> <li>~ Used when other methods of searching are unsuccessful</li> </ul>
<b>TECHNIQUES</b>	<ul style="list-style-type: none"> <li>~ Investigation (personal physical effort)</li> <li>~ Check last known position for clues.</li> <li>~ Follow route</li> <li>~ Run trails and ridges</li> <li>~ Check perimeter, contour area</li> <li>~ Check hazards and attractions</li> </ul>	<ul style="list-style-type: none"> <li>~ Open grid line search with wide spacing between searcher</li> <li>~ Compass bearings or specific guides are often used to control search</li> <li>~ Often applied in a defined area to follow-up a discovered clue</li> <li>~ No overlap in area coverage</li> <li>~ Critical separation</li> <li>~ Sound Sweeps</li> </ul>	<ul style="list-style-type: none"> <li>~ Closed grid or sweep search with small spacing between searchers</li> <li>~ Searched areas often overlap adjacent teams for better coverage</li> </ul>
<b>USUAL TEAM MAKEUP</b>	Two or three very mobile, well-trained, self-sufficient searchers	May include three to seven skilled searchers, but usually just three.	Four to seven searchers, including both trained and untrained personnel
<b>MOST EFFECTIVE RESOURCE</b>	Investigators Trained Hasty Teams Human Trackers Dogs Aircraft Any mobile trained resource Noise Attractions - (Siren/LRAD)	Clue Conscious Search Team Human trackers & Sign Cutters Dogs Aircraft / Drones Trained grid search teams	Trained grid search teams





**6. Current Organization** (fill in additional appropriate organization)





## ICS 204 – ASSIGNMENT LIST

<b>Assignment List</b> <b>ICS 204</b>	<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From: _____ To: _____																																																	
<b>3. Branch</b>	<b>4. Division/Group/Staging</b>																																																		
<b>5. Operations Personnel</b> <div style="display: flex; justify-content: space-between;"> <span>Name</span> <span>Affiliation</span> <span>Contact # (s)</span> </div> Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor : _____																																																			
<b>6. Resources Assigned</b> <div style="text-align: right; font-size: small;">"X" indicates 204a attachment with additional instructions</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Strike Team/Task Force/Resource Identifier</th> <th style="width: 15%;">Leader</th> <th style="width: 15%;">Contact Info. #</th> <th style="width: 10%;"># Of Persons</th> <th style="width: 35%;">Reporting Info/Notes/Remarks</th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>				Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks							<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>
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<b>7. Work Assignments</b>																																																			
<b>8. Special Instructions</b>																																																			
<b>9. Communications (radio and/or phone contact numbers needed for this assignment)</b> <div style="display: flex; justify-content: space-between;"> <span>Name/Function</span> <span>Radio: Freq./System/Channel</span> <span>Phone</span> <span>Cell/Pager</span> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <b>Emergency Communications</b> Medical _____ Evacuation _____ Other _____																																																			
<b>10. Prepared by</b> Date/Time _____	<b>11. Reviewed by (PSC)</b> Date/Time _____	<b>12. Reviewed by (OSC)</b> Date/Time _____	<b>Date/Time</b>																																																

IAP 1-5





### ICS 206 – MEDICAL PLAN (With Hospitals added)

<b>MEDICAL PLAN ICS 206</b>		<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: _____ To: _____			
<b>3. Incident Medical Aid Stations</b>							
Name		Location		Contact #		Paramedics On site (Y/N)	
<b>4. Transportation</b>							
Ambulance Service		Address		Contact #		Paramedics On board (Y/N)	
<b>5. Hospitals</b>							
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?	
			Air	Ground			
MUSC	171 Ashley Ave, Charleston	843-792-3333			No	Yes	
E. Cooper	2000 Hospital Rd., Mt. Pleasant	843-881-4325			No	No	
Roper	316 Calhoun St., Charleston	843-724-2000			No	No	
Roper Northwoods	2223 Northwoods Blvd, N. Chasn	843-824-8733			No	No	
Roper Berkeley	730 Stony Landing Rd, Moncks Corner	843-899-7700			No	Yes	
Roper-St. Francis, Mt. P	3500 Highway 17 North, Mt. Pleasant	843-606-1535 ER 843-606-7000			No	Yes	
St. Francis	2095 Henry Tecklenburg Dr., Chasn	843-402-1000			No	No	
Trident Regional	9330 Medical Plaza Dr., N. Chasn	843-797-7000			No	Yes	
Trident Summerville	295 Midland Pkwy, Summerville	843-832-5000			No	No	
Trident Moncks Corner	401 N. Live Oak Dr. Moncks Corner	843-761-8721			No	Yes	
J.M. Still Burn Ctr	3651 Wheeler Rd. Aug. Ga	706-651-3232	45 M	2.5 H	YES	Yes	
<b>6. Special Medical Emergency Procedures</b>							
A. All responder injuries will be directed to the Medical Unit on-site for treatment and transport as necessary.							
B. All responder injuries are to be reported no matter how minor.							
C. All responder Injuries will be reported to the Safety Officer.							
D. There will be one transport crew at Staging at all times							
<b>7. Prepared by: (Medical Unit Leader)</b> Date/Time			<b>8. Reviewed by: (Safety Officer)</b> Date/Time				
<b>MEDICAL PLAN</b>						<b>ICS 206</b>	

## ICS 206 – MEDICAL PLAN

<b>MEDICAL PLAN ICS 206</b>		<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From:                      To:		
<b>3. Incident Medical Aid Stations</b>						
Name	Location	Contact #	Paramedics On site (Y/N)			
<b>4. Transportation</b>						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
<b>5. Hospitals</b>						
Hospital Name	Address	Contact #	Travel Time		Burn Center?	Heli-Pad?
			Air	Ground		
<b>6. Special Medical Emergency Procedures</b>						
A. All responder injuries will be directed to the Medical Unit on-site for treatment and transport as necessary.						
B. All responder injuries are to be reported no matter how minor.						
C. All responder Injuries will be reported to the Safety Officer.						
D. There will be one transport crew at Staging at all times						
<b>7. Prepared by: (Medical Unit Leader)</b>			<b>Date/Time</b>		<b>8. Reviewed by: (Safety Officer)</b>	





## ICS 211 - SAR RESOURCE CHECK-IN

<b>211 SAR INCIDENT CHECK-IN SHEET</b>	1. Incident Name		2. Date		3. Time	
	6. Name		7. Name of Crew/Team		8. Agency	
	9. Are you: <input type="checkbox"/> Single Resource; <input type="checkbox"/> Strike Team; <input type="checkbox"/> Task Force				10. Total Number of Personnel	
	11. Cell Phone No.			12. Call Sign/Unit ID		
	<b>Instructions for Section 2: Provide Call Sign, Tag # and/or Serial # for all applicable Equipment</b>					
<u>VEHICLE</u> <u>CALL SIGN/TAG#</u>		<u>MISC EQUIP</u> <u>CALL SIGN/TAG#</u>		<u>HAND HELD EQUIPMENT</u>		
PU-Pick Up _____		ATV Personal _____		GPS/Format _____		
AUTO – Car _____		ATV Utility _____		Radio/System _____		
VAN – Van _____		ATV 2 x 2 _____		Thermal Imager _____		
Incident Trailer _____		ARGO/Tracked _____				
Dozer/Tractor _____		Boat/Size _____				
MISC _____		MISC _____				
<u>ENG-Engines</u> <u>CALL SIGN/TAG#</u>		<u>K9/EQUINE</u>		<u>SPECIALIZED TRAINING</u>		
Type 1 _____		<input type="checkbox"/> K9 - Trailing		<input type="checkbox"/> EMT <input type="checkbox"/> Paramedic		
Type 2 _____		<input type="checkbox"/> K9 - Trailing /Scent Specific		<input type="checkbox"/> ICS/Management _____		
Type 3 _____		<input type="checkbox"/> K9 - Area Search		<input type="checkbox"/> Technical Rescue		
Type 4 _____		<input type="checkbox"/> K9 - Area Search/Scent Specific		<input type="checkbox"/> Communication Unit		
Rescue _____		<input type="checkbox"/> K9 - HRD		<input type="checkbox"/> Mantracking Training		
Heavy Rescue _____		<input type="checkbox"/> K9 - HRD Water		<input type="checkbox"/> Diver/SWFR		
Service Tk _____		<input type="checkbox"/> K9 – Disaster/USAR				
		<input type="checkbox"/> Equine				
<b>PERSONNEL</b>						
Name		Position		Call Sign		
1.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
2.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
3.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
4.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
5.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
6.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
7.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
8.						
<input type="checkbox"/> SARTECH III; <input type="checkbox"/> SARTECH II; <input type="checkbox"/> SARTECH I; <input type="checkbox"/> Wilderness Medic; <input type="checkbox"/> Trained Flanker						
ICS 211 - SAR Check-in Form						

## ICS 214 - UNIT LOG

1. Incident Name:		2. Operational Period: Date From: Time From:		Date To: Time To:
3. Name:		4. ICS Position:		5. Home Agency (and Unit):
6. Resources Assigned:				
Name		ICS Position		Home Agency (and Unit)
7. Activity Log:				
Date/Time	Notable Activities			
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____				
ICS 214, Page 1 of ____		Date/Time: _____		

## ATTCHMENT 10, Rural Search and Rescue ICS Forms

### ICS 100 SAR – GENERAL INCIDENT BRIEFING

<b>GENERAL BRIEFING GENERIC INCIDENT - SAR 100</b>	<b>1. INCIDENT NAME</b>	<b>2. OPERATIONAL PERIOD</b>	<b>3. INCIDENT NO</b>
<b>4. INCIDENT SUMMARY</b>			
<b>5. COMMUNICATIONS PLAN</b>			
<b>FUNCTION</b>	<b>FREQUENCY</b>	<b>CHANNEL DESCRIPTION</b>	<b>CHANNEL</b>
COMMAND (TEAM -- BASE)			
TACTICAL (TEAM -- TEAM)			
<b>6. ACTION PLAN SUMMARY</b>			
<b>7. PREPARED BY</b>	<b>8. DATE PREPARED</b>	<b>9. TIME PREPARED</b>	



### ICS 100A SAR – MISSING PERSON BRIEFING

<b>GENERAL BRIEFING</b> MISSING PERSON – SAR 100A			1. INCIDENT NAME		2. OPERATIONAL PERIOD		3. INCIDENT NUMBER		
4. INCIDENT SUMMARY									
5. COMMUNICATIONS PLAN									
FUNCTION			FREQUENCY		CHANNEL DESCRIPTION			CHANNEL	
COMMAND (TEAM -- BASE)									
TACTICAL (TEAM -- TEAM)									
SUBJECT INFORMATION									
6. NAME						7. SEX		8. AGE	
9. NAME TO CALL				10. EXPECTED RESPONSE					
11. SUBJECT'S PLANS OR INTENT									
12. PHYSICAL DESCRIPTION					15. PHOTO				
HEIGHT		WEIGHT		BUILD					
RACE		COMPLEXION							
EYES		HAIR							
13. CLOTHING DESCRIPTION									
14. FOOTWEAR/TRACK DESCRIPTION									
SIZE									
16. PREPARED BY						17. DATE PREPARED		18. TIME PREPARED	

RSAR – 2

## ICS 103 SAR – ORGANIZATIONAL CHART

ORGANIZATION ASSIGNMENT LIST – SAR 103		9.	Operations Section	
1. Incident Name		Chief		
		Deputy		
		<b>Branch I - Divisions/Groups</b>		
2. Date	3. Time	Branch Director (Ground OPS)		
		Deputy		
4. Operational Period		Division/Group (Search)		
5.	<b>Incident Commander and Staff</b>	Unit (Dogs Teams)		
Incident Commander		Unit (Tracking Teams)		
Deputy (SAR Manager)		Unit (Ground Teams)		
Safety Officer		Unit (Equine Teams)		
Information Officer		Unit		
Liaison Officer		Unit		
Liaison "Family"		Division/Group (Rescue)		
6.	<b>Agency Representatives</b>	Unit (Rescue Team)		
Agency	Name	Unit (Emer Response Team)		
		Unit		
		Unit		
		<b>Branch II - Divisions/Groups</b>		
		Branch Director (Water OPS)		
7.	<b>Planning Section</b>	Deputy		
Chief		Division/Group (Boats)		
Deputy		Division/Group (Dive)		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		Division/Group		
Demobilization Unit		<b>Branch III. Air Operations</b>		
Technical Specialists		Air Operations Branch Director		
		Air Attack Supervisor		
		Air Support Supervisor		
		Helicopter Coordinator		
		Air Tanker Coordinator		
		10.	<b>Finance Section</b>	
		Chief		
8.	<b>Logistics Section</b>	Deputy		
Chief		Time Unit		
Deputy		Procurement Unit		
Support Branch		Compensation/Claims Unit		
Facilities Unit		Cost Unit		
Supply Unit				
Ground Support Unit				
Service Branch				
Medical Unit		Prepared by (Resource Unit Leader)		
Communications Unit				
Food Unit				
Security Unit				

## ICS 104 SAR – ASSIGNMENT LIST

<b>Assignment List SAR 104</b>	<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From: _____ To: _____													
<b>3. Branch</b>		<b>4. Division/Group/Staging</b>													
<b>5. Operations Personnel</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; text-align: right;">Name</td> <td style="width: 35%; text-align: right;">Affiliation</td> <td style="width: 30%; text-align: right;">Contact # (s)</td> </tr> <tr> <td colspan="3">Operations Section Chief: _____</td> </tr> <tr> <td colspan="3">Branch Director: _____</td> </tr> <tr> <td colspan="3">Division/Group Supervisor: _____</td> </tr> </table>				Name	Affiliation	Contact # (s)	Operations Section Chief: _____			Branch Director: _____			Division/Group Supervisor: _____		
Name	Affiliation	Contact # (s)													
Operations Section Chief: _____															
Branch Director: _____															
Division/Group Supervisor: _____															
<b>6. Resources Assigned</b> <span style="float: right;">"X" indicates 204a attachment with additional instructions</span>															
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons												
Reporting Info/Notes/Remarks															
			<input type="checkbox"/>												
			<input type="checkbox"/>												
			<input type="checkbox"/>												
			<input type="checkbox"/>												
			<input type="checkbox"/>												
			<input type="checkbox"/>												

**7. Work Assignments**  
 Perform an "effective Type" search of segment \_\_\_\_\_ using a "Critical Spacing of One". Search in a general Direction of \_\_\_\_\_ to \_\_\_\_\_. Expected POD is 70%. Estimate to complete the search is \_\_\_\_\_.  
Bearing      Location

**8. Special Instructions**  
 A. Know the location of your Drop-Off-Point and route to it.  
 B. Know your search area (size, Boundries, terrian, Major Landmarks, Distance (paces) and Direction of Travel.  
 C. Know the location of your Pick-Up-Point and indicating landmarks.  
 D. Brief Crew members to individual assignments (compass, pace, radio).  
 E. Review with crew members;  
     (1) Subject profile and possible clues.  
     (2) Terrain and landmarks within search segment.  
     (3) Crew Objectives.  
     (4) Individual equipment requirements.  
**Clue Considerations:** Mark and record all possible clues.  
**Communications Considerations:** Report your location every hour.  
**Subject Location SOPs:** A-100 if subject does not require any assistance; A-200 if subject requires medical assistance and evacuation; A-300 if subject is deceased.  
**Medical Emergencies:** Refer to Incident Medical Plan (ICS-206)  
**Hazard Considerations:** Snakes, alligators, spiders, footing due to low areas. Feral hogs may also be present.  
**Family and Media Considerations:** Family and friends may be at Command Post/Incident Base.

**9. Communications (radio and/or phone contact numbers needed for this assignment)**

Name/Function	Radio: Freq./System/Channel	Phone	Cell
Other _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Emergency Communications**  
 Medical \_\_\_\_\_ Evacuation \_\_\_\_\_ Other \_\_\_\_\_

<b>10. Prepared by</b>	<b>Date/Time</b>	<b>11. Reviewed by (PSC)</b>	<b>Date/Time</b>	<b>12. Reviewed by (OSC)</b>	<b>Date/Time</b>
------------------------	------------------	------------------------------	------------------	------------------------------	------------------

RSAR – 4

### ICS 105 SAR - SAFETY PLAN

<b>SAFETY PLAN</b>		<b>TASK #</b>		<b>Date Prepared:</b>	
				<b>Time Prepared:</b>	
<b>For Operational Period #</b>		<b>TASK NAME:</b>		<b>PREPARED BY (Safety Officer):</b>	
<b>IDENTIFIED HAZARD #</b>		<b>HAZARD NAME:</b>			
DESCRIPTION:					
PRECAUTIONS:					
SPECIAL INSTRUCTIONS:					
<b>SAFETY EQUIPMENT REQUIRED</b>					
<b>ITEM DESCRIPTION</b>	<input checked="" type="checkbox"/>	<b>ITEM DESCRIPTION</b>	<input checked="" type="checkbox"/>	<b>ITEM DESCRIPTION</b>	<input checked="" type="checkbox"/>
Head Protection	<input type="checkbox"/>	Life Line Rope	<input type="checkbox"/>		<input type="checkbox"/>
Work Gloves	<input type="checkbox"/>	Utility Rope	<input type="checkbox"/>		<input type="checkbox"/>
Latex Gloves	<input type="checkbox"/>	Harness	<input type="checkbox"/>		<input type="checkbox"/>
Eye Protection	<input type="checkbox"/>	PFD	<input type="checkbox"/>		<input type="checkbox"/>
Particle Masks	<input type="checkbox"/>	Floater Suit	<input type="checkbox"/>		<input type="checkbox"/>
SW/F Rescue Helmet	<input type="checkbox"/>	SW/F PFD	<input type="checkbox"/>		<input type="checkbox"/>
<b>SAR 105</b>		Page # _____ of _____			

### ICS 109 SAR – INCIDENT STATUS SUMMARY

INCIDENT STATUS SUMMARY				TASK#		DATE COMPLETED: TIME COMPLETED:	
TASK NAME:				FOR OPERATIONAL PERIOD#		PREPARED BY (Planning):	
#	SUBJECT NAME(S)					AGE	SEX
1							
2							
3							
DATE LAST SEEN:		TIME LAST SEEN:		POINT LAST SEEN:			
#	DESCRIPTION OF CLUE/EVIDENCE FOUND				LOCATION		TIME
1							
2							
3							
4							
5							
TOTAL SEARCH AREA (SQ Km/MILES):						#	SAR TEAMS RESPONDING
Area / Segment Name or Assignment No.	Priority	Resource	Times Searched	% POA	% POD	#	#
						1	
						2	
						3	
						4	
						5	
						#	Other Agencies Responding
						1	
						2	
						3	
						4	
						5	
						General Public Volunteers	
						TOTAL PERSONNEL ON SITE	
COMMENTS:							
APPROVED BY (DEPUTY/) INCIDENT COMMANDER:							

RSAR – 6

## ICS 110 SAR – TEAM DEBRIEFING

<b>TEAM DEBRIEFING</b>		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASSIGNMENT NO.
4. RESOURCE TYPE				
5. ASSIGNMENT SUMMARY				
6. DESCRIBE SEARCH EFFORTS IN ASSIGNMENT				
7. DESCRIBE PORTIONS YOU WERE UNABLE TO SEARCH				
8. DESCRIBE ANY CLUES, TRACKS , OR SIGN LOCATED, OR ANY PERTINENT TRAIL INTERVIEWS				
9. DESCRIBE ANY HAZARDS OR PROBLEMS ENCOUNTERED				
10. SUGGESTIONS FOR FURTHER SEARCH EFFORTS IN OR NEAR YOUR ASSIGNMENT				
11. TIME ENTERED	12. TIME EXITED	13. TIME SPENT	14. P.O.D. SUMMARY	
			H M L ____ % <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RESPONSIVE SUBJECT ____ % <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> UNRESPONSIVE SUBJECT ____ % <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CLUES 90% 50% 10%	
15. DEBRIEFER		16. DATE & TIME		
<b>SAR 110</b>	ATTACHMENTS:		SUMMARY:	
	<input type="checkbox"/> DEBRIEFING MAP(S) <input type="checkbox"/> ORIGINAL BRIEFING DOCUMENT <input type="checkbox"/> SUPPLEMENTAL DEBRIEFING FORMS <input type="checkbox"/> OTHER _____		NOTHING SIGNIFICANT LOCATED <input type="checkbox"/> USEFUL INFORMATION, NEEDS REVIEW <input type="checkbox"/> POTENTIAL CLUES, NEEDS URGENT REVIEW <input type="checkbox"/> ASSIGNMENT SEARCHING <input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> ASSIGNMENT NOT COMPLETED <input type="checkbox"/>	

## ICS 111 SAR – K9 SUPPLEMENT, TEAM DEBRIEFING

<b>TEAM DEBRIEFING</b>		<b>1. INCIDENT NAME</b>		<b>2. OPERATIONAL PERIOD</b>		<b>3. ASSIGNMENT NO.</b>	
<b>K9 Supplement</b>							
<b>4. SCENT CONDITIONS</b>							
<b>Time of Observation</b>							
<b>Wind From</b>							
<b>Wind Speed</b>	< 4 MPH						
	4 - 7						
	> 7 MPH						
<b>6 Ft Shadow</b>	< 3 FT						
	3 - 8						
	> 8 FT						
<b>Cloud Cover</b>	< 30 %						
	30 to 70						
	> 70 %						
<b>Moisture</b>	WET						
	NORMAL						
	DRY						
<b>Temperature</b>	COOL						
	MOD						
	HOT						
<b>Other Factors</b>							
<b>Summary of Conditions</b>	GOOD						
	FAIR						
	POOR						
<b>AREA SEARCH DOGS</b>							
<b>5. SEARCH TECHNIQUE</b>		<b>6. SWEEP SPACING</b>				<b>7. POD</b>	
<input type="checkbox"/> ROUTES OF TRAVEL <input type="checkbox"/> GRID PATTERN <input type="checkbox"/> OTHER, DESCRIBE							
<b>8. AREAS WHERE DOG SHOWED INTERSET:</b>							
<b>9. SHOULD PORTIONS OF THE ARE BE RESEARCHED DURING BETTER SCENT CONDITIONS?</b>							
<b>SCENT SPECIFIC DOGS</b>							
<b>11. SUPPORTING EVIDENCE FOUND (TRACKS, SIGNS, CLUES)</b>							
<b>12. WHY AND WHERE THE SCENT TRAIL ENDED</b>							
<b>13. DESCRIBE THE SCENT ARTICLE, ITS QUALITY AND USABILITY</b>							
<b>14. DESCRIBE THE CURRENT LOCATION AND QUALITY AND USABILITY OF THE SCENT ARTICLE</b>							
<b>SAR 111</b>		<b>DEBRIFER:</b>			<b>DATE/TIME:</b>		

RSAR – 8

## ICS 112 SAR – AREA SEARCH SUPPLEMENT, TEAM DEBRIEFING

[illegible]



## ICS 113 SAR - EQUESTRIAN SUPPLEMENT, TEAM DEBRIEFING

TEAM DEBRIEFING EQUESTRIAN SUPPLEMENT		1. INCIDENT NAME		2. OPERATIONAL PERIOD		3. ASSIGNMENT NO.	
4. NUMBER OF SEARCHERS		5. TIME SPENT SEARCHING		6. SEARCH SPEED		7. AREA SIZE (Actually Searched)	
8. SPACING		9. VISIBILITY DISTANCE					
10. DESCRIBE AREAS YOU WERE UNABLE TO SEARCH DUE TO TERRAIN CONDITIONS OR HAZARDS (IE Heavy Brush, Wetlands, Cliffs)  							
11. COULD THESE AREAS BE BETTER SEARCHED WITH A DIFFERENT TYPE OR RESOURCE?  							
12. SUGGESTIONS FOR FURTHER EQUESTRIAN SEARCH EFFORTS IN OR NEAR YOUR ASSIGNMENT  							
SAR 113	DEBRIFER:			DATE/TIME:			

**RSAR – 10**

## ICS 115 SAR – TRACKING SUPPLEMENT, TEAM DEBRIEFING

TEAM DEBRIEFING TRACKING TEAM SUPPLEMENT	1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASSIGNMENT NO.
<b>4. DISCUSS LIKELIHOOD OF FINDING TRACKS OR SIGNS ON THE TRAILS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>5. DISCUSS LIKELIHOOD OF FINDING TRACKS OR SIGNS OFF THE TRAILS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>6. DESCRIBE THE LOCATION AND NATURE OF EXISTING TRACK TRAPS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>7. DID YOU ERASE ANY EXISTING TRACK TRAPS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>8. DID YOU CREATE ANY NEW TRACK TRAPS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>9. DESCRIBE THE ROUTE TAKEN BY ANY TRACKS YOU FOLLOWED</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<b>10. WHY DID YOU DISCONTINUE FOLLOWING THESE TRACKS</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<input type="checkbox"/> INDIVIDUAL TRACK SKETCHES ATTACHED <input type="checkbox"/> TRACK TRAP SUMMARY SKETCHES ATTACHED			
SAR 115	DEBRIFER:	DATE/TIME:	

## ICS 116 SAR – HASTY SEARCH SUPPLEMENT, TEAM DEBRIEFING

<b>TEAM DEBRIEFING</b> <b>HASTY SEARCH SUPPLEMENT</b>	1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASSIGNMENT NO.
4. VISIBILITY DURING SEARCH (Day, Dusk, Night, Other)			
5. DESCRIBE YOUR EFFORTS TO ATTRACT A RESPONSIVE SUBJECT			
6. DESCRIBE ABILITY TO HEAR A RESPONSE (Background Noise)			
7. DESCRIBE THE TRAIL CONDITIONS			
8. DESCRIBE THE OFF TRAIL CONDITIONS			
9. DOES THE MAP ACCURATELY REFLECT THE TRAILS			
10. DID YOU LOCATE FEATURES THAT WOULD LIKELY CONTAIN THE SUBJECT			
11. HOW ARE THE TRACKING CONDITIONS			
12. DESCRIBE ANY HAZARDS OR ATTRACTIONS YOU FOUND			
SAR 116	DEBRIFER:		DATE/TIME:

RSAR – 12

## ICS 119 SAR - SUPPLEMENT, TEAM DEBRIEFING

[illegible]

RSAR – 14

RADIO LOG		1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER
4. OPERATOR LOCATION			5. FREQUENCY	
TIME	TEAM	MESSAGE		
SAR 133	6. LOG PREPARED BY		7. RADIO OPERATOR	

[illegible]

CLUE REPORT	1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER
	4. CLUE NUMBER	5. DATE/TIME LOCATED	6. TEAM THAT LOCATED CLUE
7. NAME OF INDIVIDUAL THAT FOUND CLUE:			
8. DESCRIPTION OF CLUE:			
9. LOCATION FOUND:			
10. TO INVESTIGATIONS <input type="checkbox"/> URGENT REPLY NEEDED, TEAM STANDING BY – TIME: _____ <input type="checkbox"/> INFORMATION ONLY			
ADDITIONAL COMMENTS:          			



## **ESF-10 – HAZARDOUS MATERIALS**

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**PRIMARY:** Charleston County SC DHEC - Environmental Quality Control

**SUPPORT:** CCEMD, Charleston County EMS, Charleston County Sheriff's Office, Municipal/District Fire Departments, Municipal Police Departments, State Law Enforcement Division, South Carolina Weapons of Mass Destruction Regional Response Team(s), SC Department of Natural Resources, SC Highway Patrol, SC National Guard Civil Support Team (CST), US Coast Guard.

### **I. INTRODUCTION**

Because of the extreme quantity of hazardous materials transported by land, air, and water, the county is subject to hazardous materials incidents. Materials could be released into the environment from technological or natural disasters, causing rail accidents, highway collisions, or waterway mishaps. Fixed facilities (e.g., chemical plants, tank farms, laboratories, or nuclear facilities) that produce, use, or store hazardous materials could be damaged so severely that existing spill control apparatus and containment measures would not be effective.

### **II. MISSION**

To provide a well-organized emergency service organization to rapidly mobilize and employ, in a coordinated effort, all resources available to contain and neutralize or minimize the disastrous effects of an incident involving hazardous materials. Resources from industry, local, state, federal governments, separately or in combination, may be required to cope with an emergency situation.

### **III. CONCEPT OF OPERATIONS**

- A. SC DHEC - Environmental Quality Control is responsible for the coordination of all ESF-10 administrative, management, planning, preparedness, mitigation, response and recovery activities to include developing, coordinating, and maintaining the ESF-10 SOP's and SOG's which detail both radiological and non-radiological responsibilities. All ESF-10 supporting agencies will assist the SC DHEC - Environmental Quality Control in the planning and execution of the above. All ESF-10 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-10 planning and response operations.
- B. Hazardous materials incidents may result in fire, explosions, radiation dangers, contamination, and toxic fumes. Firefighters generally have the greatest expertise, training, and capability to combat these dangers.
- C. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- D. Following notification of a release of a hazardous material, the senior emergency response official responding to an emergency shall become the Incident Commander. ICS shall be used throughout the management of an incident. All support agencies and their communications shall be coordinated and controlled through the Incident

Commander, assisted by the senior official present for each agency. A Command Post will be established to manage both personnel and material to mitigate the hazard.

- E. In the event of a radiological emergency, plans and procedures that detail emergency response activities are addressed in the following publications: SC Operational Radiological Emergency Response Plan (SCORERP) and Spent Nuclear Fuel Emergency Action Plan (SNF EAP). SCDHEC also has developed standard operating procedures for fixed nuclear facilities, transportation of spent fuel, and Waste Isolation Pilot Project (WIPP) shipments.
- F. The Incident Commander (IC) will coordinate, integrate, and manage the effort to detect, identify, contain, and minimize releases and prevent, mitigate, or minimize the threat of potential releases through use of Primary and Support Agencies resources.
- G. Should a State of Emergency be declared, the Charleston County EOC may be activated to coordinate efforts of other county, municipal, state, and federal agencies.
- H. When an IC orders an evacuation, refer to ESF-6 (Mass Care) for shelter and care of evacuees. The IC will coordinate evacuation efforts through EMD, and law enforcement agencies will secure the defined areas.
- I. Incidents involving radioactive materials will be handled the same as any hazardous materials incident. SNF accidents are managed under Charleston County's SOG.
- J. The SC Law Enforcement Division (SLED) and the South Carolina Emergency Management Division (SCEMD) are the lead agencies for crisis and consequence management respectively, regarding suspected or confirmed Terrorism or Weapons of Mass Destruction (WMD) incidents involving chemical, biological or radiological agents.
- K. Ensure all ESF-10 personnel integrate NIMS principles in all planning and response operations.

#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of both radiological and non-radiological components of this function include but are not limited to:

- A. Preparedness
  - 1. Prepare an inventory of existing threats using the Superfund Amendments and Reauthorization Act (SARA) Title III, Tier II information.
  - 2. Plan for response to hazardous materials incidents.
  - 3. Develop plans for communications and public information.
  - 4. Develop procedures for identification, control, and cleanup of hazardous materials.
  - 5. Provide, obtain, or recommend training for response personnel using courses made available by FEMA, Department of Energy (DOE), Nuclear Regulatory Commission (NRC), SCEMD, DHEC, the South Carolina Fire Academy, U.S. Environmental Protection Agency (USEPA) and manufacturers and

transporters of hazardous materials, as well as training based on OSHA requirements for each duty position.

6. Organize and train a deployable Lowcountry Type I WMD Regional Response Team in coordination with SLED and SCEMD guidance.
7. Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
8. Maintain an inventory of state assets capable of responding to a hazardous materials incident.
9. Maintain a list of radiological response resources to include local (Fire Departments), County (EMS, EMD and deployable Lowcountry Type I WMD Regional Response Team), private, State (DHEC, CST, SRS) and Federal agencies.
10. Develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other state agencies, contiguous states, federal agencies, and private organizations as required.
11. Collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, state, or federal agencies and/or private organizations to facilitate emergency response.
12. Maintain a capability or resources with a capability to do on and off site air monitoring as required for a release of hazardous materials.
13. Participate in state exercises and conduct, at least annually, an ESF-10 exercise to validate this annex and supporting SOGs.
14. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.

B. Response

1. ESF-10 will coordinate, with the Unified/Incident Command, all hazardous substance response-specific efforts and provide information to the EOC for coordination.
2. Provide 24-hour response capability and dispatch personnel to an incident scene as necessary.
3. ESF-10 will assess the situation to include: the nature, amount and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare and the environment.
4. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.

5. Provide protective action recommendations such as evacuation or shelter in place, as the incident requires.
6. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas; request assistance as required.
7. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF-8 (Health and Medical) regarding decontamination of injured or deceased personnel.
8. Coordinate decontamination activities with appropriate local, state, and federal agencies.
9. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.
10. Coordinate with ESF-3 (Public Works and Engineering) for technical assistance on water, wastewater, solid waste, and disposal.
11. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel. DHEC will track continued or needed remediation as necessary.
2. Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.
3. Anticipate and plan for arrival of, and coordination with, DHEC ESF-10 personnel in the EOC and the Joint Field Office (JFO).

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the County Administrator, Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**IV. RESPONSIBILITIES**

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A. SC DHEC - Environmental Quality Control

1. Identify, train, and assign personnel to assist SC DHEC in staffing ESF-10 in the EOC.
2. Notify all ESF-10 supporting agencies on activation.
3. Provide technical assistance in identifying areas that may contain hazardous materials.
4. Review files submitted by industry to EMD & SCDHEC regarding presence of chemicals covered under the EPCRA (Emergency Planning and Community Right to Know Act) Tier II program (computer accessible).
5. Provide and/or coordinate technical assistance on hazards associated with chemicals known to be present in the disaster area.
6. Provide technical assistance on hazardous material recognition and identification.
7. Coordinate responsible party responses or the use of Federal/State contractors to control and contain a hazardous material release to protect public health and/or the environment.
8. Develop and coordinate activation procedures for deployable Lowcountry Type I WMD Regional Response Team.
9. Develop and coordinate the South Carolina Technical Radiological Response Plan.

C. Charleston County Emergency Management Department

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.
2. Coordinate and maintain as directed by SERC an active LEPC to address community relations and awareness.
3. Provide EOC and Incident Command liaison support to Incident Commanders, to include evacuation procedures and support activities.

D. Charleston County Emergency Medical Service

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.
2. Provide medical support, transportation, and medical surveillance to Hazardous Materials Teams and victims as necessary.

E. Municipal/District Fire Departments

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Act as an Incident Commander, when needed, and coordinate with DHEC and/or USCG On-Scene Coordinator during hazardous materials incidents.
3. Provide assistance under the Firefighter Mobilization Act to support ESF-10 operations.

F. Law Enforcement Agencies

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.
2. Provide communications support, security, transportation, and traffic control.
3. Provide air support (rotary) for surveillance and transportation of essential personnel.

G. Department of Natural Resources

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.
2. Provide technical advice and assistance on environmental contamination issues.
3. Provide personnel, watercraft, and technical assistance.
4. Provide support for communications, water-related evacuation, personnel, security, all-terrain vehicles, watercraft, and aircraft support.

H. US Coast Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.
2. Provide communications support, security, transportation, and traffic/marine control.
3. Provide air support (rotary) for surveillance and transportation of essential personnel.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

This ESF is supported by the State and Federal Response Plan ESF-10. The State's primary agency is SC DHEC, while the Federal primary agency is EPA. SC DHEC Local Office will serve as the Hazardous Materials Unit at the County EOC or Mobile Command Post.

## **ESF-11 – EMERGENCY FOOD OPERATIONS**

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**PRIMARY:** Charleston County Department of Social Services

**SUPPORT:** The Salvation Army, American Red Cross, Charleston County School District, SC Baptist Convention, Lowcountry Food Bank, Charleston County Fleet Operations, Charleston Area Convention Center, South Carolina Volunteers Organizations Active in Disasters (VOAD.)

### **I. INTRODUCTION**

- A. A large area emergency or a disaster often deprives mass numbers of people of the ability to obtain or prepare food. In addition to the local loss of power and/or gas, commercial suppliers and supply lines may be disrupted. Outside the impacted area there are organizations, suppliers, and transportation systems that can make emergency food available to those most in need. However, an emphasis will still be placed on individual preparedness and family caches of emergency food and water for those events that have no warning period.
- B. On the fringes of the affected areas, schools and small institutions with food inventories could be used to begin the feeding of disaster victims. An effective feeding operation must be immediately initiated, to include obtaining appropriate United States Department of Agriculture (USDA) food supplies, arranging for transportation of those food supplies to designated staging areas within the disaster area, and requesting the Disaster Food Stamp Program as required. USDA food supplies secured and delivered will be suitable for either household distribution or congregate meal service as appropriate. Transportation and distribution of USDA food supplies to the affected areas will be coordinated by the Department of Social Services (DSS). Priority will be given to transportation of critical supplies of USDA food into areas of acute need.

### **II. MISSION**

To identify, secure, and arrange the transportation of food assistance to affected areas within the County following a major disaster or emergency or other event requiring County, State, and possibly Federal response. These guidelines also serve the purpose of coordination amongst agencies with similar missions but separate organizational management.

### **III. CONCEPT OF OPERATIONS**

- A. Charleston County DSS will appoint a Food Unit Leader to work under the EOC Disaster Response Services (DRS) Group Supervisor and Logistics Section Chief. Supporting agencies will coordinate with the Food Unit Leader and DRS while maintaining their autonomy and internal chain of command.
- B. DSS is responsible for developing and maintaining this ESF, as well as pertinent SOPs, and coordinating with other supporting agencies.
- C. Individual agency SOGs will be coordinated with DSS and are not contained herein as part of these guidelines.
- D. Although DSS is the coordinating agency each supporting agency will operate under their regulation and directives as required by law, as applicable, and will remain under their individual agency control.

- E. DSS will gather information from food services member agencies and other organizations concerning their operational response, USDA food supplies, and USDA food management requirements.
- F. ESF-11 will coordinate with State and local recovery groups and ESF-6 regarding the location of staging areas and feeding sites and the resolution of the feeding problem areas.
- G. DSS, at the EOC, will be the point of contact for coordinating requests for USDA food.
- H. DSS will coordinate with ESF-18 to develop requests to SCEMD and FEMA for water and Meals Ready to Eat (MRE's) to be distributed from distribution points to be designed within the community.
- I. All ESF-11 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-11 planning and response operations.

#### **IV. ESF Actions**

- A. Preparedness
  - 1. Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.
  - 2. Identify and schedule disaster response training for ESF-11 personnel.
  - 3. Maintain current food resource directories to include maintaining points of contact.
  - 4. Identify likely transportation needs and coordinate with ESF-1.
  - 5. Participate in state exercises and conduct, at least annually, an ESF-11 exercise to validate this annex and supporting SOGs.
  - 6. Coordinated with ESF-18 to pre-identify potential locations for FEMA/USACE distribution points.
- B. Response
  - 1. Inventory food supplies and determine availability of food within the disaster area.
  - 2. Coordinate with ESF-6 to identify the number of people in shelters and others in need of food.
  - 3. Coordinate with ESF-6 to identify the locations of all mass feeding and distribution sites.
  - 4. Coordinate with ESF-7 and ESF-18 to acquire food, equipment, and supplies required to support food service operations. Acquisitions include, but are not limited to, donated food, purchase of additional food, and refrigerated trailers.



5. Coordinate with ESF-1 for transportation of food supplies into the disaster area.
6. Assess warehouse space and needs for staging areas.
7. Coordinate flow of request and delivery of food into disaster area to ensure daily requirements are met.
8. Assess need and feasibility of issuing food stamps.
9. In coordination with ESF-6, monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
10. Establish communications with State ESF-11 to coordinate food service assets beyond county capability.
11. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Continue to monitor food requirements.
2. Coordinate with DSS regarding the implementation of the Disaster Food Stamp Program.
3. In coordination with ESF-6, assess special food concerns of impacted residents.
4. Establish logistical links with local organizations involved in long term congregate meal services.
5. Ensure ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the County Incident Commander, Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

A. Department of Social Services

1. Preparedness
  - a. Identify, train, and assign DSS personnel to staff ESF-11 in the EOC.

- b. Develops operating procedures to implement the DSS Food Service functions of ESF-11, including an alerting list of DSS emergency food services responders.
- c. Assesses the stock levels of USDA food (commodities) administered by DSS and the availability of storage space, handling equipment, and support personnel.
- d. Participates in exercises to test operating procedures.
- e. DSS will coordinate meetings as necessary in which member agencies and organizations will discuss their operational response and resolve problems, to ensure coverage of the critical food needs of the affected population, and to prevent duplication of effort.

2. Response

- a. Provides DSS staff to EOC, as requested; alerts SC Departments of Education and Agriculture food service team members via the State EOC ESF-11. Notify all ESF-11 supporting agencies upon activation.
- b. Coordinates with the food services member agencies and organizations in their assessment of the critical food needs of the affected population and the availability of food preparation facilities, and compiles reports for EOC.
- c. Assesses USDA food stocks (commodities) administered by DSS. Coordinates with the food services member agencies and organizations in their assessment of USDA food stocks, which they administer. This includes handling equipment, storage, transportation, and distribution facilities.
- d. In response to requests for USDA food, arranges shipment of USDA food (commodities) administered by DSS. Coordinates with other food services member agencies and organizations in their shipment of USDA food to designated staging areas or distribution points.

3. Recovery

- a. Coordinates the phase-down of USDA food distribution to staging areas.
- b. Coordinates with USDA food distribution agencies and with agencies and organizations involved in feeding, to collect reports and records of USDA food usage, man hours, and associated expenditures. Compiles a final report for SEOC Operations.
- c. Support Disaster Food Stamp Program activities.

B. Charleston County School District

1. Preparedness

- a. Identify, train, and assign personnel to staff ESF-11 in the EOC.

- b. Develops operating procedures to implement ESF-11, including an alerting list of Charleston County School District emergency food services responders.
- c. Assesses the stock levels of USDA food administered by Department of Education and the availability of storage space, handling equipment, and support personnel. Coordinates with the contracted commercial distributors.
- d. Assists county school district food services supervisors by disseminating information and providing guidance in their development of emergency response operational procedures.

2. Response

- a. Provides Charleston County School District staff to EOC.
- b. Coordinates with affected school districts in their assessment of USDA food requirements and the condition of the school district's food preparation facilities. Assists DSS in coordinating with other food service agencies and organizations to gather information concerning their food requirements and food preparation facilities and to respond to requests for USDA food.
- c. Assesses USDA food stocks administered by the Department of Education and distribution facilities.
- d. Maintains logistical links with school districts involved in feeding shelter population, and in providing USDA food to established feeding sites. Arranges shipment of USDA food to such school districts as required and assists in problem resolution when requested.
- e. Coordinate the availability of transportation for USDA food.

3. Recovery

- a. Initiates a phase-down of USDA food distribution as feeding operations decrease.
- b. Coordinates with affected school districts to collect and record USDA food (administered by Department of Education) usage and distribution, man-hours, and associated expenditures. Compiles and provides a final report to ESF-11, SC Department of Education, American Red Cross, and USDA.

C. American Red Cross

- 1. Assist in identifying and assessing requirements for food on a two phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
- 2. Assist with the distribution of coordinated disaster food either by bulk distribution of food products or prepared meals.

3. Per established agreements with private vendors, supplement USDA food stocks.
  4. Provide independent food preparation in accordance with ARC policies.
- D. The Salvation Army
1. Assist in identifying and assessing requirements for food on a two phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  2. Assist with the distribution of coordinated disaster relief supplies.
  3. Per established agreements with local vendors, supplement USDA food stocks.
  4. Provide independent food preparation in accordance with Salvation Army policies.
- E. Southern Baptist Convention
1. Assist in identifying and assessing requirements for food on a two phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  2. Assist with the distribution of coordinated disaster relief supplies.
  3. Provide independent food preparation in accordance with Southern Baptist Convention policies.
- F. Lowcountry Food Bank Association
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-11 during periods of activation. On order, request that Harvest Hope personnel staff ESF-11 in the EOC.
  2. Provide USDA and non-USDA donated food supplies.
- G. Charleston County Emergency Management Department
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-11 through ESF-18 during periods of activation.
  2. Coordinate with ESF-11 to locate and man Commodity Distribution Points or Points of Distribution (POD's) within Charleston County in coordination with FEMA, COE and SCEMD.
- H. Charleston County Fleet Operations
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-11 through ESF-1 during periods of activation.

2. Coordinate with ESF-11 to distribute disaster relief supplies to Neighborhood Distribution and Information Points (NDIPs).

I. Charleston Area Convention Center

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-11.
2. Coordinate with ESF-11 to distribute disaster relief supplies to Neighborhood Distribution and Information Points (NDIPs).

J. SC VOAD

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-11 during periods of activation.
2. Coordinate with ESF-11 and 18 to provide manpower to assist with disaster relief operations.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

This ESF is supported by State and FEMA in their EOP's by the ESF-11 designation. Larger municipalities may also have this designation if they have subdivided their recovery staff as such. Municipal EOCs, regardless of ESF designations, are responsible for coordinating emergency food relief for their citizens and will be coordinated with when they are operational. ESF-11 will also coordinate with ESF-6, Mass Care Operations in providing emergency food supplies.

## **ESF-12 – ENERGY**

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**PRIMARY:** Charleston County Facilities

**SUPPORT:** SC Electric & Gas, Santee Cooper, Berkeley Electric Co-Op, Charleston County Generator Coordinator, AT&T

### **I. INTRODUCTION**

- A. Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining electric and natural gas energy system components. Damage to a system can have a rippling effect on supplies, distribution, or other transmission systems.
- B. ESF-12 will closely coordinate with the electric and natural gas utilities operating in the state to ensure the integrity of power supply systems are maintained during emergency situations and any damages incurred are repaired and services restored in an efficient and expedient manner afterward. ESF-12 will have primary responsibility to monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation and transportation fuels, and emergency power. ESF-12 will also monitor and coordinate the restoration of electric and natural gas services for normal community functioning.

### **II. MISSION**

To assess the extent of damage, provide information, and as required, coordinate the restoration of services as part of the immediate response and long-term recovery. This ESF in the EOP also provides guidance in the development of individual agency SOGs.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Facilities Director serves as the Energy Coordination Group Supervisor under the Logistics Section Chief. The Group Supervisor will coordinate response and recovery operations with each supporting agency who will maintain their autonomy and internal chain of command. Upon activation of the EOC, the Energy Group Supervisor will request utility companies to provide representation at the EOC or, in some circumstances, the incident CP.
- B. Local Utility companies are likely to be victims of the disaster and will require time to move into the response and recovery phases.
- C. Damage assessment information will be reported by utility crews to their EOC representatives for dissemination to ESF-20 (Damage Assessment) Unit Leaders.
- D. Coordination between all of the support agencies will occur in order to ensure operational readiness, emergency response, and recovery.
- E. ESF-12 will coordinate with public and investor-owned and operated power and communication services to ensure equitable provision and/or restoration of services.

- F. Coordinating with ESF-6 (Mass Care) and County EOC to identify emergency shelter power restoration status/needs and coordinate with ESF-12 support agencies and other ESFs with assistance in providing resources for emergency power generation.
- G. Restoration of services will occur, where practical, according to priorities established in the supporting SOPs.
- H. Ensure all ESF-12 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-12 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness
  - 1. Develop and maintain current directories of suppliers of services and products associated with this function.
  - 2. Participate in state exercises and conduct, at least annually, an ESF-12 exercise to validate this annex and supporting SOGs.
  - 3. Establish liaison with support agencies, communications and energy-related organizations.
  - 4. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.
  - 5. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply, petroleum fuels, and electric power.
  - 6. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.
  - 7. Develop energy conservation protocols.
- B. Response
  - 1. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the EOC Operations Group as required and, when possible, provide data by Municipality/PSD/Rural Community.
  - 2. In coordination with public and private utilities, prioritize rebuilding processes, if necessary, to restore power and communications to affected areas.
  - 3. Locate fuel for emergency operations.

4. Administer, as needed, statutory authorities for energy priorities and allocations.
5. Apply necessary county resources and coordinate with municipalities, to include debris removal, in accordance with established priorities in response to an emergency.
6. Provide energy emergency information, education and conservation guidance to the public in coordination with the ESF-15 (Public Information).
7. Coordinate with ESF-1 (Transportation) for information regarding transport of critical energy supplies.
8. Plan for and coordinate security for vital energy supplies with ESF-13 (Law Enforcement).
9. Maintain continual status of energy systems and the progress of utility repair and restoration activities to include collecting and providing energy damage assessment data to ESF-3 (Public Works).
10. Recommend energy conservation measures.
11. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
2. Continue to provide energy emergency information, education and conservation guidance to the public in coordination with the ESF-15 (Public Information).
3. Continue to conduct restoration operations until all services have been restored.
4. Ensure that ESF-12 team members or their support agencies maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Anticipate and plan for mitigation measures.
2. Support requests and directives resulting from the Incident Commander, Governor and/or FEMA concerns mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

A. Charleston County Facilities



1. Identify, train, and assign personnel to staff ESF-12 in the EOC.
2. Notify all ESF-12 support agencies upon activation.
3. Maintain communications with electric utilities in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public.
4. Develop protocols to establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply and electric power.
5. Develop protocols to report the following:
  - a. Utility electric generating capacity.
  - b. Utility electric demand.
  - c. By Municipality, PSD or Rural Communities, number of customers impacted, and estimated restoration time.
  - d. Status of major generating unit outages.
  - e. Expected duration of event.
  - f. Explanation of utility planned actions and recommendations of agency actions in support of utilities.
  - g. Maintain status of natural gas pipelines to include private sector providers that connect to utility maintained pipelines.

B. Private Utilities

1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of ESF-12 during periods of activation. On request, staff ESF-12 in the EOC.
2. Direct efforts to manage transportation of supplies in the event of a shortage of supplies and equipment needed to restore utilities as required for residential, commercial, or industrial purposes.
3. Provide equipment and technical assistance as required.

C. Public Service Authority (Santee Cooper)

1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of ESF-12 during periods of activation. On request, staff ESF-12 in the EOC.
2. Provide equipment and technical assistance.

D. Charleston County Generator Coordinator

1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of ESF-12 during periods of activation. On request, staff ESF-12 in the EOC.
2. Provide equipment and technical assistance as available for temporary power during emergency and disaster situations.

**VI. LOCAL, STATE, AND FEDERAL INTERFACE**

This annex is supported by the State Emergency Operations Plan and Federal Response Plan ESF-12 (Energy). ESF-12 gathers, assesses, and shares information on energy system damages and the impact of energy system outages. ESF-12 works closely with and aids in meeting requests from state and local energy officials, energy suppliers, and deliverers. Energy is defined as producing, refining, transporting, generating, transmitting, conserving, building, and maintaining energy systems and energy system components.

## **ESF-13 – LAW ENFORCEMENT**

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**PRIMARY:** Charleston County Sheriff Office

**SUPPORT:** Charleston Air Force Base Security Forces; Charleston County Detention Center; Charleston County School District Public Safety; City of Charleston Police Department; Charleston Aviation Authority; Folly Beach Public Safety; Isle of Palms Police Department; Lincolnville Police Department; Mt. Pleasant Police Department; North Charleston Police Department; State Law Enforcement Division (SLED); S.C. Highway Patrol, S.C. State Ports Authority Police; S.C. Department of Probation, Pardon, & Parole Services; S.C. Department Natural Resources Law Enforcement Division; S.C. DHEC-State Shellfish Division; South Carolina National Guard; Sullivan's Island Police Department; Transportation Security Administration and US Customs and Border Protection.

### **I. INTRODUCTION**

Effective Law Enforcement [LE] is critical to operations during major emergencies and disasters to ensure community recovery without the additional hindrance of civil disorder. Local law enforcement is responsible for carrying out the laws, traffic control, investigation of crimes, evacuation of homes and business and other public safety duties within their jurisdiction. State support will be on a mission type basis, as resources become available.

### **II. MISSION**

To provide guidelines for the coordination of SOG development for the effective use of available law enforcement resources during special police operations, a major emergency, or disaster response. Resources include both personnel and specialized equipment provided at all levels of government. General law enforcement includes all law enforcement tasks excluding traffic management (Emergency Support Function [ESF]-16).

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Sheriff Office [CCSO] will serve as the primary agency for this Emergency Support Function [ESF] and will designate the Law Enforcement Group Supervisor. The support agencies will coordinate with the CCSO while maintaining their autonomy and chain of command.
- B. The CCSO is responsible for developing and maintaining a Law Enforcement SOG for ESF-13 in coordination with the supporting agencies.
- C. Coordination with all appropriate agencies, departments, and organizations will be performed by CCSO to ensure operational readiness in time of emergency.
- D. LE activities will be conducted under this plan at the Emergency Operations Center [EOC] or, in some circumstances, at the incident command post [CP].
- E. The jurisdictional police chiefs will coordinate operations in their local area and will request assistance from the EOC LE Group as necessary. Tasked resources will report to the jurisdictional department officer in charge for assignment.
- F. Upon notification from CCEMD, the CCSO Liaison Officer, or as the situation warrants, LE personnel, will be requested to send a representative to the EOC to coordinate police activities.

- G. A small contingent of LE representatives, from the larger departments, will have EOC desk positions available for use as the situation may require.
- H. Mutual Aid police departments from outside the area, as well as State law enforcement agencies, are not likely to be in a position to make arrests on their own, and therefore, will be teamed up with the host jurisdiction police department.
- I. South Carolina National Guard units will be assigned tasks on a mission type basis and will be accompanied by representatives of state and local law enforcement agencies.
- J. No use will be made of private security agencies or volunteers unless they are sworn and specially trained deputies or auxiliary police. Such personnel will come under the responsibility of the agency which appoints and utilizes them.
- K. The local law enforcement agency in command will retain direction and control. SLED will coordinate directly with the local level law enforcement agency in control and will coordinate activities for all other state law enforcement agencies involved as it relates to general law enforcement duties.
- L. Accordance with SC Code of Laws Section 23-3-15 (A) (8), SLED has specific and exclusive jurisdiction and authority for coordinating the state response in the event of a terrorist threat or actual incident.
- M. The South Carolina National Guard is activated to State Active Duty (SAD) on approval of the Governor through an Executive Order. National Guard forces are to be deployed on a mission-by-mission basis to assist in the protection of life, property, and maintenance of law and order and will be utilized with, or accompanied by, representatives of supported law enforcement agencies.
- M. Ensure all ESF-13 personnel integrate National Incident Management System (NIMS) principles in all planning. As a minimum, primary action officers for all ESF-13 agencies will complete FEMA's NIMS Awareness Course, or equivalent course.

#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness/Mitigation
  - 1. Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
  - 2. Analyze potential hazards in the area and special police operational requirements and plan accordingly.
  - 3. Coordinate agency SOGs, not contained here, with all organizations that are part of the law enforcement planning group to include law enforcement resource list (for security reasons is not included within this plan).
  - 4. Establish and maintain liaison with federal, state and local agencies.

5. Use normal operations as an opportunity to test mutual aid agreements and interagency communications.
6. If so designated, plan for representation at the EOC and plan out shift schedules and other work requirements.
7. Review and support other ESFs related to LE operations as well as operational plans for evacuation, security, and non-routine functions.
8. Review and exercise alternate communications procedures as outlined in the Tactical Interoperable Communications Plan.
9. Provide training opportunities to EOC LE personnel offered by the State and County Emergency Management Departments, the South Carolina Fire Academy, and other institutions specializing in emergency management.
10. Keep the primary agency and others informed of key personnel changes and operational capabilities that can impact ESF-13 operations.

B. Response

1. Provide warning and communications in support of the communications and warning plans.
2. Provide EOC and/or Command Post representatives when requested by CCEMD, the Sheriff, or as required by the incident.
3. Provide security to EOC during Full Activations or upon request.
4. Maintain unit logs, reports, Situation Reports (SITREPs), and other documents as required.
5. Participate in Group Periodic Briefings as conducted at the EOC or CP.
6. Remain in close coordination with the Group Supervisor and supporting agency representatives and forward unmet needs to the EOC Operations officer or CCEMD.
7. Participate in Incident Action Plan development and make recommendations for standing down as the situation approaches normal operations. Event specific operational guidelines are maintained in separate documents by responsible agencies.
8. Secure evacuated areas, including safeguarding critical facilities and shelters, and control entry and exit to the disaster area as required.
9. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Phase down operations as directed by the EOC.
2. Continue those operations necessary to protect people and property.

3. Assist in return of evacuees.
4. Provide documentation to the Group Supervisor regarding Labor, Materials, and Equipment (LEM form) expended for reimbursement consideration.
5. Submit SITREPs, after-action reports, and other documents as may be requested by CCEMD or the primary agency.
6. Provide an acceptable level of representation at the EOC as operations return to normal.
7. Attend all Critical Incident Stress Debriefing (CISD) briefings and debriefings/critiques as available and forward recommended operational changes to the LE Group Supervisor.
8. Update SOGs and supporting guidelines and this ESF as applicable.

**D. Mitigation**

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the Sheriff, County Administrator, Governor and/or Federal Emergency Management Agency (FEMA) concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

**A. Charleston County Sheriff's Office**

1. Preparedness
  - a. Identify, train, and assign Charleston County Sheriff's Office personnel to staff ESF-13 in the County EOC.
  - b. Notify all ESF-13 supporting agencies upon activation.
  - c. Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
  - d. Develop and coordinate a comprehensive plan to marshal and deploy law enforcement assets during emergencies.
  - e. Develop and coordinate a plan for the safe sheltering or re-location of detention center populations.
  - f. Develop and maintain a list of local mutual aid Law Enforcement resources that will be maintained by the Consolidated Dispatch Center.

- g. Develop a training program for all ESF-13 team members involved in emergency operations.
  - h. Provide for the gathering and dissemination of intelligence information.
- 2. Response Operations
  - a. Identify, train and assign personnel (liaison officer and, where possible, administrative support) to staff ESF-13 operations in the EOC or Command Post.
  - b. Deploy, upon request, the Command Post to support on-scene operations.
  - c. Provide initial windshield survey of damage assessment in impacted areas.
  - d. Secure evacuated areas, including safeguarding critical facilities, and control entry and exit to the disaster area as requested.
  - e. Train and exercise the use of alternate communications as designated in the Tactical Interoperable Communications Plan (TICP.)
  - f. Staff the Emergency Operations Center (EOC) as directed.
  - g. Conduct investigations, as may be necessary involving alleged criminal activity.
- 3. Terrorist Incidents/Civil Disorder
  - a. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
  - b. Provide assistance with secure egress and ingress of the affected area and key facilities.
  - c. Provide command level personnel to the unified command location or Joint Operations Center (JOC.)
- 4. Recovery Actions
  - a. Phase down operations as directed by the EOC.
  - b. Continue those operations necessary to protect people and property.
  - c. Assist in return of evacuees.
  - d. Assist with reconstitution of law enforcement agencies as necessary.
  - e. Ensure ESF-13 team members or their agencies maintain and submit records of costs incurred during the event.

B. Local and Municipal Law Enforcement Agencies

1. Preparedness

- a. Review and update all plans and Standard Operating Guides (SOG.)
- b. Participate in exercises as required.
- c. Establish and maintain alert and mobilization system for staffing of law enforcement command post or staging area at local level.
- d. Furnish pertinent intelligence information to the Charleston County Sheriff's Office and SLED.

2. Response Operations

- a. Identify, train and assign personnel (liaison officer and, where possible, administrative support) to staff ESF-13 operations in the EOC.
- b. Designate a lead contact.
- c. Provide manpower and resources to the affected area as requested.
- d. Support 24-hour operations both in the field and at the EOC.
- e. Be prepared to establish secure egress and ingress points and area control procedures. Assist with access rosters at entry points.
- f. Assist local authorities as requested.

3. Terrorist Incidents/Civil Disorder

- a. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
- b. Provide assistance with secure egress and ingress of the affected area and key facilities.
- c. Provide command level personnel to the unified command location or Joint Operations Center (JOC.)

4. Recovery Actions:

- a. Conduct and participate in After-Action Reports to collect lessons learned from the incident/exercise.
- b. Provide input and updates to the ESF-13 SOG from the lessons learned.

C. Department of Defense, Federal Law Enforcement Assets, and State Law Enforcement Division

1. Preparedness



- a. Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
  - b. Develop and coordinate a comprehensive plan to marshal and deploy state law enforcement assets during emergencies.
  - c. Develop a training program for all ESF-13 team members involved in emergency operations.
  - d. Provide for the gathering and dissemination of intelligence information.
- 2. Response Operations
  - a. Identify, train and assign personnel (liaison officer and, where possible, administrative support) to staff ESF-13 as requested.
  - b. Secure evacuated areas, including safeguarding critical facilities, and control entry and exit to the disaster area as requested.
  - c. Conduct investigations, as may be necessary involving alleged criminal activity.
- 3. Terrorist Incidents/Civil Disorder
  - a. SLED has specific and exclusive jurisdiction and authority for coordinating the state response in the event of a terrorist threat or actual incident.
  - b. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
  - c. Provide assistance with secure egress and ingress of the affected area and key facilities.
  - d. Provide command level personnel to the unified command location or Joint Operations Center (JOC.)
  - e. Provide specialized units and other resources as requested and where available.
- 4. Recovery Actions
  - a. Phase down operations as directed by the EOC.
  - b. Continue those operations necessary to protect people and property.
  - c. Assist in return of evacuees.
  - d. Assist with reconstitution of law enforcement agencies as necessary.

- e. Ensure ESF-13 team members or their agencies maintain and submit records of costs incurred during the event.

D. Department of Natural Resources, Division of Natural Resources Law Enforcement

1. Preparedness

- a. Review and update all plans and SOG's.
- b. Participate in exercises as required.
- c. Establish and maintain alert and mobilization system for staffing of law enforcement command post or staging area at state and/or local level.
- d. Develop plans as to waterways and woodlands security and response activities (i.e. security of vulnerable infrastructures and areas surrounding the same.)
- e. Furnish pertinent intelligence information to SLED.

2. Response Operations

- a. Identify, train and assign personnel (liaison officer and, where possible, administrative support) to staff ESF-13 operations in the EOC.
- b. Provide manpower and resources to the affected area as requested.
- c. Support 24-hour operations both in the field and at the EOC.
- d. Provide additional needs such as trained dogs for search missions. Maintain a list of available trained search dog capabilities within state local government, other emergency and volunteer agencies in South Carolina.
- f. Assist local authorities as requested through SLED with law enforcement missions.

3. Terrorist Incidents/Civil Disorder

- a. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
- b. Provide assistance with secure egress and ingress of the affected area and key facilities.
- c. Secure waterways if they are in the affected area and within the secure zone.
- e. Provide air support and other resources as requested and where available.

4. Recovery Actions

- a. Conduct and participate in After-Action Reports to collect lessons learned from the incident/exercise.
  - b. Provide input and updates to the ESF-13 SOG from the lessons learned.
- D. State Law Enforcement Agencies
  - 1. Preparedness
    - a. Review and update all plans and SOG's.
    - b. Participate in exercises as required.
    - c. Establish and maintain alert and mobilization system for staffing of law enforcement command post or staging area at state and/or local level.
    - d. Furnish pertinent intelligence information to SLED.
  - 2. Response Operations
    - a. Identify, train and assign personnel (liaison officer and, where possible, administrative support) to staff ESF-13 operations.
    - b. Provide manpower and resources to the affected area as requested.
    - c. Be prepared to establish secure egress and ingress points and area control procedures. Assist with access rosters at entry points.
    - d. Assist local authorities as requested through SLED with law enforcement missions.
  - 3. Terrorist Incidents/Civil Disorder
    - a. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
    - b. Provide assistance with secure egress and ingress of the affected area and key facilities.
  - 4. Recovery Actions
    - a. Conduct and participate in After-Action Reports to collect lessons learned from the incident/exercise.
    - b. Provide input and updates to the ESF-13 SOG from the lessons learned.
- E. SC National Guard
  - 1. Preparedness
    - a. Identify, train, and assign personnel to maintain contact with and

prepare to execute missions in support of ESF-13 during periods of activation.

- b. Review and update all plans and SOGs.
- c. Participate in exercises as required.
- d. Establish and maintain alert and mobilization system for staffing of law enforcement command post or staging area at state and/or local level.
- e. Furnish pertinent intelligence information to SLED. This is specific to the area of weapons of mass destruction and/or terrorism as to the Civil Support Team (CST.)

2. Response Operations

- a. Support ESF-13 desk operations with liaison officer availability.
- b. Support 24-hour operations both in the field and at the EOC.
- c. Be prepared to assist with egress and ingress points and area control procedures. Assist with access rosters at entry points. Provide manpower and resources to support law enforcement missions as requested.
- d. Assist local authorities as requested through SLED with law enforcement missions.

3. Terrorist Incidents/Civil Disorder

- a. Provide assistance in securing perimeter (inner and outer zone) of affected area and/or command post.
- b. Provide assistance with secure egress and ingress of the affected area and key facilities.
- c. Provide command level personnel to the unified command location or Joint Operations Center (JOC.)

4. Recovery Actions

- a. Conduct and participate in After-Action Reports to collect lessons learned from the incident/exercise. Provide input and updates to the ESF-13 SOP from the lessons learned.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

ESF-13 does not exist as such in the federal plan but does in the State Emergency Operations Plan (EOP). For the purposes of planning, most of the coordination meetings that take place will occur in support of specific operations such as storm evacuation, shelter security, and general police operations in the field during the recovery period. As such, pre-deployment meetings between local and state resources will be necessary to determine exactly what can be expected from each group.

## Attachment to ESF-13 Law Enforcement

The Charleston County Emergency Operations Center (EOC) works closely with law enforcement officers to receive updates on wind speeds on the various bridges throughout the County during an emergency.

**The public can expect the following warnings during storms that produce high winds:**

### **Condition Yellow: 30 mph sustained winds**

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 30 mph, the media will be asked to put out a message to the public that high profile vehicles will be advised not to use high span (65 feet or higher) or exposed bridges, and the public should use extreme caution if they decide to travel over bridges.

High profile vehicles are:

- Box-type trucks similar to those operated by the United Parcel Service (UPS)
- Tractor trailers

In addition to the above advisories, the public is warned that in addition to the measured sustained

### **Condition Red: 40 mph sustained winds:**

- When the EOC receives reports from law enforcement officers that sustained wind speeds have reached 40 mph, the media will be asked to put out a message to the public that high span (65 feet or higher) or exposed bridges are **unsafe for public travel**. At these wind speeds, law enforcement officers may not be present at bridges due to unsafe conditions. Anyone who drives over bridges against the advisory is doing so at their own risk.

wind speeds, there could be unexpected and dangerous wind gusts of higher speeds.

## **High span (65 feet high or higher) or exposed bridges in Charleston County:**

- Arthur Ravenel, Jr. Bridge
- Ashley River bridges (old and new bridges)
- Ben Sawyer Bridge (Sullivan's Island Bridge)
- Breech Inlet Bridge (connects Isle of Palms to Sullivan's Island)
- Cosgrove Bridge (the "North Bridge")
- Dawhoo River Bridge (on Edisto Highway SC 174)
- Don Holt Bridge (I-526 over the Cooper River between North Charleston and Daniel Island)
- Isle of Palms Connector
- James Island Connector
- Limehouse Bridge
- McKinley Washington Bridge (the "Edisto Bridge": Hwy. 174 over the Edisto River near Edisto Island)
- Stono River Bridge (connects James Island to Johns Island over Maybank Highway)
- Wando River Bridge (I-526 over the Wando River in Mt. Pleasant)
- Wappoo Bridge (connects W. Ashley to James Island)
- Westmoreland Bridge (I-526 over the Ashley River between North Charleston and W. Ashley)

**At 25 mph, draw bridges are locked down to boat traffic.** Draw bridges and swing bridges (bridges that can be mechanically opened to allow for tall boat traffic to pass through from the water) will be **locked down to boat traffic** when sustained winds reach 25 mph or greater.

## **ESF-14 – LONG-TERM COMMUNITY RECOVERY AND MITIGATION**

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**PRIMARY AGENCY:** Charleston County Deputy County Administrator for Human Services

**SUPPORT AGENCIES:** Charleston County Building Services, Charleston Area Convention Center, All Municipalities and Public Service Districts, Charleston Metro Chamber of Commerce, South Carolina National Guard; Chamber of Commerce.

### **I. INTRODUCTION**

County assistance under this function consists of two components:

- A. **RECOVERY** activities are those actions that enable disaster victims to begin the process of rebuilding their homes; replacing property; resuming employment; restoring businesses; permanently repairing, rebuilding, or relocating public infrastructure.
- B. **MITIGATION** activities are those actions that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

### **II. MISSION**

To provide for the coordinated effort of all concerned parties involved with economic recovery in the community during and after a disaster or major emergency. These events include both natural and technological emergencies.

### **III. CONCEPT OF OPERATIONS**

- A. The Deputy County Administrator of Human Services unless otherwise designated shall serve as the Recovery Section Chief for ESF-14. ESF-14 is the County's Recovery Team under the County Administrator.
- B. The primary agency is responsible for identifying and coordinating the ESF-14 effort of all supporting agencies. CCEMD will assist with this through their normal role as the County's Emergency Management representative.
- C. Develop systems to use predictive modeling, to include the HAZUS loss estimation methodology, to determine vulnerable critical facilities as a basis for identifying recovery activities.
- D. **RECOVERY OPERATIONS:** The County Administrator will appoint a representative to serve as the Recovery Section Chief to coordinate recovery operations in coordination with federal, state and local agencies to address Disaster Assessment needs within the community.
  - 1. Planning for recovery operations begins before the disaster occurs. Necessary actions to protect the public will have been implemented. Initial recovery activities will begin after the disaster assessment is complete.
  - 2. Charleston County Building Services will coordinate, when conditions allow, rapid and thorough assessments must be conducted to:

- a. Assess the overall damage to homes and to businesses;
  - b. Assess the overall damage to critical public facilities and services, and;
  - c. Determine whether those damages are sufficient to warrant supplemental federal disaster assistance.
3. Charleston County Public Works Department, Environmental Management Division will handle debris removal and disposal as addressed in ESF-3.
4. ESF-24 (Business and Industry) will coordinate with ESF-14 to assist the recovery of Businesses and Industry in Charleston County.
- E. MITIGATION OPERATIONS: Charleston County Building Services will coordinate mitigation activities in coordination with review and enforcement of building codes and permitting.
  1. Develop, train, and organize damage assessment teams and plans to obtain and analyze damage assessment data
  2. Following a Presidential Disaster Declaration, the State Hazard Mitigation Officer (SHMO) will execute the State Mitigation Plan and implement the Hazard Mitigation Grant Program (HMGP) according to the Hazard Mitigation Grant Program Administrative Plan.
  3. Charleston County Building Services and Project Impact will work through the State Hazard Mitigation Officer to promote and administer mitigation activities within Charleston County.
  4. The County Recovery Officer and the State Hazard Mitigation Officer (SHMO) will work with FEMA and appropriate state agencies to develop a disaster specific mitigation Implementation Strategy. The Implementation Strategy will include an overview of the disaster, geographical and mitigation measure priorities, and a Joint Field Office Action Plan.
- F. ESF-14 representation at the EOC will be provided when called upon pre-incident as it might relate to the initial response phase and post-incident for coordinated recovery operations. EOC shift coverage can be an individual who is in communication with the ESF-14 remote "Command and Control Center(s)" designated and operated by the supporting agencies.
- G. Additional support agencies will be added as identified and required.
- H. Ensure all ESF-14 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-14 agencies will complete FEMA's NIMS Awareness Course, or equivalent course.

#### **IV. ESF ACTIONS**

- A. Preparedness
  1. Develop systems to use predictive modeling, to include the HAZUS loss estimation methodology, to determine vulnerable critical facilities as a basis

for identifying recovery activities.

2. Support the development of plans, with responsible agencies such as, Charleston County Housing Authority, DHEC, Clemson Extension, etc. to address key issues for disasters such as incident and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of agricultural sector, and short and long term economic recovery.
3. Coordinate the development of plans for deploying damage assessment teams and plans to obtain and analyze damage assessment data.
4. Develop and up-date stand-alone plans to support this annex to the Charleston County Emergency Operations Plan to include but not limited to; Logistics Plan, Warehouse Plan, etc.
5. Supporting agencies will communicate their needs to the primary agency for coordination of response and recovery plan development as well as the updates to this ESF in the EOP and individual agency.
6. Charleston County Building Services, Project Impact and Charleston County CCEMD will provide educational material and information to the citizens in mitigation practices and procedures to reduce vulnerability.
7. Participate in state exercises and conduct, at least annually, an exercise to validate this annex and supporting SOGs.

B. Response

1. Upon activation of the County EOC, the ESF-14 primary agency will coordinate with the Recovery Team, Building Services and CCEMD regarding liaison officer [LNO] representation and shift coverage.
2. Coordinate with state lead agencies to address key issues for disasters such as temporary and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of agricultural sector, and short and long-term economic recovery.
3. Use predictive modeling, to include HAZUS loss estimation methodology and the SC Emergency Debris Estimation Program (SCEDEP), to determine vulnerable critical facilities as a basis for identifying recovery activities.
4. Recovery will coordinate warehouse and distribution operations as per standalone plans for such operations.
5. Recovery will coordinate with county and municipal agencies to develop distribution plans for Emergency Commodities from US Army Corps of Engineers (USACE) and local distribution points within communities.
6. Recovery will coordinate all resources dedicated to assisting residences with temporary repairs through coordination and volunteer services under ESF-18 (Donated Goods and Volunteer Services).



7. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Following the disaster, once an all clear is given and an evaluation of the impact area has been made, ESF-14 member agencies will provide the Unit Leader and ESF-18 with a synopsis of their disaster assessment.
2. Law Enforcement Group [ESF-13] will coordinate with the Municipal EOCs [MEOCs] and ESF-14 regarding re-entry into damaged areas and information flow back to ESF 18 and ESF 19.
3. Deploy damage assessment teams; obtain and analyze damage assessment data.
4. Request that Charleston Area Chamber of Commerce assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.
5. Coordinate identification of appropriate federal and state programs to support implementation of long-term recovery plans.
6. Coordinate with State and Federal Officials to identify the appropriate location(s) to establish Disaster Recovery Centers in the impacted areas.
7. Coordinate with South Carolina Clemson Extension Services to assist in agricultural recovery operations as required.
8. Coordinate with Charleston Area Chamber of Commerce to address short and long term economic recovery as necessary.
9. Coordinate with State and Federal officials to develop short and long term temporary housing within the disaster areas.
10. Coordinate assessment and revision of existing mitigation plans, as necessary.
11. Review the state mitigation plan and local mitigation plans for affected areas to identify potential mitigation projects.

D. Mitigation

1. Using the HAZUS loss estimation methodology support and other mitigation strategies, plan for mitigation measures.
2. Update annually the Charleston Regional Hazard Mitigation Plan.
3. Support requests and directives resulting from the County Administrator, Governor and/or FEMA concerning mitigation and/or re-development activities.
4. Charleston County Building Services will make recommendations to the County Administrator and County Council on issues directly related to codes

and zoning that will prevent/mitigate the potential for damages caused by natural and technological disasters.

5. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

#### **IV. RESPONSIBILITIES**

##### **A. Charleston County Recovery Section Chief**

1. Identify, train, and assign personnel to staff ESF-14 in the EOC or Joint Field Office (JFO).
2. Notify all ESF-14 supporting agencies upon activation.
3. Assist CCEMD in coordinating identification of appropriate federal and state programs to support implementation of long-term recovery plans.

##### **B. Charleston County Building Services**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-14 during periods of activation.
2. Coordinate Overall Damage Assessment of Charleston County to include, homes, businesses, industry and infrastructure.
3. Review the county mitigation plan and local mitigation plans for the early identification of mitigation projects and to reduce state and local socio-economic consequences.
4. Develop and organize Disaster Assessment teams and plans to obtain and analyze disaster assessment data.
5. Coordinate assessment and revision of existing risk analysis and mitigation plans.
6. Coordinate with the federal government for emergency loans for the community.
7. Provide technical assistance for recovery and resource conservation.
8. Coordinate recovery and mitigation grant programs.
9. Develop systems to use predictive modeling, to include HAZUS loss estimation methodology, to determine vulnerable critical facilities as a basis for identifying recovery activities.
10. Provide technical assistance in community and state planning.

##### **C. Charleston Area Coliseum and Convention Center**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-14 during periods of activation.

2. Plan for and coordinate donated goods resource management warehousing.

D. All Municipalities and Public Service Districts

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-14 during periods of activation.
2. Plan for and coordinate donated goods resource management warehousing
3. Plan for and identify from US Army Corps of Engineers (USACE) Commodities and Points of Distribution within their respective jurisdictions in coordination with the Recovery Section.

E. Charleston Area Chamber of Commerce

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF 14 during periods of activation.
2. In coordination with the state and federal government, assign staff to identify and document economic impact and losses avoided due to previous mitigation projects and new priorities for mitigation in affected areas.
3. Plan for and provide economic recovery and growth assistance.
4. Provide technical assistance in community planning and economic assessment.

F. South Carolina National Guard

1. If available and authorized identify, train, and assign personnel to maintain to execute missions in support of ESF-14 during periods of activation for warehouse and distribution operations.
2. If available and authorized plan for and provide manpower and equipment in support of County warehouse operations.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

The ESF-14 function is represented at the State EOC as ESF-14 and should be called upon for assistance. It does not exist at the federal level in the Federal Response Plan per se. However, agencies such as the Small Business Administration and others are in place to provide limited assistance to the private sector.

## **ESF-15 – PUBLIC INFORMATION**

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**PRIMARY:** Charleston County Public Information Office (PIO)

**SUPPORT:** Charleston County Sheriff's Office PIO; SC Highway Patrol PIO; SC Department of Health and Environmental Control PIO; Charleston County Citizen Information; Charleston County Media Room Unit; South Carolina Emergency Management Division PIO.

### **I. INTRODUCTION**

- A. Generation of timely public information coordinated with the appropriate level of government is essential to avoid or minimize loss of life and property if a disaster is imminent or has occurred. Before, during and after emergency operations, the public will be apprised through reports to the news media, through the Internet, and through the Emergency Alert System.
- B. County services and assistance provided under this function includes the delineation of responsibilities and protective actions to be taken so as to provide the public with essential information and the documentation of emergency actions and operations implemented or proposed by written, verbal or photographic means.

### **II. MISSION**

To provide effective public information through coordination with appropriate federal, state and local agencies and organizations to minimize loss of life and property before, during and after an emergency or disaster.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County PIO is responsible for all ESF-15 administrative, management, planning, preparedness, mitigation, response and recovery activities to include developing, coordinating and maintaining the ESF-15 Standard Operating Guide (SOG). All ESF-15 supporting agencies will assist the Charleston County PIO in the planning and execution of the above.
- B. Disaster and emergency information from Charleston County government shall be clear, concise and accurate information regarding the existing situation, actions being taken by authorities, and those to be taken by the public. Efforts will be made to prevent and counter rumors and inaccuracies.
- C. Once activated, the Charleston County Citizen Information unit of the Emergency Operations Center (EOC), including the Hispanic Hotline and TTY operator, shall answer calls from the public and address questions as they relate to the emergency at hand.
- D. Coordination with all appropriate departments, agencies and organizations will be performed to the maximum extent, to ensure accurate, timely and consistent emergency information to the public, primarily through media outlets.

- E. On behalf of Charleston County Administrator, CCEMD, through ESF-15, is responsible for informing the public of emergency and disaster operations within Charleston County. The dissemination of public information during emergency and disaster operations is done with the advice and approval of the Charleston County PIO, who reserves the authority to intervene, to assume control, or to disseminate supplementary public information at any time. ESF-15 will keep the County Administrator and CCEMD informed of media-related events as they unfold and will provide such information on a continuing and timely basis.
- F. Public information, public relations and public affairs personnel of any county agency or department will be made available to augment ESF-15 when requested.
- G. The South Carolina Emergency Alert System will be activated appropriately according to established county, state, and national Emergency Alert System procedures.
- H. A coordinated effort to report and document emergency/disaster operations will be conducted at the Charleston County EOC and/or at the incident site. A joint information system (JIS) of public information personnel from all affected jurisdictions, agencies and private sector organizations may be established. If appropriate, representatives of those jurisdictions may provide emergency public information from a Joint Information Center (JIC). Under some circumstances, state agencies or departments may issue press statements. However, these statements must but be coordinated with ESF-15 prior to release.
- I. Situation briefings, press conferences, taped messages, photographs, news accounts, statistics on injuries and fatalities, and other information shall be provided to the news media as deemed appropriate by ESF-15.
- J. The County will provide similar materials and briefings for county, state and federal officials, and coordinate state and local information/news releases and news bulletins with related federal, state and local agencies/officials. ESF-15 will coordinate with the County Administrator and EMD regarding such activities.
- K. ESF-15 will consult with appropriate department or agency heads concerning implementation of emergency or disaster public information activities. Timely and continuing information will be provided to the Administrator and CCEMD will be provided, and appropriate recommendations will be made if requested.
- L. Ensure all ESF-15 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-15 agencies will complete FEMA's NIMS Awareness Course.

#### **IV. ESF ACTIONS**

- A. Preparedness
  - 1. Develop a public information program to educate the public regarding the effects of common emergency and disaster situations.
  - 2. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations.

3. Develop plans to conduct a multi-agency/jurisdiction coordinated public information program during emergencies and disasters.
4. Develop plans and programs to educate news media that ESF-15 is the primary information center during emergency situations, unless otherwise directed by the Charleston County PIO.
5. Develop and maintain pre-scripted Emergency Alert System messages and news releases for all hazards to include hurricanes, earthquakes, nuclear incidents and dam failures.
6. Encourage development of disaster plans and kits for the public.
7. Provide evacuation information to the affected public.
8. Participate in Charleston County exercises and conduct, at least annually, an ESF-15 exercise to validate this annex and supporting SOGs.
9. Train staff to assist in media and Citizens Information functions during EOC activations.
10. Update public information responder lists, as necessary.
11. Develop and implement a training program for all ESF-15 members.
12. Develop and maintain a roster with contact information of all ESF-15 personnel.
13. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.

B. Response

1. Alert agencies whose personnel, equipment or other resources may be used in the event of an emergency.
2. Provide timely and accurate Emergency Alert System messages and news releases in common language and terminology to inform the public. Coordinate with established county/state Citizens Information systems.
3. Coordinate with news media regarding emergency operations.
4. Provide emergency public information to special needs populations.
5. Execute a multi-agency/jurisdiction coordinated public information program.
6. Supplement local emergency management public information operations, as necessary, and when resources are available.
7. Maintain labor, equipment and materials forms used by ESF-15 staff for possible reimbursement, if authorized.

C. Recovery

1. Continue public information activities to include updating the public on recovery efforts.
2. Anticipate and plan for arrival of, and coordination with, FEMA, ESF-15 personnel in the EOC, and the Joint Field Office (JFO).
3. Process and disseminate disaster welfare and family reunification information to the media and public.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the County Administrator, Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

**V. RESPONSIBILITIES**

A. Charleston County Public Information Office (PIO)

1. Identify, train and assign personnel to staff ESF-15, to include Citizens Information and Media Room staff.
2. Notify all ESF-15 supporting agencies upon activation.
3. Develop and implement a training program for all ESF-15 members.
4. Develop and maintain a roster with contact information of all ESF-15 personnel.
5. Develop a public information program to educate the public regarding the effects of common emergency and disaster situations.
6. Develop plans to coordinate with news media for emergency operations, before, during and after an emergency situation.
7. Develop plans to conduct a multi-agency/jurisdiction coordinated public information program during emergency and disaster situations.
8. Develop plans and programs to educate news media that ESF-15 is the primary information center during emergency situations, unless otherwise directed by the County Administrator and CCEMD.
9. Develop pre-scripted Emergency Alert System messages and news releases for all hazards, to include hurricanes, earthquakes, nuclear incidents and dam failures.

B. SC Department of Health and Environmental Control

1. Identify, train and assign personnel to maintain contact with and prepare to

execute missions in support of ESF-15 during periods of activation.

2. Provide personnel to augment ESF-15 during emergencies and disasters.

C. Citizen Information Unit

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-15 during periods of activation.
2. Provide personnel to augment ESF-15 during emergencies and disasters.

D. Media Room Unit

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-15 during periods of activation.
2. Provide personnel to augment ESF-15 during emergencies and disasters.

**VI. FEDERAL AND STATE INTERFACE**

ESF-15 is supported by the Federal Response Plan ESF-15, Public Information and External Communications and in the State EOP. For the purposes of planning, functional components consist of: Citizen Information; Press Room; and the Media Center. As such, pre-deployment meetings between local and state resources will be necessary to determine exactly what can be expected from each group.



## **ESF-16 – EVACUATION TRAFFIC MANAGEMENT**

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**PRIMARY:** S.C. Highway Patrol

**SUPPORT:** Charleston County Sheriff's Office; City of Charleston Police Department; Folly Beach Public Safety Department; Isle of Palms Police Department; Lincolnville Police Department; Mt. Pleasant Police Department; N. Charleston Police Department; Sullivan's Island Police Department; SLED; SC Department of Probation, Pardon, and Parole Services; S.C. Department of Transportation; S.C. Department Natural Resources Law Enforcement Division; South Carolina National Guard; U.S. Customs and Boarder Protections; US Transportation Safety Administration.

### **I. INTRODUCTION**

- A. The aggressive management of evacuating citizens via motor vehicle traffic during the threat of, or immediately following, an emergency or disaster incident is critical to the life safety of all county residents and transients. This function must be planned and executed in a coordinated manner that will ensure the timeliest and orderly movement of the impacted populace to an area of relative safety. Evacuations may occur as a result of natural or technological hazards faced by the county and will require planning and coordination within all geographic areas of the South Carolina.
- B. Hazards which will require action by this functional area and likely geographic areas impacted include, but are not limited to:
  - 1. Hurricanes - Coastal areas, including high population tourist areas. See details contained in the South Caroline Hurricane Plan for population affected areas, designated routes and traffic control point assignments.
  - 2. Spent Nuclear Fuel Shipments – For large spills, consider initial downwind evacuation for at least 100 meters (300 feet). See Emergency Response Guide.
  - 3. Hazardous Materials Incidents – Densely populated areas. See Hazardous Materials Standard Operating Guide.
  - 4. Flooding – Areas vulnerable to inundation from surge-, tidal-, ravine-, and storm-induced flash flooding.
  - 5. Dam Failure – Areas downstream from Federal Energy Regulatory Commission (FERC)-regulated and other high hazard dams. See Santee Cooper's North Santee and Pinopolis Dam Plans.
  - 6. Earthquakes – All structures in the densely populated areas.
  - 7. Weapons of Mass Destruction Incidents – Densely populated areas, critical facilities & potential targets within the infrastructure.
  - 8. National Security Emergencies – Densely populated areas.
  - 9. Tornadoes – Countywide to include waterspouts along the coast.

10. Winter Storms – All areas can be potentially affected. See Standard Operating Guides for coordination of government and school operations.
  11. Wildfires – rural, woodland areas particularly in populated areas.
  12. Tsunamis - Coastal areas, including high population tourist areas. Primarily barrier islands and low lying areas at or along the Intracoastal Waterway and Charleston Harbor.
- C. Effective evacuation traffic management will be accomplished by multiple cooperating agencies led by the South Carolina Highway Patrol which has overall responsibility for this emergency support function. Transportation system and communication management is vitally important to successfully execute this function; therefore, Emergency Support Functions 1 (Transportation), ESF 2 (Communications) and ESF 13 (Law Enforcement) may play a major role in the preparedness and execution phases. Aggressive public awareness, education, and communication efforts are essential to the success of this function and must be accomplished by all Emergency Support Function agencies, and coordinated by the Charleston County Emergency Operations Center in coordination with the Public Information Officer and CCEMD.

## **II. MISSION**

To provide for coordinated plans, policies, and actions of state and local governments to ensure the safe and orderly evacuation of populations affected by all hazards (e.g., weapons of mass destruction, chemical accidents, severe weather, dam failure, etc. And, to further ensure that once the threat or hazard no longer exists, and the area is deemed safe by local authority; that prompt and orderly re-entry into the evacuated area is accomplished through city, county, state, federal coordination.

## **III. CONCEPT OF OPERATIONS**

- A. The South Carolina Highway Patrol is the coordinating agent for all emergency traffic management issues before, during, and after any required evacuation brought on by a major disaster. The South Carolina Highway Patrol is responsible for all ESF - 16 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include coordinating and maintaining standard operating procedures to support this Emergency Support Function. All ESF - 16 supporting agencies will support the South Carolina Highway Patrol in the planning and execution of the above.
- B. The South Carolina Highway Patrol, Charleston County law enforcement agencies and CCEMD will monitor conditions which have the potential to require evacuation of any area(s) of the county and implement changes in Operating Conditions (OPCONs) as required. Charleston County Emergency Management Department will coordinate with and advise the Administrator concerning evacuation decisions and pre-evacuation actions.
- C. Evacuation decisions and time-lines will be coordinated in accordance with the County Emergency Operations Center Standard Operating Guide and any applicable hazard-specific plans and with the State Emergency Operations Center as applicable.
- D. The South Carolina Highway Patrol will develop, maintain, and execute, when required, an evacuation/re-entry traffic management plan designed to permit

evacuation of all citizens in affected areas during a prescribed timeframe and to facilitate re-entry following the evacuation. Changes to the plan will be coordinated annually, if not more frequently; because of lessons learned from an actual event.

- E. The South Carolina Highway Patrol will provide overall leadership of ESF - 16 during all Emergency Operations Center activations involving evacuation/re-entry actions. The Charleston County Sheriff's Office representative will serve as the primary agency to Charleston County Emergency Operations Center, CCEMD and Administrator concerning all evacuation/re-entry or emergency traffic operations.
- F. The South Carolina Highway Patrol will develop and execute measures intended to gather information on traffic flow and highway usage and disseminate the information to the Public Information Officer for dissemination to the public (including air surveillance) in coordination with South Carolina Department of Transportation and other state agencies e.g. Evacuation Liaison Team [ELT]. Also, see the South Carolina Department of Transportation Camera Standard Operation Guide.
- G. All ESF-16 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-16 planning and response operations.

#### **IV. ESF ACTIONS**

- A. Preparedness
  - 1. Develop all evacuation routes for affected areas which are hazard specific.
  - 2. Coordinate the designation of all predetermined Traffic Control Points (TCPs) assignments and review at least annually.
  - 3. Develop and coordinate all manpower requirements and support required from state ESF-16 and local law enforcement agencies.
  - 4. Schedule and conduct, in coordination with CCEMD, pre-evacuation meetings with all participating agencies as required.
  - 5. Establish procedures to monitor traffic flow in addition to the South Carolina Department of Transportation camera system.
  - 6. Coordinate plan development for ingress and egress of emergency vehicles during evacuation to include emergency maintenance, fueling, staging and towing.
  - 7. Coordinate with ESF - 2 (Communications) in the development of an evacuation traffic management communications plan to be used by all agencies during evacuation operations.
  - 8. Coordinate with municipal law enforcement agencies to ensure clear understanding of emergency traffic management responsibilities.
  - 9. Coordinate with state ESF - 16 representatives on guidelines, based on various scenarios, for execution of interstate lane reversal options.

10. Participate in state exercises and conduct, at least annually, an Emergency Support Function-16 tabletop or functional exercise to validate and maintain this Emergency Support Function and supporting Standard Operating Guides.

B. Response

1. Designate and coordinate operation of pre-assigned manpower and equipment staging areas.
2. Develop and conduct pre-mission operational briefings for participating agencies to include municipal law enforcement agencies, shelter management teams, CCEMD and the Public Information Officers office.
3. Implement evacuation traffic management plan to include interstate/primary highway lane reversal, including counter flows, and designate and support secondary/alternate routes where applicable.
4. Report traffic flow information to the Charleston County Emergency Operations Center to include out-of-state traffic flows in coordination with South Carolina Department of Transportation/Evacuation Liaison Team personnel.
5. Coordinate execution of an emergency traffic management communications plan and local South Carolina Department of Transportation roadside radios.
6. Provide traffic information to the Charleston County Detention Center, which may assist their determination to evacuate prisoner populations in affected areas of a disaster.
7. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Coordinate with local agencies to facilitate expedited re-entry operations returning displaced citizens into unaffected areas of a disaster.
2. Prepare for and assist in the reversal of Interstate-26 and primary highways to expedite the re-entry of displaced citizens into affected and unaffected areas of a disaster as directed by the Governor.
3. Manage traffic at critical intersections post impact with priority given to emergency service vehicles, transportation of supplies and equipment, and access to critical facilities.
4. Assist public and private organizations with traffic control during the restoration of infrastructure services.

D. Mitigation

1. Support requests and directives resulting from the Governor and/or Federal Emergency Management Administration concerning mitigation and/or re-development activities.
2. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and actions plans.

## **V. RESPONSIBILITIES**

### **A. South Carolina Highway Patrol**

1. Coordinating agent for all evacuation/re-entry emergency traffic control operations, including regulation of the state road network and management of all contingency actions such as interstate/highway lane reversal operations.
2. Identify, train, and assign personnel to staff ESF - 16 in the Emergency Operations Center.
3. Notify all ESF - 16 supporting agencies upon activation or anytime close coordination is required or changes in this plan occur.
4. Designate all predetermined traffic controls points in coordination with local law enforcement.
5. Develop and coordinate all manpower requirements and support required from ESF - 16 and local law enforcement agencies.
6. Designate and manage operation of pre-assigned manpower and equipment staging areas.
7. Schedule and conduct pre-evacuation coordination meetings with all participating agencies as required.
8. Establish procedures to monitor traffic flow and to report information to the Emergency Operations Center.
9. Develop a plan for ingress and egress of emergency vehicles during evacuation including maintenance, staging and refueling.
10. Develop and coordinate execution of an emergency traffic management communications plan to be used by all agencies during evacuation operations.
11. Coordinate with all municipal law enforcement agencies to ensure clear understanding of evacuation traffic management responsibilities.
12. Develop and conduct pre-mission operational briefings for participating agencies.
13. Assist with the guidelines, based on various scenarios, for execution of interstate/highway lane reversal options.
14. Provide personnel, transportation, communications, and equipment to support emergency traffic management operations.

15. Conduct after action debriefings of ESF-16 activities, inclusive of input from local agencies after each emergency response operation.
16. Provide equipment and aircraft to support emergency traffic management operations where applicable.
17. Survey all evacuation routes in coordination with state forces.
18. Support Department of Public Safety in the selection and management of alternate transportation routes that may be required as a result of interstate/highway lane reversals or closed primary routes.

**B. Local Law Enforcement Agencies**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF - 16 during periods of activation.
2. Be prepared to support ESF - 16 operations with personnel, as required, to the critical Traffic Control Points (TCPs) at a minimum.
3. Provide equipment, communications, and personnel to support evacuation traffic management operations.
4. Survey all evacuation routes and report findings to the Emergency Operations Center ESF - 16.

**VI. LOCAL, STATE, AND FEDERAL INTERFACE**

ESF - 16 does not exist as such in the federal plan per se but does in the State Emergency Operations Plan. For the purposes of planning, most of the coordination meetings that take place will occur in support of specific operations such as storm evacuation and general police operations in the field before, during, and after the incident. As such, pre-deployment meetings between local and state resources will be necessary to determine exactly what can be expected from each group. Additionally, for multi-state hurricane threats, Federal Emergency Management Administration, through the regional operation center in Atlanta, will establish an Evacuation Liaison Team (ELT) to coordinate multi-state evacuations simultaneously conducted within Federal Emergency Management Administration Region IV.

## **ESF-17 – AGRICULTURE/ANIMAL SERVICES**

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**PRIMARY:** Charleston County Sheriff's Office Animal Control Officer

**SUPPORT:** Municipal Animal Control Officers, Charleston County Volunteer Fire-Rescue Squad, Large Animal Rescue Team (LART), Lowcountry Animal Rescue, Trident Veterinary Medical Association (TVMA), Charleston Animal Society, Clemson Extension, Department of Health and Environmental Control, SC Department of Natural Resources, SC Department of Agriculture, Charleston County Assessor's Office, Charleston Area Convention Center.

### **I. INTRODUCTION**

- A. A disaster condition can vary from an isolated emergency affecting a single community to a catastrophic event that impacts all of Charleston County, as well as other areas of the State. Depending on the severity of the disaster, ESF-17 details the responsibilities and support of animal related activities within Charleston County. This ESF generalizes disaster-planning activities for both large and small animals, wild and domestic. It addresses public awareness policies and strategies, as well as contingency plans for disaster.
- B. Natural disasters, as well as technological disasters, may negatively impact animal industries/pet populations. Naturally introduced or intentionally introduced (bioterrorism) disease may threaten the animal or plant industry and zootomic disease may threaten public and animal health.
- C. Efficient response and recovery efforts assure rapid return to economic soundness of the livestock/pet industry, public health protection, as well as the benefit of the human-animal bond of pets in the human recovery process following a disaster.

### **II. MISSION**

To provide direction for handling animal issues before, during, and after an actual or potential disaster situation. It establishes the coordination of veterinary medicine and animal care resources in Charleston County, and supports individual agency SOGs.

### **III. CONCEPT OF OPERATION**

- A. The Charleston County Sheriff's Office (CCSO) Animal Control has been designated as the primary organization for coordinating veterinary services and animal care needs in emergencies. The CCSO Animal Control Officer is responsible for communicating information with constituent veterinarians and related organizations.
- B. Charleston County Animal Control will identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the Charleston County EOC.
- C. The Charleston County Animal Control Officer will coordinate with all municipal Animal Control Officers, Humane Societies, South Carolina Department of Agriculture, and animal rescue groups.

- E. The Charleston County Animal Control Officer will coordinate the Emergency Support Function for Charleston County to include the management of the ESF Position in the County EOC.
- F. Animal Control Officials in the community provide for the safety and enforcement of animal related issues as they pertain to domestic animals and livestock as well as wildlife that become involved in inhabited area situations.
- G. CCEMD, Rescue Squad and Sheriff's Office provide for the emergency technical rescue of entrapped and entangled large animals with the coordination of Large Animal Rescue Team.
- H. CCEMD, Rescue Squad and Sheriff's Office provide for the emergency response of disaster support equipment and personnel to incidents involving plant and animal emergencies to assist state and federal Department of Agriculture responders through establishment of a state ESF-coordinated County Agriculture/Animal Response Team.
- I. Charleston Animal Society, Pet Helpers, and other volunteer animal care organizations provide for the enforcement of animal care regulations and care of those animals that have been legally seized by court order or the surrendering of neglected animals.
- J. All ESF-17 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-17 planning and response operations.

#### **IV. ESF ACTIONS**

##### **A. Preparedness/Mitigation**

- 1. In coordination with CCEMD develop plans and procedures, organize personnel, and outline duties and responsibilities.
- 2. Determine which agencies will assist in search and rescue efforts for injured, stray, or abandoned animals.
- 3. Maintain liaison with CCEMD and support organizations within the Animal Protection Service.
- 4. Develop a sheltering plan for the co-location of pets and owners in designated hurricane shelters in the event of an evacuation of the area with CCEMD.
- 5. Develop a procedure for identification of lost or abandoned animals and establish a foster/adoption procedure in the event that lost animals cannot be reclaimed by their owners within a reasonable period of time.
- 6. Develop information on pet care, known facilities (motels) which accept animals, livestock housing availability, and preparedness information for evacuation.
- 7. Assist in the development of a procedure for the safe sheltering of essential personnel's animals.



8. MOU's and other agreements pertaining to temporary hurricane shelters and animal collection facilities following a disaster are located in the ESF-17 plan. As well as re-location of animal shelter and care operations at remote locations such as the Exchange Park Fair Grounds or other location following a disaster. A separate plan also exists for the South Carolina Aquarium.
9. Develop and train Disaster Animal Response Team (DART) personnel to assist in pet shelter operations.
10. Plan and prepare to coordinate organizations and response teams deployed to assist following a disaster to include a Federal VMAT Team, and animal relief organizations such as; PetSmart, Noah's Ark, Code 3, Animal Planet, etc.
11. Working with public health, state and federal officials, assist in the response to the outbreak of a highly contagious animal/zootomic disease, an outbreak of a highly infective exotic plant, or an economically devastating plant pest infestation.

**B. Response**

1. Track the activities of animal shelter facilities and confinement areas before, during and after the disaster. This tracking will be based on information provided by the county animal control officials and relief organizations.
2. Provide assistance in the following areas pertaining to animal emergency care:
  - a. Coordinate additional animal sheltering and stabling for both large and small animals.
  - b. Coordinate capture, rescue and transport to designated shelters or pet care facility.
  - c. Coordinate Veterinarian Medical Assistance Team (VMAT) assistance.
  - d. Organize triage and follow-up medical care.
  - e. Coordinate public information.
  - f. Organize lost and found data and publicize to achieve animal/owner reunion.
  - g. Organize and manage animal response donations in coordination with ESF-18 (Donated Goods and Volunteer Services).
  - h. Coordinate the credentialing, tasking and approval of out of town/state volunteers assisting in animal rescue/care operations.
3. Coordinate evacuation issues with CCEMD.
4. Provide ESF-5 with summarized information on the location and availability of shelter space, food and water for animals.

5. Coordinate with ESF-7 regarding storage sites and staging areas for animal food and medical supplies.
6. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

**C. Recovery**

1. Coordinate response activities of local and deployed agencies, as required.
2. Coordinate damage assessment of animal and pet related facilities
3. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
4. Assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
5. Coordinate with ESF-1 (Transportation), ESF-3 (Public Works) and ESF-8 (Health and Medical) for the removal and proper disposal of animal waste and dead animals.
6. Maintain appropriate documentation to prepare an after-action report to CCEMD.
7. Coordinate resources for transport, medical needs, and placement of affected animals.
8. It will be the responsibility of animal shelter facilities to assess their damages and report to the County ESF-17 any needs or assistance required following a disaster.
9. SC Department of Agriculture will work with Clemson Extension Agents and Charleston County Assessor's Office to assess the damages to farms and livestock care facilities to assess damages.
10. Ensure ESF-17 team members or their agencies maintain appropriate records of costs incurred during the event.
11. Ensure donated goods are handled through ESF-18 with appropriate guidance from ESF-17.

**V. RESPONSIBILITIES**

**A. Charleston County Sheriff's Office Animal Control Officer**

**1. Preparedness and Mitigation**

- a. Identify, train, and assign personnel to staff ESF-17 in the EOC.
- b. Develop operating procedures to implement the Animal Emergency Response functions of ESF-17.

- c. Including an alerting list of ESF-17 support agency response teams for the EOC and response teams.
- d. Participates in exercises to test operating procedures and will see that all support agencies are included in training/test functions as appropriate.
- e. Coordinate meetings as necessary of the Large Animal Response Team (LART) made up of representatives of involved agencies or organizations, in which members will discuss their operational response and resolve problems, to ensure coverage of animal needs.
- f. Develop plans for the safety and security of pets and livestock before and following an emergency or disaster.

## **2. Response**

- a. Provides staff to EOC, as requested, alerts ESF-17 support agency responders; and notifies all ESF-17 supporting agencies upon activation.
- b. Relays and delegates assistance requests to proper agency through Palmetto, and assures final disposition of tasks assigned. This may include, but is not limited to, providing emergency transportation, medical care, or shelter and food for animals in need through support of appropriate ESF's.
- c. Coordinates activities of support agencies, and gathers pertinent statistics and data for compilation.
- d. Coordinates Technical Large Animal Rescue Team (LART) activation and assignment.
- e. Coordinates animal disease education to responders.
- f. Coordinate the influx of well-meaning volunteers coming to assist in animal rescue operations and respond to reports of "animal hording" or unauthorized reports volunteers taking animals from residents.

## **3. Recovery**

- a. Coordinates the phase-down of animal emergency services through various support agencies, and within the framework of EOC and ESF guidelines.
- b. Coordinates with counties involved to collect appropriate data on animal services rendered, and to compile such data for a final report.
- c. Coordinates return to owner or final disposition of unclaimed animals.
- d. Coordinates animal disease diagnosis, control, and eradication consistent with agency mission.

**C. Charleston County Volunteer Fire-Rescue Squad**

1. Preparedness and Mitigation: Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-17 during periods of activation.
2. Response and Recovery: Provide services and personnel to response to rescue and related missions.

**D. Municipal Animal Control Agencies**

1. Preparedness and Mitigation: Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-17 during periods of activation.
2. Response and Recovery: Provide services and personnel to response to rescue and related missions.

**E. Trident Veterinary Medical Association**

**1. Preparedness and Mitigation**

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation.
- b. Assures that a Veterinary Liaison Officer is designated for the county, such Officer to participate in developing a county animal emergency response plan through county government (county animal emergency response committee.)
- c. Assists South Carolina Animal Care & Control Association and Clemson University Livestock-Poultry Health in planning and carrying out volunteer/public education and training programs for animal emergency response.

**2. Response**

- a. Monitors veterinary medical care status in affected counties and provide status reports through South Carolina Association of Veterinarians to ESF-17.
- b. Coordinates requests for animal medical assistance (supplies or veterinary manpower) back to South Carolina Association of Veterinarians and ESF-17. Coordinates medical supplies with ESF-18 (Donated Goods and volunteer Services.)
- c. Coordinates with South Carolina Animal Care & Control Association to implement pet care/sheltering and assure adequate veterinary medical care in needed areas.
- d. Assists with public information dissemination of pet care and medical information.

- e. Provides basic limited medical care for unclaimed animals in emergency temporary shelters in coordination with South Carolina Animal Care & Control Association volunteer staffing.

**3. Recovery**

- a. Continues to provide veterinary medical care.
- b. Assists Clemson University Livestock-Poultry Health and DHEC in informing public of and carrying out proper public health protection measures.
- c. Collects morbidity and mortality figures as appropriate.
- d. Assists in return to owner or other disposition of unclaimed animals.

**F. Department of Health and Environmental Control**

**1. Preparedness and Mitigation**

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the EOC.
- b. Provide public health guidelines.

**2. Response and Recovery**

- a. Office of Public Health Preparedness: Coordinate DHEC animal emergency response activities.
- b. Disease Control: Provide epidemiology and public health support.
- c. Environmental Quality Control - Waste Management: Provide agricultural waste and carcass disposal support.
- d. Environmental Health
  - (1) Provide vector control and sanitation support.
  - (2) Provide dairy product and producer support, and sampling.

**G. Department of Natural Resources, Wildlife and Fresh Water Fisheries**

**1. Preparedness and Mitigation**

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the EOC.
- b. Develop plans to respond to the outbreak of a highly contagious zootomic wildlife disease.

**2. Response and Recovery**

- a. Provide native wildlife support within agency policy and statutory guidelines.
- b. Provide limited assistance, if available, to coordinate zoo/exotic situations.
- c. Provide transportation and equipment, if available.
- d. Provide personnel and equipment to conduct animal depopulation operations.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

- A.** County ESF-17 will contact state agencies, through State EOC, to coordinate any assistance needed in dealing with companion and domestic animals. At the state level, ESF-17 will be managed from the SEOC. ESF-17 does not exist at the federal level per se.
- B.** Medical, care and rescue efforts are supported by a variety of national agencies/ organizations such as the American Veterinary Medical Association, the American Humane Association, the Humane Society of the United States, and the American Horse Protection Association; also by state agencies such as the South Carolina Association of Veterinarians, the South Carolina Animal Care and Control Association, and Clemson University Cooperative Extension Service.
- C.** Charleston County ESF-17 will coordinate with State ESF-17 along with federal and national organizations to obtain state and federal assistance when required.

**Attachment to ESF-17 Animal Services**

**DISASTER PREPAREDNESS  
FOR  
HORSE and LIVESTOCK OWNERS  
in CHARLESTON COUNTY**

**EMERGENCY SITUATIONS MAY FORCE OWNERS OR EMERGENCY PERSONNEL TO MAKE THE DIFFICULT BUT PRACTICAL DECISION OF PUTTING HUMAN LIFE ABOVE THAT OF AN ANIMAL.**

**BEFORE SITUATION:**

- 1) Owners should be prepared to document ownership of each animal in order to claim their horse or livestock.
- 2) Each animal should be permanently identified by means of a tattoo, microchip, or (freeze or heat) brand.
- 3) Images of each animal's left, right, front, and rear should be made available, along with the owner in at least one image. Scars or odd markings should be included as they help identify animals, especially when there are multiple animals in a pen.
- 4) Owners should temporarily identify each animal by painting or etching hooves or neckbands on each side of the animal with a telephone number or the last four digits of their Social Security Number. The owner's contact information also should be placed and sealed in a plastic bag, then taped or zip ties to the mane, tail, or halter of each animal.
- 5) Ensure that halters have tags or plates are secured properly on the halter and have current information. Each tag/plate should have the owner's name, phone number, an animal's name, an out-of-area contact's name and phone number also should be provided should the owner be unable to return.
- 6) Before owners depart, they should ensure that they have their horse's most recent negative Coggins test documentation in their possession.
- 7) Owners should ensure that they retrieve and take with them all information about their animal. Otherwise, the information could be destroyed.

**POST SITUATION:**

- 1) Animal will be taken to a holding facility where they will be processed and housed until claimed or if necessary fostered.
- 2) The holding facility will be announced by the media, also you can contact the EOC or Sheriff's Office for location and whom you need to contact.
- 3) Each animal (during processing) will be identified by number, area picked up, photo, color, breed, and sex. Brands, tattoos and scars will be noted. All animals will be scanned for microchip.
- 4) Each will be evaluated, if injured; treatment will be depending on extent of injury.

- 5) Dead animals will be photographed, scanned for microchips, tattoos and brands and then disposed of.
- 6) Owners will be responsible for any medical bills accrued due to treatment of your animals for injuries incurred.
- 7) Owners should be prepared to prove documented ownership and identify themselves and their animal(s) when claiming lost livestock (tattoo, brands, microchip, tag, scars, marks, photos of above (except the non-visible microchip) registration papers with color photo, Coggins test)  
**\*Owners will need their driver's licenses and evidence of a recently drawn negative Coggins test in order to pick up their horse. If the owner does not possess evidence of a recently drawn negative Coggins test, the horse's blood will be drawn off this test and the owner will be responsible for any costs from this process. The animal in question will not be removed without this test. Transporting of equine over SC highways without evidence of a current negative Coggins test is illegal!**
- 8) When the owner leaves, they should carry with them proof of ownership, photos and medical records. They could be lost or destroyed if left. They are the owner's ticket to reclaim an animal.
- 9) The owner can call for Animal Control to do a welfare check on their animal. If situation warrants they will be removed and taken to the facility.
- 10) Owners should be sure to check the area where plan to put the animal before bringing them home or unloading them, to include fences and barns that may have been severely affected by a hurricane.



## **ESF-18 – DONATED GOODS AND VOLUNTEER SERVICES**

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**PRIMARY AGENCY:** Charleston County Community Services

**SUPPORT AGENCIES:** CCEMD – Community Emergency Response Team (CERT), Charleston County GIS Mapping, Charleston County Public Information Officer, City of North Charleston, Charleston Area Convention Center, Lowcountry Chapter of the American Red Cross, Municipal EOCs [MEOC], Municipal Planning Departments, The Salvation Army, Trident United Way, South Carolina VOAD, SC Baptist Convention Disaster Relief, Charleston Southern University.

### **I. INTRODUCTION**

- A. The function of this ESF consists of components working hand-in-hand to complete a mission. It must identify the post-disaster needs of the community and fulfill those needs through the Donated Goods and Volunteer Services to fill manpower needs. The ability of local governments to perform a situational assessment accurately and within the first few hours after an incident is critical. It provides the foundation for the subsequent response of adequate resources to life-threatening situations and imminent hazards. Correct and effective assessments permit local governments to prioritize their response activities, allocate scarce resources, request mutual aid, and State and Federal assistance quickly.
- B. Donated Goods and Volunteer Services are defined as commodities, services, financial donations and resources, and facilities provided by public or private sources without charge to the government, while Volunteer Services are assistance provided by personnel without charge to the government.

### **II. MISSION**

To identify the emergency support functions and support agencies that will be needed to coordinate the rapid assessment of the post-disaster situation as it relates to casualties, hazards, and human needs. Then to coordinate the information rapidly and, working through the Planning Section (ESF 5), disseminate it to decision-makers, the appropriate ESFs in the EOC, outside agencies and the SEOC in order to request the needed goods and volunteer resources that those agencies and resources may be able to make available. Also, to match the needed volunteers with appropriate tasks to be addressed.

### **III. CONCEPT OF OPERATIONS**

- A. The Recovery Section is responsible for implementing ESF-18 as soon as conditions warrant. Additionally, members of the Incident Management Team (IMT) and/or Disaster Response Services staff may be deployed to the forward impact areas or county satellite Service Centers to gather intelligence.
- B. ESF-18 will not be activated in every event, rather only in response to verifiable need within the impacted area.
- C. Offers of donated goods and volunteer services will be handled by The Donated Goods Unit Leader and the Volunteer Services Unit Leader. Calls received by the Citizens Information Line will be routed to the Volunteer Coordination Center. Individuals will be encouraged to donate cash to local organizations of their choice.

Under certain circumstances donated goods and volunteer services may not be accepted.

- D. The Recovery Section Chief will appoint and/or activate the designated units of ESF-18 to coordinate for the human disaster assessment and meeting the basic resource requirements of this function.
  - 1. Donated Goods Unit Leader, will be at the designated county warehouse upon activation, will answer to the Recovery Section Chief and will coordinate with the Planning Section, CCEMD and the Volunteer Services Unit Leader.
  - 2. Volunteer Services Unit Leader, will be at the designated coordination center location upon activation, will answer to the Recovery Section Chief and will coordinate with the Planning Section, CCEMD and the Donated Goods Unit Leader.
- E. Donated Goods will be delivered to a central warehouse managed by the Warehouse Manager appointed by the Donated Goods Unit Leader. However, pre-certified state and local groups, including volunteer organizations will be allowed to request donated goods directly from the state warehouse.
- F. Volunteer Services will be managed by the Charleston County Staff at the Volunteer reception Center at Charleston Southern University.
- G. ESF-18 will coordinate with local municipalities and Public Service Districts to pre-establish designated locations to be used as distribution points for FEMA/USACE disaster supplies and Donated Goods.
- H. ESF-18 will maintain communications with support agencies in the field and/or the EOC, municipal EOCs, damage assessment personnel, Disaster Welfare Services, ESF-14 (Recovery and Mitigation), CERT Members, and Air OPS, regarding the rapid acquisition of information needed for the assessment of the disaster.
- I. The Disaster Assessment Unit Leader will report information regularly to the Planning Section and Recovery Section Chief for inclusion in Situation Reports (SITREPs) that will be published on a timetable set by the CCEMD. SITREPs will describe the general needs assessment of the affected community based on the disruption to the infrastructure, lifelines, general property damages and injuries or lives lost.
- J. All ESF-18 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-18 planning and response operations.

#### IV. ESF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness
  - 1. Recovery Section Chief
    - a. Coordinate with Trident United Way to maintain a listing of available support services and capabilities.

- b. Train and exercise volunteer organization personnel.
- c. Participate in state exercises. Conduct, at least annually, an ESF-18 exercise to validate this annex and supporting SOPs.
- d. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
- e. Ensure all ESF-18 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-18 agencies will complete FEMA's NIMS Awareness Course, or equivalent course.

2. Volunteer Services Unit Leader

Develop procedures and data base for volunteer resources to be used during emergencies or disasters.

3. Donated Goods Unit Leader

Coordinate with Charleston County Internal Services Division and North Charleston Coliseum to identify prospective staging area warehouses available for lease before an event occurs.

B. Response

1. Recovery Section Chief:

- a. Activate and notify county and municipal agencies and volunteer relief organizations when an emergency or disaster is threatening or has occurred as directed by EOC Incident Commander.
- b. Activate the Donated Goods and Volunteer Services Management System as directed by EOC Incident Commander.
- c. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
- d. Assist Communications Group Supervisor with the establishment of radio communications for the support agencies still in need of radios and/or communications.
- e. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

2. Volunteer Services Unit Leader

- a. Activate the Volunteer Services Management System as directed by Recovery Section Chief.
- b. Coordinate delivery of volunteer services to the victims; maintain records of services being provided, the location of operations and requirements for support.

- c. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
- 3. Donated Goods Unit Leader
  - a. Activate the Donated Goods Management System as directed by the Recovery Section Chief.
  - b. Implement agreement with United Way, Food Bank Associations and other organizations as required.
  - c. Coordinate delivery of donated goods to victims and maintain records of services being provided, the location of operations and the requirements for support.
  - d. Coordinate with ESF-1 (Transportation) for adequate transportation to deliver donated goods from the county warehouse or local reception centers.
  - e. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
- C. Recovery
  - 1. Coordinate field base of OPS for deploying team members with host municipal EOCs in the most heavily damaged areas.
  - 2. Scale down operations as requirements diminish and return to routine operations as soon as possible.
  - 3. Assess the requirements for continued donated goods and volunteer services for the disaster victims.
  - 4. Evaluate donated goods and volunteer services operations for effectiveness and revise plans to eliminate deficiencies.
  - 5. Provide recommendations to the EOC to determine appropriate distribution of remaining donated goods to County Agencies and/or volunteer groups.
  - 6. Assess unmet needs at the local level in providing resources and volunteers to meet those needs from available volunteer organizations.
  - 7. Coordinate licensing requirements for volunteers.
  - 8. Maintain Unit records required during a federal declaration.
- D. Mitigation
  - Provide assistance, as required.

## **V. RESPONSIBILITIES**

### **A. Recovery Section Chief**

1. Identify, train and assign personnel to staff ESF-18 during periods of activation.
2. Notify all ESF-18 supporting agencies upon activation.
3. Coordinate training and operation of Donated Goods and Volunteer Services Call Center.
4. Coordinate a location for the Call Center of ESF-18, which will include adequate space, computers, Internet access, telephones, fax machines, copiers, and any other necessary equipment.
5. Maintain accurate records of personal services and operational expenditures related to the delivery of services during emergency operations.
6. Develop procedures to scale down ESF-18 operations as requirements diminish and return to routine operations.
7. Develop procedures to distribute remaining donated goods to County agencies and/or volunteer groups.
8. Prepare a list of "needed" and "not needed" goods for telephone operators at the Donated Goods and Volunteer Services Call Center.

### **B. Charleston County Emergency Management Department**

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation to include volunteers CERT, Community Groups, etc.
2. Coordinate and train primary and support agency personnel in the use of Palmetto Resources Module.
3. Maintain agreements with United Way and other volunteer organizations as required.
4. Coordinate with Municipal Emergency Operation Centers (MEOCs) to establish ESF-18 or a Donated Goods and Volunteer Services point of contact at the local level.
5. Coordinate a location at the EOC for ESF-18, which will include adequate space, computers, internet access, telephones, fax machines, copiers, and any other necessary equipment.
6. Charleston County Public Information Officer (PIO) will coordinate the news release of the telephone number for the Donated Goods and Volunteer Services Call Center to the appropriate news media.

### **C. Charleston County GIS Mapping**

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Manage and develop procedures for mapping and estimating damages to impacted areas and assist with locating distribution centers for donated goods and volunteer services to assist.
- D. City of North Charleston and Charleston Area Convention Center
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions of warehouse management in support of ESF-18 during periods of activation.
  2. Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.
- E. American Red Cross
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.
- F. Municipal Emergency Operations Centers (MEOC)
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Coordinate and manage requests for donated goods to include receipt and dispersal of donated goods to community distribution point.
- G. The Salvation Army
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Request, Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.
- H. South Carolina VOAD
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Assist as requested by ESF-18 agencies.
- I. SC Baptist Convention Disaster Relief
1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
  2. Assist as requested by ESF-18 agencies.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

The County ESF-18 position exists at the State level but not at the Federal level per se. The State may respond with an Emergency Support Team. At the local level, primary coordination will occur with the municipal EOCs, who will have their fire and police services gathering assessment information, as well as reports from utility work crews and others. Also, the other ESFs represented in the EOC will be providing information through their primary areas of responsibility. The bottom line is the need for a rapid assessment of critical needs that are recorded in terminology and with sufficient explanation so as to be understood by local, State, and Federal forces.

## **ESF-19 – MILITARY SUPPORT**

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**PRIMARY AGENCY:** S.C. National/State Guard

**SUPPORT AGENCIES:** U.S. Air Force – Joint Base Charleston, U.S. Coast Guard – Sector Charleston, U.S. Army Corps of Engineers

### **I. INTRODUCTION**

Military support to Charleston County will be coordinated by the South Carolina National/State Guard (SCNG/SCSG), with assistance from other State and Department of Defense (DOD) agencies, in times of a threatened or actual major emergency or catastrophic disaster.

### **II. MISSION**

To coordinate planning necessary to identify the capabilities and limitations of State Military and DoD services in advance of the emergency, so as to affect the effective and efficient utilization of military resources for assistance to civil authorities.

### **III. CONCEPT OF OPERATIONS**

- A. The Military Support Group Supervisor will coordinate with their DOD counterparts in those services sent to assist with the recovery process. All agencies will follow their own chain of command. Requests for assistance will be coordinated with the state and federal coordinating officers appointed at the time of the disaster. The State Coordinating Officer (SCO) will coordinate with the Federal Coordinating Officer (FCO) regarding the missions assigned to the DoD/Defense Coordinating Officer (DCO).
- B. Upon activation of the Emergency Operations Center (EOC), CCEMD will request that the S.C. National Guard provide a LNO for the ESF-19 desk.
- C. ESF-19 will advise the EOC and Incident Commander of capabilities and resources, ongoing mission status, troop numbers, estimated costs, and any other operational considerations.
- D. Local military installations are likely to be victims of the event, especially with natural disasters, and may not be in a position to offer assistance. The SCSG or other DOD or State Military function may be requested to provide a liaison to the EOC if necessary.
- E. DOD forces from outside the area, who are assigned to help, will need to be tasked on a mission type basis, according to their function or specialty area.
- F. The three phases of operations likely to involve DOD assistance are: Phase I- Relief and Phase II- Recovery. DOD will participate less in Phase III- Reconstitution, as they redeploy to their home bases.
- G. All ESF-19 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-19 planning and response operations.



#### **IV. ESF ACTIONS**

The emergency operations necessary for the performance of this function include but are not limited to:

##### **A. Preparedness**

1. Assign LNOs to the County EOC who is available to attend periodic planning meetings, training, and exercises.
2. Coordinate with ESF-19 in the State EOC on the current inventory lists of operational power generation equipment, light sets, and licensed operators available for deployment into disaster areas for sustained operations.
3. Coordinate operational disaster response plans and SOGs with other uniformed services based out of the Charleston area.
4. Keep EMD and other supporting agencies apprised of changes in the agency's mission, LNO personnel, or emergency contact information.
5. Review copies of other agency SOGs to maintain a high level of coordination.
6. Update SOG with State EMD so those plans reflect the current procedures used by CCEMD and FEMA for Phase I and II operations.
7. Be familiar with the civilian Incident Command System (ICS) and its application to the military command and control structure.

##### **B. Response**

1. ESF-19 will be activated by CCEMD, the SCNG, or as required by the emergency or in the anticipation of an event.
2. As the situation develops, the primary agency will coordinate with the County CCEMD to determine EOC operational status and the requirement for shift coverage.
3. Provide SITREPs as required by the primary agency, CCEMD, or the State EOC [SEOC].
4. Maintain individual agency logs, records of actions supporting the missions assigned, as well as that required for reimbursement, when authorized.
5. Develop a stand-down plan in anticipation of concluding Phase II operations, or when requested by the primary agency.
6. Coordinate with ESF 4 (Firefighting) and ESF 9 on (Search and Rescue) missions as needed.
7. Coordinate with ESF 18 (Donated Goods and Volunteer Services) to assist with warehouse and distribution missions.
8. Support or carry out response operations in the following areas as available:

- a. Support evacuation operations.
- b. Support search and rescue operations.
- c. Transportation of supplies and services.
- d. Provide and operate power generation equipment.
- e. Provide engineering support.
- f. Coordinate and conduct aviation operations.
- g. Support law enforcement, security, and homeland defense operations.
- h. Conduct debris clearance/removal operations.
- i. Conduct water supply/purification operations.
- j. Support feeding operations.
- k. Communications support.
- l. Support logistics staging area operations.
- m. Support firefighting and hazardous materials operations.
- n. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

**C. RECOVERY**

- 1. Continue assigned missions in support of law enforcement, SAR, damage assessment, debris removal, transportation services, medical support, warehouse operations, and other tasking as assigned.
- 2. Notify the Group Supervisor of any unmet needs, communications requirements, or problems, etc. that needs SCNG or CCEMD intervention.
- 3. Coordinate all components of the ESF and adjust SOGs accordingly.
- 4. Coordinate the standing down phase so that appropriate representation is maintained in the Group at the EOC at all times.
- 5. Recommend changes to the agency SOGs, based on lessons learned.
- 6. Participate in After-Action Report writing and any critiques held, once Phase II operations have concluded.

**V. RESPONSIBILITIES**

**A. South Carolina National Guard**

- 1. Identify, train, and assign SC National Guard personnel to maintain contact

with and prepare to execute missions in support of ESF-19 during periods of activation.

2. Provide personnel support.
3. Notify all ESF-19 supporting agencies upon activation.
4. Maintain Position Log and appropriate status boards in Palmetto.
5. Submit copies of all tasking to the Adjutant General.
6. Supervise and provide personnel to assist the EOC with Air Operations Unit.

**B. South Carolina State Guard**

1. Identify and assign SCSG personnel to staff ESF-19 in the EOC.
2. Provide military support for functions as assigned by the Adjutant General or as acceptable.

**C. U.S. Coast Guard**

1. Identify, train, and assign US Coast Guard personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
2. Provide personnel support during EOC activation.
3. Monitor Marine Band Radios within the EOC, coordinate Search and Rescue missions with ESF 4 (Firefighting), ESF 9 (Search and Rescue), and ESF 13 (Law Enforcement), as necessary.

**D. U.S. Air Force – Joint Base Charleston**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
2. Provide personnel support during EOC activation.

**E. U.S. Army Corps of Engineers**

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
2. Provide personnel support during EOC activation.
3. Assist in Urban Search and Rescue operations as available.
4. Assist with damage assessment of waterways and relate infrastructure.

**VI. LOCAL, STATE, AND FEDERAL INTERFACE**

This Emergency Support Function does exist in the State EOP. The services are represented at the state level by the SCNG at the SEOC. Depending on the magnitude of the event and, whether or not a federal declaration is made, the DCO will work under the FCO out of the designated Disaster Field Office (DFO).

## **ESF-20 – DAMAGE ASSESSMENT**

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**PRIMARY AGENCIES:** Charleston County Building Services  
Charleston County Assessor

**SUPPORT AGENCIES:** Charleston County EOC Air Operations, Charleston County EOC Planning Section, Municipal EOCs, Water and Utility Services, Charleston County GIS Mapping, Charleston County Public Works Department, Charleston County Facilities Management Department, Special Purpose District Governments, Charleston County School District; S. C. DHEC Office of Ocean and Coastal Resources Management, American Red Cross.

### **I. INTRODUCTION**

A disaster condition can vary from an isolated emergency affecting a single community to a catastrophic event that impacts all of Charleston County, including other areas of the State. An accurate and rapid assessment of the damage will help determine human needs as well as that required for the restoration of the infrastructure.

### **II. MISSION**

To provide for the coordination and use of all volunteer, business, municipal, county, state, and federal resources gathering damage information within the County following a disaster situation. This portion of the EOP serves as guidance for the development of individual agency SOGs in support of ESF-20 that are not contained herein.

### **III. CONCEPT OF OPERATIONS**

- A. The Damage Assessment Unit Leaders are responsible for ensuring that the Damage Assessment Team (DAT) training is up to date.
- B. Following an emergency/disaster, the Director of Charleston County Building Services, who is designated as the Damage Assessment Unit Leader, will be provided a situational briefing. The Charleston County Assessor is the Assistant Unit Leader for this ESF. Both agencies are responsible for directing the operations of the County's DATs and for coordinating with all of the supporting agencies regarding the collection and evaluation of damage assessment information. The DATs will deploy to conduct the Initial Damage Assessment (IDA)
- C. The area affected by and severity of an event will determine the level and type of damage assessment conducted, as follows:
  - 1. Localized/Small Scale Events
    - a. For events such as explosions, fires, collapsed buildings, tornadoes, earthquakes less than a magnitude 3.5, or tropical storms, the area of event-related damage will likely be isolated or relatively small scale.
    - b. HAZUS will not produce a damage assessment estimate for these types of events.
    - c. An aerial fly-over is generally not conducted for these types of events for damage assessment purposes.

- d. A ground level damage assessment for these types of events is conducted by the Building Services Department and/or the Municipalities affected by the event.
  - e. Applicable damage assessment reports are provided to the Charleston County Building Services Department for preparation of summary reports for distribution to the EOC and/or other interested parties (Assessor's Office, etc.).
2. Large area/Low impact events
- a. For category 1 hurricanes or earthquakes between magnitude 3.5 and 4.5, the area affected by an event will likely be large, but the anticipated impact to the County overall is low.
  - b. HAZUS may be able to produce a preliminary damage assessment estimate report, but may also not be able to do so if, for example, a hurricane fluctuates into tropical storm force wind speeds. If a HAZUS report is able to be generated, this may be used as a preliminary report for possible disaster declaration purposes. The HAZUS report is to be run, if applicable, just prior to landfall of a hurricane.
  - c. An aerial fly-over is generally not conducted for these types of events for damage assessment purposes.
  - d. Ground level damage assessments [windshield surveys and detailed damage assessments of buildings with moderate or more damages] will be coordinated between Charleston County Building Services, the Charleston County Assessor's Office, and/or Municipal Damage Assessment Teams.
  - e. Applicable damage assessment reports and debris removal cost estimates (if applicable) are provided to the Charleston County Building Services Department for preparation of summary reports for distribution to the EOC and for Presidential Disaster Declaration purposes.
3. Large area/Moderate impact events
- a. For events such as a Category 2 hurricane or earthquake of a magnitude of 4.5-5.5 on the Richter scale, the area affected by the event will likely be a large portion of Charleston County and the impact of the event will likely be significant.
  - b. HAZUS will be able to produce a report of damage estimates for this magnitude or greater of hurricane and for earthquakes of a magnitude 5.0 up to 8.5 on the Richter scale. HAZUS reports are to be run just prior to landfall for a hurricane event. If HAZUS damage estimates reflect sufficient damage to qualify for a Presidential Disaster Declaration, the HAZUS report is used to obtain the declaration.
  - c. An aerial fly-over may be used to determine damages to infrastructure.
  - d. Ground level damage assessments [windshield surveys and detailed damage assessments of buildings with moderate or more damages] will

be coordinated between Charleston County Building Services, the Charleston County Assessor's Office, Municipal Damage Assessment Teams, and/or trained inspectors from other localities (if additional resources are needed based on the extent of the damages).

- e. Applicable damage assessment reports and debris removal cost estimates (if applicable) are provided to the Charleston County Building Services Department for preparation of summary reports for distribution to the EOC or for Presidential Disaster Declaration purposes (if HAZUS does not produce a preliminary damage assessment report).
  - f. Economic loss estimates for commercial use buildings are produced through the HAZUS software. Forest or agricultural crop resource losses are not currently available from HAZUS, but may be in the future. Aquaculture or shrimping/fishing loss estimates are not available through HAZUS. Actual economic loss data is gathered by the Charleston County Building Services Department for inclusion in the summary report of losses.
4. Large area/Major impact events
- a. For category 3 or higher hurricanes and earthquakes of a magnitude greater than 5.5, the area affected by and impact of the event will be large and major.
  - b. HAZUS will produce preliminary damage estimate reports to be used for the Presidential Disaster Declaration. HAZUS reports are to be run just prior to landfall for a hurricane event.
  - c. An aerial fly-over will be performed to determine damages to major infrastructure and areas with most extensive damages for prioritizing ground level damage assessments.
  - d. Ground level damage assessments [windshield surveys and detailed damage assessments of buildings with moderate or more damages] will be coordinated between Charleston County Building Services, the Charleston County Assessor's Office, Municipal Damage Assessment Teams, and trained inspectors from other localities.
  - e. Applicable damage assessment summary reports (total losses per government entity by category) and a summary report of debris removal-related expenses are provided to the Charleston County Building Services Department for preparation of a total disaster cost summary report. This report will likely not be available for an extended period of time after the event.
  - f. Economic loss estimates for commercial use buildings are produced through the HAZUS software. Forest or agricultural crop resource losses are not currently available from HAZUS, but may be in the future. Aquaculture or shrimping/fishing loss estimates are not available through HAZUS. Actual economic loss data is gathered by the Charleston County Building Services Department for inclusion in the summary report of losses.

- D. Damage Assessment Teams [DATs] will be comprised of individuals that can determine the general extent of damages and, in the case of county residential structures and businesses, estimate financial losses according to FEMA guidelines. If more than one team is activated, each team will be assigned a geographic area of responsibility. Initial Damage Assessment measures include:
  - 1. Physical address/GPS coordinates of residential property sustaining damage
  - 2. Level of damage of each residential property (destroyed, major, minor)
  - 3. Estimated cost of damage to each residential property
  - 4. Physical address/GPS coordinated of public property sustaining damage
  - 5. Level of damage of each public property
  - 6. Estimated cost of damage to public property
- E. DAT members will be provided with an “end time” for the DA mission and will test all communication devices prior to departure.
- F. Damage to structures, supporting infrastructure, and lifelines will be noted and passed on to the appropriate supporting agencies for evaluation.
- G. DATs will provide damage assessment information/data to the Building Services Department for preparing IDA reports for transmittal to the Charleston County Emergency Operations Center, Planning Section.
- H. The Charleston County Emergency Operations Center will report damage information to SCEMD. If the EOC is not in a state of activation when the IDA reports are ready for transmittal, the reports are to be provided to the Charleston County Emergency Management Department for transmittal to SCEMD.
- I. County DATs will coordinate with the American Red Cross and/or SCEMD and/or the Federal Emergency Management Agency (FEMA) for joint verification as necessary.
- J. All ESF-20 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-20 planning and response operations.

#### **IV. ESF ACTIONS**

Primary and support agency operations necessary for the accomplishment of ESF-20 include, but are not limited to:

- A. Preparedness/Mitigation
  - 1. Maintain the currency of this ESF to the EOP, SOGs, alert list, equipment caches, maps, reporting forms, and other items necessary for mission accomplishment.
  - 2. Coordinate damage assessment function with support agencies.
  - 3. Determine the procedures to be used in acquiring damage information from the municipalities and public service districts.



4. Coordinate with CCEMD and the Planning Section Chief to determine the damage assessment function representation at the EOC for anticipated levels of operations, and set up appropriate shifts.
5. Determine communications requirements for DAT support and coordinate meeting those needs with the Communications Group Supervisor.
6. Keep CCEMD and the Planning Section Chief apprised of any changes that could impact the ESF's ability to accomplish their assignments.
7. Train staff to manage HAZUS software to be able to provide ESF-20 and the Incident Commander with an estimate of damages the county may experience following a natural disaster.
8. Train staff to perform damage assessments and maintain applicable records.

B. Response

1. Activates ESF-20 DATs as requested by EMD, the Planning Chief, or as required by the circumstances of the event.
2. Dispatch DATs to pre-assigned staging areas or shelters, and establish communications with the EOC Communications Unit.
3. Provide representation at the EOC as required for each shift.
4. Coordinate with other agencies so efforts in the gathering of information are not duplicated.
5. Arrange fly-over operations, if needed, with AIR Operations as soon as conditions permit.
6. Prepare reports and other documents describing damages in the County.
7. Insure all supporting agencies are providing assessment information in a timely manner and usable format.
8. Monitor the event and redeploy DATs to areas requiring ESF-20 services.
9. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Determine anticipated length and extent of operations post-disaster and provide a demobilization plan to the Planning Section Chief.
2. Keep the Planning Section Chief and CCEMD apprised of any unmet needs or problems.
3. Organize all reports, videos, photographs, and other documents for the after-action report and County, State, or FEMA use.

4. Track and summarize all personnel hours, materials, and equipment used on the Daily Activity Report for the Finance Section Chief and future DSR documentation for federal reimbursement.

## **V. RESPONSIBILITIES**

### **A. Charleston County Emergency Management Department**

1. Exercise damage assessment procedures during local and state exercises
2. Alert Damage Assessment Unit Leader to activate DAT. This alert may be done through the Planning Section Chief
3. Brief Damage Assessment Unit Leader of current situation following an emergency/disaster
4. Ensure all DA information is provided to the SEOC.

### **B. Charleston County Building Services Director (Damage Assessment Unit Leader)**

1. Identify and assign personnel to staff ESF-20 and coordinate training as necessary.
2. Identify and assign trained personnel to conduct damage assessments in the field following an emergency or disaster.
3. Coordinate with other agencies and municipalities to acquire damage assessment information on damages within Charleston County
4. Notify all ESF-20 supporting agencies upon activation.
5. Coordinate with Air Operations to conduct aerial/video survey of impacted areas prior to and following an emergency or disaster, if needed.
6. Maintain a current inventory of all damage assessment forms.
7. Provide representatives to escort State and Federal damage survey officials on inspections of damaged areas.
8. Prepare information for request of a Presidential Disaster Declaration, if applicable.
9. Coordinate with SC DHEC Office of Ocean and Coastal and Resources Management regarding damages to buildings within their jurisdictional limits.
10. Coordinate and participate in damage assessment training programs.

### **C. Charleston County Assessor (Assistant Damage Assessment Unit Leader)**

1. Identify and assign trained personnel to conduct damage assessments in the field following an emergency or disaster.
2. Coordinate damage assessment functions with Building Services.

3. Participate in damage assessment training programs.
- D. Damage Assessment Teams (DATs)
1. Completion of all applicable damage assessment documentation to include both written and photo documentation
  2. Provide reports on damages to both private and public facilities, as requested.
  3. Report any and all conditions that pose an immediate danger to life and health
  4. Attend biennial damage assessment training.
- E. Charleston County EOC Air Operations
1. Assist the Damage Assessment Unit by providing aircraft capabilities.
- F. Charleston County EOC Planning Section
1. Identify, train and assign personnel to assist in reporting Damage Assessment information following an emergency or disaster.
  2. Relay information gathered regarding damages to the Damage Assessment Unit.
- G. Municipal Emergency Operations Centers (MEOCs)
1. Identify, train and assign personnel to assist in gathering Damage Assessment information following an emergency or disaster.
  2. Relay information gathered regarding damages to the Damage Assessment Unit.
- H. Public and Private Water and Utility Services
1. Identify, train and assign personnel to assist in gathering Damage Assessment information following an emergency or disaster.
  2. Relay information gathered regarding damages to the Damage Assessment Unit.
- I. Charleston County GIS Mapping
1. Provide mapping support services, as needed, to the Damage Assessment Unit.
- J. Charleston County Public Works
1. Identify and train personnel to estimate County-wide debris removal costs.
  2. Relay estimates of debris removal costs to the Damage Assessment Unit for inclusion in the Public Assistance disaster declaration request or summary of actual total losses reports.
- K. Charleston County Facilities Management
1. Identify and train personnel to estimate damages to county-owned facilities.

2. Relay estimates of damages to county-owned facilities (facility specific) to Building Services, for inclusion in the Public Assistance disaster declaration request or summary of actual total losses reports.

L. Special Purpose District Government Entities

1. Identify and train personnel to estimate damages to entity-owned facilities.
2. Relay estimates of damages to entity-owned facilities (facility specific) to Building Services, for inclusion in the Public Assistance disaster declaration request or summary of actual total losses reports.

M. Charleston County School District

1. Identify and train personnel to estimate damages to district-owned facilities.
2. Relay estimates of damages to district owned facilities (facility specific) to Building Services, for inclusion in the Public Assistance disaster declaration request or summary of actual total losses reports.

N. S.C. DHEC Office of Ocean and Coastal Resources Management

1. Provide a GIS shape file to Building Services of the area within its jurisdictional boundaries.
2. Identify and train personnel to estimate damages to buildings and/or structures within its jurisdictional boundaries.
3. Relay estimates of damages to buildings and/or structures within its jurisdictional boundaries to Building Services for the summary of actual total losses reports.

## **VI. LOCAL, STATE, AND FEDERAL INTERFACE**

At the State EOC, ESF-20 exists as part of the state's plan to deploy the State Assistance Team [SAT]. Additionally, following a major disaster that is likely to receive a Presidential Declaration, State and Federal representatives will pair up with County DATs. Efforts will be coordinated at all levels and with all organizations to verify the broad extent of damages, so that public and private assistance can be processed.

## **ESF-21 – AIR OPERATIONS**

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**PRIMARY AGENCY:** Charleston County Emergency Management Department

**SUPPORT AGENCIES:** S.C. Civil Air Patrol, Coastal Charleston Composite Squadron, Charleston County Sheriff's Office, Charleston County Mosquito Abatement, U.S. Coast Guard, Charleston FAA/ATC, Military Group Supervisor S.C. Air National Guard (SCANG), Charleston County Communications Department.

### **I. INTRODUCTION**

Natural disasters, as well as large area-wide technological emergencies, often require the utilization of air resources for reconnaissance and the movement of personnel and supplies. This includes fixed wing aircraft, helicopters, and the necessary ground support.

### **II. GENERAL**

To provide an emergency support function that will coordinate a team of well-organized Air Operations professionals in both the government and private sectors. This will offer the best possibility of saving lives, protecting property, and delivering recovery assistance, while maintaining safe air operations.

### **III. CONCEPT OF OPERATIONS**

- A. The Charleston County Emergency Management Department will designate the AIR Operations Division Supervisor to coordinate this ESF out of the Emergency Operations Center (EOC) or mobile command post. This individual will report to the Support Branch Director in the EOC/Command Post and coordinate with the supporting agencies as outlined in the AIR Operations Standard Operating Guide. Supporting agencies will follow their internal chain of command in coordination with ESF-21 and others, as required but will coordinate with each agency for safety and mission tasking.
- B. Mission assignments include, but are not limited to: SAR, transportation of personnel and/or supplies, evacuation, damage assessment, airborne command and control, and inspection tours for Very Important People (VIPs).
- C. Close coordination and communications is required between aircraft in the same airspace, as well as between the aircraft and the Air Traffic Control.
- D. Agencies providing air resource capability will coordinate with the AIR Operations Division Supervisor for full utilization of the airframes and their crews.
- E. Continuity of operations will be maintained in the EOC/Command Post by shifts with overlapping schedules for briefings and mission debriefings.
- F. All ESF-21 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-21 planning and response operations.

#### **IV. ESF ACTIONS**

##### **A. Preparedness/Mitigation**

1. Agencies supporting this ESF will develop and maintain individual Standard Operating Guides, supporting checklist, and documentation procedures in accordance with agency requirements, in coordination with the AIR Operations Division Supervisor.
2. Coordination meetings and training will be conducted as often as required to insure the effectiveness of the AIR OPS team.
3. Supporting agencies will participate in drills and exercises as available.
4. All ESF-21 agencies will plan the details required for the various potential mission assignments. For example, SAR Operations will be planned with ESF-9 agencies, while ESF-14/18 personnel will be coordinated with, regarding fly over routes and Landing Zones for damage assessments, and VIP tours.
5. Pertinent agency changes in personnel and phone numbers will be distributed to all supporting agencies for SOG alert list currency.

##### **B. Response**

1. This ESF will be activated by CCEMD, the Logistics Section Chief, or as required by any AIR Operations Team member due to the nature of the emergency.
2. Place ground and air support personnel on alert and/or dispatch to pre-assigned staging areas, airports, or Landing Zones.
3. Track all manpower, equipment, and materials usage for possible reimbursement from FEMA, should the disaster receive a federal declaration.
4. If operating out of individual agency command centers, keep the Air Operations Division Supervisor informed of activities, problems experienced, or unmet needs, and provide SITREPs and other documentation as required.
5. Coordinate with the Charleston Air Traffic Control Tower regarding airspace restriction requirements and follow procedures outlined in the SOP.
6. Determine the potential for long term operations from Emergency Management Department or ESF-5 and set up shifts with the Air Operations Supervisor, providing overlap due to debriefings.
7. Coordinate additional communications requests with ESF-2 Group Supervisor.
8. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

**C. Recovery**

1. Adjust Search and Rescue (SAR) and damage assessment type operations over to the Recovery Operations, such as the transportation of supplies and personnel, coordinating with appropriate ESFs and the County's Recovery Team.
2. Coordinate with resource providers and customers as operations extend to the post-disaster period.
3. Develop a stand-down plan with CCEMD and the Air Operations Supervisor, to reduce the team to the appropriate level of emergency operations.
4. Forward a copy of all activity logs, Incident Command System (ICS) forms, SITREPS, and other documents to the AIR Operations Supervisor for CCEMD files.

**V. LOCAL, STATE, AND FEDERAL INTERFACE**

Initial operations will be comprised of local agencies providing air operations as listed in the current SOG. Since the Federal Plan or State Plan does not have an ESF-21 designated for AIR Operations, it is critical for all providers of fixed wing aircraft and helicopters to coordinate with each other, regardless of affiliation. As recovery operations grow, state, federal, and Department of Defense (DOD) resources will be made available to the County. For effective response and recovery operations in the safest possible environment, all agencies need to coordinate their mission assignments through the ESF-21 desk. At the State level, Air Operations will be manned by the S.C. Civil Air Patrol as part of ESF-1 (Transportation).

### Attachment to ESF-21 Air Operations Airport Facility Capabilities

Airport Identifier	Name	FAA Identifier	Lat/Long	Elevation
KCHS	Charleston	CHS	32 53.9183N 080 02.4316W	46 feet

#### COMMUNICATIONS

CTAF/UNICOM	APPROACH	DEPARTURE
122.95 (Unicom)	120.7 (151-330)	120.7 (151-330)
121.9 348.6 (Chas Ground)	135.8 (331-150)	135.8 (331-150)
126.0 239.0 (Chas Tower)	306.925 (151-330)	306.925 (151-330)
	379.925 (331-150)	379.925 (331-150)

#### RUNWAY INFORMATION

Runway No.	Lat/Long	Runway Heading		Surface	Weight Capacity (pounds)
		Magnetic	True		
15	32 54.7813N 080 02.8871W	152	147	Concrete/ Grooved	Single 125000 Db Wheel 275000
33	32 53.5307N 080 01.9396W	332	327		Sb Tandem 350000 Dual Tandem 775000
3	32 53.0877N 080 02.7361W	029	024	Asphalt	Single 125000 Db Wheel 275000
21	32 54.1394N 080 02.1705W	209	204		Db Tandem 350000 Dual Tandem 775000

Airport Identifier	Name	FAA Identifier	Lat/Long	Elevation
KJZI	Charleston Executive Airport	JZI	32 42.0516N 080 00.1750W	17 feet

#### COMMUNICATIONS

CTAF/UNICOM	APPROACH	DEPARTURE
122.8 (Unicom)	120.7	120.7
126.0 (Chas Tower)		

#### RUNWAY INFORMATION

Runway No.	Lat/Long	Runway Heading		Surface	Weight Capacity (pounds)
		Magnetic	True		
9	32 42.2920N 080 00.7055W	094	089	Concrete	Single 450000 Db Wheel 560000
27	32 53.5307N 080 01.9396W	274	269		
2	32 41.4670N 080 00.3498W	037	032		
22	32 42.0689N 079 59.9015W	217	212		



Airport Identifier	Name	FAA Identifier	Lat/Long	Elevation	
KLRO	Mt. Pleasant Regional Airport – Faison Field	LRO	32 53.8700N 079 46.9716W	12 feet	
COMMUNICATIONS					
CTAF/UNICOM		APPROACH	DEPARTURE		
122.7 (Unicom)		135.8 (Chas)	135.8 (Chas)		
126.0 (Chas Tower)					
RUNWAY INFORMATION					
Runway No.	Lat/Long	Runway Heading		Surface	Weight Capacity (pounds)
		Magnetic	True		
17	32 54.1674N 079 47.0529W	172	167	Asphalt	Single 125000
35	32 53.5730N 079 46.8901W	352	347		

## **ESF-24 – BUSINESS AND INDUSTRY**

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**PRIMARY AGENCY:** Local Business and Industry Representatives

**SUPPORT AGENCIES:** Lowcountry Manufacturers Council, Charleston County Emergency Operations Center, Charleston Convention and Visitors Bureau, Banks and Finance, Commercial Communications, Independent Adjustors Association.

### **I. INTRODUCTION**

- A. The physical safety and economic security of the citizens, business and industry of Charleston County are issues of common concern to the public and private sectors. There are actions these entities can take together to prepare for, respond to, and quickly recover from an impact to Charleston County's business and industry. These actions will minimize business "down time" and ensure the county's economic engine remains strong.
- B. A significant portion of Charleston County's economic and physical infrastructure is situated in and managed by the private sector. This segment of the economy must be represented during a disaster response to assist with risk communication, hazard/vulnerability assessment, loss prevention activities, and lifeline protection, prioritization of lifeline and critical sector restoration and business recovery.
- C. Correspondingly, it is also imperative that non-infrastructure based business and industrial enterprises be represented as full partners and respond to the natural and technological threats/impacts to their and the state's economic welfare. Such a well-rounded government/private sector partnership helps to assure the survivability and continuity of a vibrant Charleston Area economy.
- D. The ability of the local community to recover from a catastrophic event requires the coordination and cooperation between its citizens, members of business and industry, local government and many others-including visitors. There is often a fine line between providing for public safety while at the same time facilitating economic revitalization crucial to the recovery process. ESF-24 is a collaborative approach to disaster mitigation and recovery management for businesses and industry desiring to maintain their share of their market environment while at the same time being good community neighbors.

### **II. MISSION**

#### **A. Purpose**

To provide for the coordinated effort of all concerned parties involved with economic mitigation, preparedness, response, and most importantly recovery in the community before, during and after a disaster or major emergency. These events include both natural and technological emergencies. It also facilitates the level of Business Recovery (ESF-24) representation at the EOC including the ESF Unit Leader and Liaison Officer [LNO].

#### **B. Organization**

Representatives from local business and industry are designated as the Business-

Industry Unit Leader for ESF-24. ESF-24 is part of the command staff under the Liaison Officer who reports to the EOC manager.

### **III. CONCEPT OF OPERATIONS**

- A. When notified, Representatives of local business and industry will provide personnel to staff and manage ESF-24 activities during EOC activations, and other disaster-oriented activities or training. CCEMD will assist with this through their normal role as the County's Emergency Management representative.
- B. All non-government members of ESF-24 are required to be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-24 planning and response operations. See attached procedures regarding training requirements.
- C. Level of participation depends on the scope, scale and anticipated impacts of the disaster. For a significant disaster, full ESF-24 activation should be anticipated.
- D. For threats with warning such as hurricanes, a partial ESF-24 activation is anticipated for Category 2 or less hurricanes. For Category 3 or greater hurricanes, all support agencies may be required to participate. In either case, for hurricane response ESF-24 will activate at the declaration of Operating Condition (OPCON) 1 (36 hours from mandatory evacuation), and continue operations until relieved.
- E. For disaster without warning such as earthquakes, ESF-24 may be notified for immediate full activation.
- F. Although the nature of the emergency may dictate basic protocols, CCEMD's ESF-24 will ensure a level of representation for bringing forth the business community's concerns and issues to the local government decision-makers.
- G. When available, representatives from the many area associations will be involved and requested to interface with their constituents regarding disaster preparedness, planning and response procedures. Association leaders can then disseminate the local plans and standard operating guides [SOGs] to their members.
- H. Additional support agencies will be added as identified and approved.

### **IV. Primary ESF-24 activities include, but are not limited to:**

- 1. Communicate risk and vulnerability to entities under their purview.
- 2. Assist with hazard and risk assessment.
- 3. Encourage and assist (as appropriate) the development of business/industry response and recovery plans.
- 4. Coordinate and develop business/industry incident specific action plans during disaster response activities.
- 5. Assist CCEMD planners with protection, response, restoration and recovery priorities and plans for such critical lifelines as:
  - a. health/medical

- b. water and wastewater
  - c. food processing, distribution, and sale
  - d. electrical power generation and distribution
  - e. communications
  - f. banking and insurance
  - g. fuel
  - h. building trades industry and large building supply retailers
6. Assist CCEMD planners with protection, response, restoration and recovery priorities and strategies for other business segments such as:
- a. hospitality and other service oriented business
  - b. light and heavy industry
  - c. non-profit entities
7. Assist Recovery Team in developing/executing business and industry long-term recovery priorities, plans, and strategies.
8. Develop/communicate loss prevention strategies.
9. Assist with Damage Assessment Team, by receiving reports of and analyzing private sector damage assessment information.
10. Monitor, coordinate, and communicate lodging vacancy rates with Convention and Visitors Bureau immediately prior to, and during hurricane evacuation.
11. Plan, coordinate, and monitor the deployment/activities of insurance claims adjusters, and Independent Agents to facilitate assessment of insurable claims.
12. Source, coordinate the deployment of, and monitor business/industry specific response, recovery, and/or restoration teams.

## **V. LOCAL, STATE, AND FEDERAL INTERFACE**

- A. The ESF-24 function is represented at the State EMD as ESF-24 and should be called upon for assistance. It does not exist at the federal level in the Federal Response Plan per se. However, agencies such as the Small Business Administration and others are in place to provide limited assistance to the private sector.
- B. The roles, responsibilities, and participation of the private sector during Incidents of National Significance vary based on the nature of the organization and the type and impact of the incident. The roles of the private sector organizations are summarized as follows:
- 1. Impacted Organizations or Infrastructure: Private sector organizations may be

affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local, regional, and national economic recovery for the incident.

2. Response Resource: Private sector organizations provide response resources (donated or compensated) during an incident – including specialized teams, equipment, and advanced technologies through local public-private emergency plans, mutual aid agreements, or incident specific requests from government and private sector/volunteered initiatives.
3. Regulated and/or Responsible Party: Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.

### TABLE 3 – SUCCESSION OF AUTHORITY AND PRE-DELEGATION

Continuity of Government (COG) and direction of ESFs are essential during emergency operations. The following lines of succession are specified to ensure availability of a service coordinator/head of State offices. Permanent replacements shall be made as required or authorized by law.

Decision-making authority for the Executive Branch and each County or State office with primary ESF responsibilities is listed in descending order. The pre-delegated authorities will assume control when the primary decision maker is not available at time of emergency.

FUNCTION	SUCCESSION OF AUTHORITY
County Governance	<ol style="list-style-type: none"><li>1. County Administrator</li><li>2. Chief Deputy County Administrator</li><li>3. Deputy County Administrator - Finance</li><li>4. Deputy County Administrator – Transportation and Public Works</li></ol>
Emergency Management	<b>Charleston County Emergency Management Department</b> <ol style="list-style-type: none"><li>1. Director</li><li>2. Chief of Staff</li><li>3. Senior Emergency Management Specialist</li></ol>
ESF-1 - Transportation	<b>Charleston County Fleet Operations</b> <ol style="list-style-type: none"><li>1. Director</li><li>2. Assistant Director</li><li>3. Automotive Shop Supervisor</li><li>4. Heavy Equipment Shop Supervisor</li></ol>
ESF-2 - Communications	<b>Charleston County Technology Services</b> <ol style="list-style-type: none"><li>1. Director</li><li>2. Assistant Director</li><li>3. Director, Telecommunications &amp; Radio Operations</li><li>4. Manager, Telecommunications</li><li>5. Manager, Radio Communications</li></ol>

FUNCTION	SUCCESSION OF AUTHORITY
ESF-3 - Public Works and Engineering	<b>Charleston County Public Works</b> 1. Director 2. Deputy Director 3. Operations Support Manager 4. Support Services Manager
ESF-4 - Firefighting	<b>County of Charleston</b> 1. Director of Emergency Management 2. Awendaw Fire Chief 3. Awendaw Sr. Battalion Chief <b>Municipalities and Public Service Districts</b> 1. Mayor / Administrator 2. Fire Chief 3. Assistant/Deputy Fire Chief
ESF-5 - Planning	<b>Charleston County Zoning / Planning Department</b> 1. Director 2. Deputy Director 3. Sr. Planner III
ESF-6 - Mass Care	<b>SC Department of Social Services</b> 1. Charleston County DSS Director 2. Deputy Charleston County DSS Director 3. Deputy County Director for Administration and Program Support 4. Deputy County Director for Community Services 5. Deputy County Director for General Counsel
ESF-7 - Finance and Administration	<b>Charleston County Deputy Administrator for Finance</b> 1. Chief Deputy Administrator for Finance 2. Finance Director 3. Budget Director 4. Deputy Budget Director
ESF-8 - Health and Medical	<b>SC Department of Health &amp; Environmental Control</b> 1. Region 7 Director 2. Region 7 Deputy Director 3. Public Health Manager 4. Support Services Manager

FUNCTION	SUCCESSION OF AUTHORITY
ESF-9 - Search and Rescue	<b>County of Charleston and Public Service Districts</b> 1. Charleston County Sheriff (Rural) Director of Emergency Management (Urban) 2. Rescue Squad Chief 3. Rescue Squad Deputy Chief <b>Municipalities</b> 1. Police Chief (Rural) Fire Chief (Urban) 2. Assistant/Deputy Fire or Police 3. Charleston County Sheriff (Rural) Rescue Squad Chief (Urban)
ESF-10 - Hazardous Materials	<b>SC Department of Health and Environmental Control</b> 1. Bureau of Environmental Affairs, Charleston Area Director 2. Bureau of Environmental Affairs, Charleston Area Deputy Director 3. UST Inspector 4. Emergency Response Coordinator
ESF-11 - Mass Feeding	<b>SC Department of Social Services</b> 1. Charleston County DSS Director 2. Deputy Charleston County DSS Director 3. Deputy County Director for Administration and Program Support 4. Deputy County Director for Community Services 5. Deputy County Director for General Counsel
ESF-12 - Energy	<b>SC Office of Regulatory Staff</b> 1. Executive Director 2. Chief of Staff 3. Director of Electric and Gas 4. Deputy Director of Electric and Gas 5. Director of Transportation Department



<b>FUNCTION</b>	<b>SUCCESSION OF AUTHORITY</b>
ESF-13 - Law Enforcement	<b>Charleston County Sheriff's Office</b> 1. Sheriff 2. Assistant Sheriff 3. Admin Support Major 4. Special Operations Chief 5. Operations Chief 6. Detention Center Chief
ESF-14 - Initial Recovery and Mitigation	<b>County of Charleston Administrators Office</b> 1. Administrator 2. Deputy Recovery Chief 3. Deputy Recovery Chief over Warehouse Operations
ESF-15 - Public Information	<b>Charleston County Public Information Office</b> 1. Public Information Officer 2. Communications Coordinator 3. Media Production Coordinator
ESF-16 - Mass Care	<b>SC Department of Social Services</b> 1. Charleston County DSS Director 2. Deputy Charleston County DSS Director 3. Deputy County Director for Administration and Program Support 4. Deputy County Director for Community Services 5. Deputy County Director for General Counsel
ESF-17 – Animal Services	<b>Charleston County Sheriff's Office</b> 1. Chief Deputy Operations 2. Major Field Support Operations 3. Captain Operations Support 4. Lt. Traffic Services 5. Sgt. Safety Service/Animal Control Deputy
ESF-18 – Donated Goods and Volunteer Services	<b>Charleston County EOC Recovery Section</b> 1. Administrator 2. Deputy Recovery Section Chief 3. Sr. Donated Goods & Volunteer Reception Coordinator 4. Donated Goods & Volunteer Reception Coordinator

<b>FUNCTION</b>	<b>SUCCESSION OF AUTHORITY</b>
ESF-19 - Military Support	<b>SC National Guard, OTAG</b> 1. Adjutant General 2. Deputy Adjutant General 3. Chief of Staff 4. Director of Plans, Operations, and Training 5. Director of Logistics
ESF-20 - Damage Assessment	<b>Charleston County Building Services</b> 1. Director 2. Asst. Director of Building Services 3. Administrative Manager 4. Senior Building Codes Inspector
ESF-21 - Air Operations	<b>SC Wing Civil Air Patrol</b> 1. SC Wing Commander 2. Vice Wing Commander 3. Vice Wing Commander – OPS 4. Chief of Staff 5. Charleston Squadron Commander
ESF-24 - Business and Industry	<b>Local Business and Industry Representatives</b>

**TABLE 4 – CONTINUITY OF OPERATIONS and CONTINUITY OF GOVERNMENT (COOP/COG)**

If threats or impacts to agency operations and/or facilities render core activities untenable, a COOP must be in-place and executed to ensure agency operations continue as required, and to ensure agency/support personnel, equipment, records, and procedures survive to allow continued/sustained operations.

The following primary, secondary and tertiary ESF lead agency assignments are specified to ensure the availability of an agency to continue Command and Control of ESF operations if COOP is implemented.

Additional COOP Information and Plans can be found in the Charleston County Continuity of Operations/Continuity of Government Plan (Separate Document).

<b>ESF</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>TERTIARY</b>
<b>Emergency Management</b>	Charleston County Emergency Management Department	Charleston County Sheriff's Office	SC Emergency Management Division
<b>1 - Transportation</b>	Charleston County Fleet Operations	Charleston County Public Works Department	SC Department of Transportation
<b>2 - Communications</b>	Charleston County Technology Services	SC Department of Administration, Division of Technology Operations	N/A
<b>3 - Public Works &amp; Engineering</b>	Charleston County Public Works Department	Municipal Public Works Departments	State Fiscal Accountability Authority, Materials Management Off., State Engineers Off.
<b>4 - Firefighting</b>	Fire Department having Jurisdiction	SC Department of Labor, Licensing & Regulation	SC Department of Forestry
<b>5 - Planning &amp; Information</b>	Charleston County Planning Department	Charleston County Emergency Management Department	SC Emergency Management Division
<b>6 - Mass Care</b>	SC Department of Social Services	SC Department of Health and Human Services	SC Dept of Health & Environment
<b>7 - Finance and Administration</b>	Charleston County Finance Department	Charleston County Budget Office	N/A

<b>8 - Health &amp; Medical</b>		SC Department of Health & Environmental Control	N/A	N/A
<b>9 - Search &amp; Rescue</b>	Rural	Law Enforcement having Jurisdiction	Charleston County Sheriff's Office	SC Department of Natural Resources
	Urban	Fire Department having Jurisdiction	SC Department of Labor, Licensing & Regulation	SC Department of Natural Resources
<b>10 - Hazardous Materials</b>		Fire Department having Jurisdiction	SC Department of Health & Environmental Control	N/A
<b>11 - Food Services</b>		SC Department of Social Services	SC Department of Education	SC Department of Agriculture
<b>12 - Energy</b>		SC Office of Regulatory Staff	SC State Energy Office	N/A
<b>13 - Law Enforcement</b>		Law Enforcement having Jurisdiction	Charleston County Sheriff's Office	SC Law Enforcement Division & SCDNR
<b>14 - Initial Recovery and Mitigation</b>		Charleston County EMD / Recovery Section	SC Emergency Management Division	SC Department of Administration
<b>15 - Public Information</b>		Charleston County Public Information Office	Charleston County Emergency Management Department	Charleston County Sheriff's Office
<b>16 - Emergency Traffic Management</b>		Law Enforcement having Jurisdiction	Charleston County Sheriff's Office	SC Department of Public Safety
<b>17 - Animal / Agriculture</b>		Charleston County Sheriff's Office - Animal Services	Emergency Response Clemson University Livestock and Poultry Health	SC Department of Agriculture
<b>18 - Donated Goods &amp; Volunteer Services</b>		Charleston County EMD / Recovery Section	SC Department of Administration	SC Emergency Management Division
<b>19 - Military Support</b>		SC National Guard	USCG Sector Charleston	Joint Base Charleston
<b>20 - Damage Assessment</b>		Charleston County Building Services	Charleston County Assessor's Office	SC Emergency Management Division
<b>21 - Air Operations</b>		Civil Air Patrol Charleston Squadron Commander	Civil Air Patrol SC Wing Commander	Joint Base Charleston
<b>24 - Business and Industry</b>		SC Department of Commerce	SC Department of Parks, Recreation and Tourism	SC Department of Insurance

## **ADDENDUM 1 to Charleston County EOP – CATASTROPHIC RESPONSE PLAN**

### **FORWARD:**

Within the Lowcountry Region of South Carolina there is a disparity among the counties in capabilities and assets available to Emergency Managers and Incident Commanders for dealing with catastrophic incidents. This plan presents a new Concept of Operations in Emergency Management for the Lowcountry region of South Carolina. The plan is dedicated to expanding the coordination between counties and providing each incident Commander, within a disaster or emergency, with the resources necessary to manage any level of incident. This plan is an all hazards approach to incidents that may exceed the counties capability and/or available assets. It establishes conceptual guidance for assessing and monitoring a developing threat, notifying appropriate local, state, federal and private agencies of the nature of the threat, and deploying advisory and technical resources to assist the lead agency in facilitating interdepartmental coordination of crisis and consequence management activities.

### **NATIONAL INCIDENT MANAGEMENT SYSTEM:**

This plan supports the National Incident Management System (NIMS), which is a nationwide template enabling federal, state, local, and tribal governments and private sector and non-government organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. First responders in all organizations are encouraged to implement the training and everyday use of a standardized on-scene emergency management structure.

This emergency management structure should be specifically designed to embrace an integrated organizational configuration that reflects the complexity and demands of a single incident or multiple incidents, without being impeded by jurisdictional boundaries. The system known as the Incident Command System (ICS), is the combination of facilities, equipment, personnel, procedures and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all manner of planned events, emergencies and is applicable to small as well as large and complex incidents.

## **I. Introduction**

### **A. Purpose**

1. The purpose of this Regional Catastrophic Resources Plan is to provide a framework to assist communities in the acquisition of additional assets to mitigate, respond to, and recover from catastrophic incidents that exceed the capabilities of the affected jurisdiction.
2. This plan will address the shortfalls in capabilities, assets, and incident management that currently exist within region regarding a natural or man-made catastrophic incident.
3. The plan will list a comprehensive list of assets and capabilities of specialized teams, attainable equipment, and personnel available to, or designed to provide a regional and multi-jurisdictional response to a catastrophic incident.
4. This plan will serve as a coordination tool for emergency responders and emergency managers within the counties.

### **B. Scope**

1. The Tri-County Region of South Carolina consists of; **Berkeley, Charleston, Dorchester** counties. This plan may apply to all departments and agencies within the region tasked with providing primary support during a catastrophic incident.
2. This plan addresses the role and responsibilities of federal, state, and local departments and agencies. It should be used in conjunction with the National Response Framework, the State of South Carolina Emergency Operations Plan and the individual county Emergency Operations Plan, and applicable municipality EOP's.
3. This plan is intended to provide guidance and clarification to all local departments and agencies involved in Incident Management activities.  
Incident Management is the system used to respond to the cause(s) of a catastrophic event which may be a man-made event (terrorist incident, weapons of mass destruction, hazardous materials, explosives) or a natural disaster (earthquake, hurricane, flood, tornado, or fire) and addresses the effects of an incident on the people, property, and communities.
4. The activities included in this plan are scalable, allowing for an appropriate level of response to achieve the required objectives; prior to, during, or following a regional emergency.

## C. Structure

1. This Catastrophic Resources Plan, in addition to the municipal, county and State Emergency Operations Centers and plans, is a compendium on the management of Catastrophic Incidents on a regional level. It focuses on the management of the incident as well as linkage of the response and recovery actions.

- a. **Preparatory** – Each municipality and county must plan and prepare for the deployment and receipt of regional and national teams and assets.
- b. **Response Actions** – Includes measures to identify, request, acquire, track, support, and plan the use of resources in an effort to anticipate, prevent, and/or resolve man-made and/or natural threats.

Based on the situation and type of incident, a state or a state/federal initial and continuing response may be supported by state-designated shared lead agencies, technical operations, or additional state and federal assets, all of which may operate concurrently.

- c. **Recovery Actions** – Include measures to continue to protect public health and safety, restore essential government infrastructure, and provide emergency relief to governments, businesses, and individuals affected by the incident.

## II. Concept or Coordination

### A. Local

1. Most Emergencies are handled by individual municipalities or counties using standard operational guidelines or procedures. When the capabilities of a community or county are exceeded, adjacent counties may be engaged through mutual aid agreements.

As the situation expands and begins to have a regional impact, regional assets through this Catastrophic Plan within the authority of the Firefighter Mobilization act and State Wide Mutual Aid Agreement, may be called on to support the emergency response efforts. The state and federal government may also be called on to provide supplemental assistance as dictated by the changing nature of the incident.

2. Incident Condition: Normal procedures for ESF #1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 15, and 18 and others will be expedited or streamlined to address the magnitude of events on the local level. All ESF's must explore economies of scale to maximize utilization and efficiency of scarce resources. In catastrophic incident's, it is expected that the State/Federal Government or other national entities will provide expedited assistance in one or more of the following areas:

- a) Transportation (ESF 1) and Communications (ESF 2): are essential logistical support functions that will be required to support any extended or long term incident. To include moving equipment and personnel, servicing, repairing, fueling and maintaining equipment as well as maintain interoperable communications for not only the individual incidents, but for the overall community crossing jurisdictional lines..
- b) Fire Fighting (ESF 4): Maintain resources and plans to address resource intense fires where in Commercial, Residential, rural settings and woodlands.
- c) Mass Care, Housing, and Human Services (ESF 6 & 11): The ability to provide functions such as temporary shelter, food, medical care, clothing, and other essential life support needs to people maybe complicated by contaminated resources or facilities. The availability of properly equipped resources maybe extremely limited.
- d) Public Health and Medical Support (ESF 8): There will be a significant need for public health and medical support, including mental health services. Medical support will be required not only at medical facilities, but in large numbers at casualty evacuation points, and evacuee and refugee points and shelters, and to support field operations. In addition, any contamination dimension will increase the requirement for technical assistance.
- e) Medical Equipment and Supplies (ESF 8): Shortages of available supplies of preventive and therapeutic pharmaceuticals and qualified medical personnel to administer available prophylaxis are likely. Timely distribution of prophylaxis may forestall additional illnesses, and reduce the impact of disease among those already exposed.
- f) Casualty and Fatality Management and Transportation (ESF 8 & 1): State/ Federal resources may be required to manage the transportation and storage of dead, injured, and exposed survivors if their numbers are extremely high. In addition, the immense numbers of casualties are likely to overwhelm the bed capacities of State/local and private medical facilities.
- g) Urban Search and Rescue (ESF's 9, 4 and 3): Resources and personnel to perform operational activities that include locating, extricating, and providing onsite medical treatment to survivors trapped in collapsed structures are limited. If the search and rescue operations are required in areas of
- h) Hazardous Materials/Decontamination (ESF 10): Incidents involving a weapon of mass destruction (WMD) may require decontamination of casualties, evacuees, animals, and equipment. Given the potentially



large numbers of casualties and evacuees, resulting decontamination requirements will quickly outstrip local and state capabilities.

- i) Public Information (ESF 15): On a National scale the government must be prepared to immediately provide a clear and coherent guidance and consistent direction in case the state and local public communications channels are overwhelmed.
- j) Recovery (ESF 18): Immediate activation of this ESF will be instrumental in the distribution of life sustaining resources to displaced citizens.

## **B. State**

The South Carolina Emergency Management Division (SCEMD) is the primary agency for the coordination of requests for assistance and assets beyond the capabilities of the Lowcountry Region. The South Carolina Emergency Operations Plan (SCEOP) defines the process if the incident requires response that cannot be met at the state level. Emergency Management Assistance Compacts (EMAC) can be activated to provide assistance from other states. Incidents may be so catastrophic, or in the case of terrorist or Weapons of Mass Destruction events, that a federal response will be required to respond and recover from such incidents.

## **C. Federal**

Federal response to a catastrophic incident is dictated under the National Response Framework (NRF). The federal response capability related to a potential or actual terrorist threat or incident (particularly one involving weapons of mass destruction) is outlined in the United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN).

# **III. Activation**

## **A. General**

When an incident takes place within the region, the responding county agency / authority will review the situation and determine resources necessary to successfully respond to the incident. If the Incident Commander (IC) or designated authority determines that the incident is of significant nature, they should notify the County Emergency Management Director of the need for additional resources and assets beyond any possible immediate mutual aid.

## **B. Requesting Assets**

The protocol for requesting additional assets for regional response is outlined within this Catastrophic Operations Plan - Matrix for Escalation of Incidents.

<b>The Matrix for Escalation of Incidents</b>	
<b>INCIDENT – Day to Day Response</b>	<b>PARTICIPANT</b>
1. Incident Occurs	Citizens call for help
2. Consolidated Dispatch Center (CDC) receives calls, elicits information, dispatches first responders, relays information to first responders prior to their arrival, informs Emergency Management.	CDC, First Responders, public and Witnesses
3. First Responders arrive on scene and make initial assessment. Establish Incident Unified Command and set up Command Post, begin initial tactical operations and treatment of victims. Incident Command determines if additional resources as required.	Incident Command; First Responders
4. Incident Command manages incident response; notifies medical facility, emergency management, and other county organizations outlined in Emergency Operations Plan (EOP); requests notification of other agencies, SLED, DHEC, etc	Incident Command or Dispatch SOG
5. Incident Command requests needed resources from regional resources from regional assets lists through prescribed protocols or Agreements.	Incident Commander, CDC, County Emergency Management, Warning Point.
<b>INCIDENT – Mutual Aid and EMAC Response</b>	<b>PARTICIPANT</b>
6. Request assets beyond normal Mutual Aid to respond to incident and assigned responsibilities by Incident Commander.	Incident Commander, CDC, Local Emergency Management, County Warning Point, State Emergency Management/ State Warning Point, Firefighter Mobilization.
7. Resource management exceeds incident capabilities for management and support, Local and State EOC Partially or Fully Activated. Local Government may request State of Emergency.	Incident Commander, CDC, County Emergency Management, County Warning Point, State Emergency Management/ State Warning Point

8. If Incident determined to be man-made, investigation begins	Local Law Enforcement, Sheriff's Office, SLED, FBI, Local EOC.
9. SCEMD supports local consequence management, briefs Governor, Declares State of Emergency.	SCEMD, SLED, CST, FBI, FEMA, DHS and Other Agencies
10. FEMA representative coordinates Consequence Management Group. Expedites federal consequence activities and monitors crisis management response to advise on areas of decision that could impact consequence management response.	FBI, FEMA, EPA, DOD, DOE, and other FRP Agencies.

<b>The Matrix for Escalation of Incidents, Continued</b>	
<b>INCIDENT – Mutual Aid and EMAC Response</b>	<b>PARTICIPANT</b>
11. Crisis management response activities to incident may continue.	FBI, Specialty Units; Hazmat, CST, USAR, DMAT, DMORT, NVAT, etc
12. Federal response efforts coordinated and mission assignments determined. A consequence management support team deploys to incident site. Coordinates with Local and State EOC's.	Local and State EOC's, Regional Coordination Center and Regional-Level Agencies
13. An Emergency Response Team – Advance Element (ERT-A) deploys to State EOC, County EOC, and Incident Site, as needed. Base installation sites identified for mobilization centers. Liaisons from WMD-related agencies requested for Emergency Support Team (EST), and ROC. Disaster Field Office (DOF) liaisons as needed (may be after extended response phase).	ERT-A: Regional-Level FEMA and FRP Primary Support Agencies, as needed.
14. A consequence management support team provides operational technical assistance to Unified Command (UC).	FEMA, DOE, DOD, HHS, EPA, and FBI
15. Recovery, Reconstruction and Mitigation Operations.	All Agencies involved

## **C. Local, State and Federal Agency Description and Capabilities**

### **1. Local Public Safety Agency (First Responders)**

- a. Includes all provided local police, fire, rescue, emergency medical services, emergency management, public works, volunteers, private and contract companies, municipal and county departments.
- b. The agency's capabilities are based on the Standard Operating Procedures/Guides, number of trained personnel, level of each trained personnel, and available resources.

### **2. Municipal Emergency Operations Center**

- a. The physical location where the coordination of information and resources to support local Incident Management activities normally take place.
- b. Responsible for;
  - 1) Providing support and coordination to the Incident Commanders;
  - 2) Requesting Private, State and Federal resources from the County EOC to support the local Incident Commanders;
  - 3) Gathering and providing information to MEOC and County EOC Planning Sections.

### **3. Local/County Emergency Management Department**

- a. Responsible for maintaining oversight of the county's mitigation, preparedness, response and recovery activities (including the daily management of the organization).
- b. Responsible for the coordination of responsibilities within the Emergency Operations Center. Provides coordination for emergency services and support to local public safety and services within the county.
- c. Assists other municipal and contagious county emergency management agencies with resources and personnel needs.

### **4. County Emergency Operations Center**

- a. The physical location where the coordination of information and resources to support local Municipal Emergency Operations Center (MEOC) or Incident Management activities normally take place.
- b. Responsible for;
  - 1) Providing support and coordination to the Incident Commander or MEOC;

- 2) Ordering Private, State and Federal resources to support the Incident Commander or MEOC;
- 3) Identifying resource shortages and issues;
- 4) Gathering and providing information.
- 5) Gathering and providing information to MEOC, County EOC's and State EOC Planning Sections.
- c. Assists other municipal and contagious county emergency management agencies with resources and personnel needs.
- 5. Regional Coordination Center (RCC)
  - a. The physical location for operational information sharing and resources coordination in support of County Emergency Operations Centers.
  - b. Responsible for;
    - 1) Providing support and coordination to the County EOC;
    - 2) Coordinating Private, State and Federal resources to support the County EOC;
    - 3) Gathering and providing information;
    - 4) Implementing multi-agency coordination entity decisions.
- 6. South Carolina Emergency Management Division/State Emergency Operations Center;
  - a. Responsible for maintaining oversight of the state's mitigation, preparedness, response and recovery activities to including the daily management of the organization.
  - b. Responsible for the coordination of responsibilities within the State Emergency Operations Center (SEOC). Provides support to the County Emergency Operations Center with resource and personnel needs.
  - c. Capable of coordinating assets to augment local agency response;
    - 1) Incident Management Teams (SCFC)
    - 2) Collapse Rescue Management and Teams (LLR/SFM)
    - 3) Regional Medical Response Teams (DHEC)
    - 4) Position Specific Overhead Management
- 7. South Carolina State Law Enforcement Division (SLED);
  - a. Provides specific manpower and technical assistance to law enforcement agencies and conducts investigations on behalf of the state as directed by the Governor and Attorney General.

- b. Capable of providing specialized law enforcement assets to augment local agency response;
  - 1) Special Weapons and Tactics (SWAT)
  - 2) Criminal Scene Investigations
  - 3) Crime Lab Facilities
  - 4) Weapons of Mass Destruction Response Unit
  - 5) Explosive Ordinance Division (EOD)
- 8. South Carolina Department of Health and Environmental Control (SCDHEC):
  - a. Promotes and protects the health of the public and the environment by responding to and assisting in the recovery from a catastrophic incident.
  - b. Capable of providing specialized assets to augment local agency response;
    - 1) SMART System; Health Alert Network, Bio-Monitoring Network.
    - 2) Specialized Air Monitoring.
    - 3) Mobile Lab Capabilities.
    - 4) Hazardous Material Response expertise.
- 9. Federal Bureau of Investigation (FBI):
  - a. The FBI is the lead agency for crisis management and investigation of all terrorism-related matters, including incidents involving a WMD.
  - b. Capable of providing specialized law enforcement assets to augment local agency response;
    - 1) FBI Domestic Terrorism/Counterterrorism Planning Section (DTCTPS)
    - 2) FBI Laboratory Division.
    - 3) FBI Critical Incident Response Group (CIRG).
- 10. Department of Homeland Security (DHS):

Develops and coordinates the implementation of a comprehensive national strategy to secure the United States.
- 11. Federal Emergency Management Agency (FEMA):

To reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based,

comprehensive emergency management system of mitigation, preparedness, protection, response, and recovery.

12. Environmental Protection Agency (EPA);

- a. EPA is authorized by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); the Oil Pollution Act; and the Emergency Planning and Community-Right-to-Know Act to support federal, state and local responders in an incident.
- b. EPA is chartered to respond to releases under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) regardless of the cause of the release. EPA will provide support to the FBI, FEMA, and USCG during crisis management in response to an incident.

13. Department of Defense (DOD);

Federal agency under the direction of the Secretary of Defense, which may provide additional manpower, protection, and basic human needs in the event of a federally declared catastrophic incident – where the president has ordered military support.

14. Department of Energy (DOE);

The department of Energy's overarching mission is to advance the national economic and energy security of the United States; to provide scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complexes.

15. Health and Human Services (HHS);

The United States government's principal agency for protecting essential human services, especially for those who are least able to help themselves. The department has over 300 programs covering a wide spectrum of activities.

16. Center for Disease Control (CDC);

The mission is to promote health and quality of life by preventing and controlling disease, injury and disability.

#### **IV. Resource Management**

Resources must be organized, assigned and directed to accomplish the incident objectives. Managing resources safely and effectively is the most important consideration at an incident.

##### **A. Principles**

The National Incident Management System (NIMS) includes the following principles related to resource management.

1. Advance Planning: organizations working together before an incident to develop plans for managing and using resources.
2. Resource Identification and Ordering: processes and methods to identify, order, mobilize, dispatch and track resources should be used.
3. Resource Typing: resources should be categorized by size, capacity, skill or other characteristics to make resource ordering and dispatch more effective.
4. Use of Agreements: Mutual Aid agreements should be established for resource sharing.
5. Effective Management: validated practices should be used to perform key resource management tasks.

## **B. Practices**

Safety, personnel accountability, managerial control, adequate reserves, and cost are all key considerations that must be taken into account when managing incident resources.

1. Safety: resource actions at all levels of the organization must be conducted in a safe manner. This basic principle includes ensuring the safety of:
  - a. Responders;
  - b. Persons injured or threatened by the incident;
  - c. Volunteers assisting at the incident; and
  - d. News media and the general public observing the incident.
2. Personnel Accountability: All resources will be fully accounted for at all times. ICS provides a unity of command structure that allows supervisors at every level to know exactly who is assigned and where they are assigned.
3. Managerial Control: Performance and adequacy of the current Incident Action Plan must be assessed and adjusted continually. ICS has a built-in process that allows resource managers at all levels to constantly assess performance and the adequacy of current action plans.
4. Adequate Reserves: Adequate reserves must be maintained to meet anticipated demands.
5. Cost: Objectives must be achieved through cost-effective strategy selection, and selection of the right Kind, Type and quantity of resources.

Initially, the incident may build faster than resources can arrive. Eventually, the sufficient resources arrive and begin to control the incident. As the incident declines, resources then exceed incident needs.



## **Incident Resource Management Process**

**Establish Resource Needs**  
*(Type / Kind / Quantity)*

**Resource Ordering**  
*(Actually getting what you need)*

**Resource Check-in Process and Tracking**  
*(knowing what resources you have and where they are)*

**Resource Utilization and Evaluation**  
*(using the resources effectively)*

**Resource Demobilization**  
*(releasing resources that are no longer needed)*

### **C. County Emergency Operations Center (EOC)**

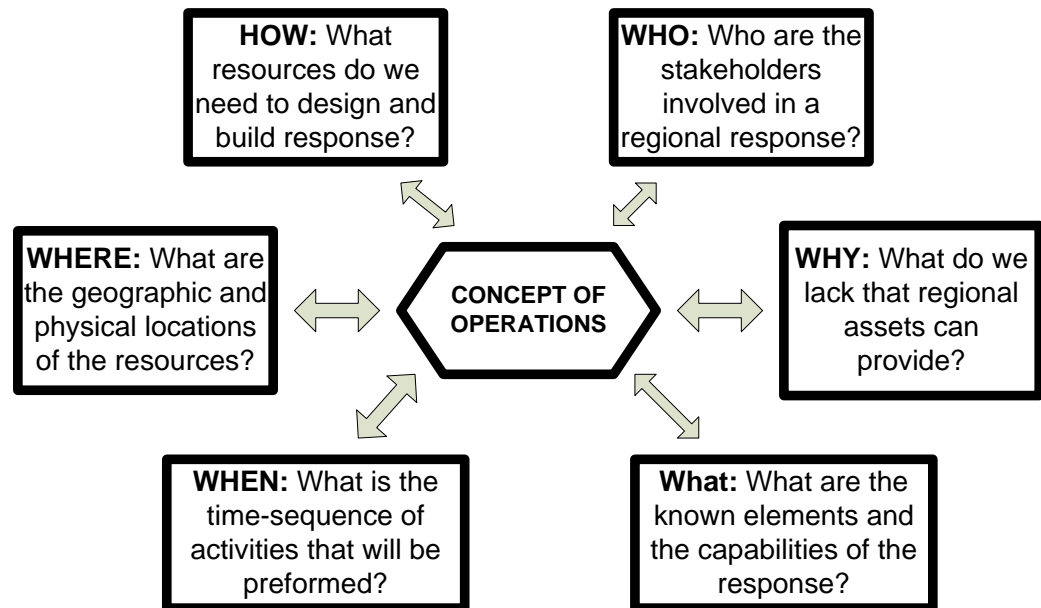
The County EOC will serve as the point of contact for providing and additional resources to the Incident Commander or Municipal EOC.

## **V. Concept of Operation**

### **A. General**

1. Response activities will be managed utilizing the National Incident Management System (NIMS) and the Incident Commander System (ICS).
2. Mutli-jurisdictional, multi-agency and regional incidents will quickly require the need for a coordinated response among all agencies and assets involved.
3. In the event of a disaster, the County Emergency Operations Center/Emergency Manager can initiate the request for additional regional assets utilizing Mutual Aid Agreements.

4. Emergency Managers will notify South Carolina Emergency Management Division as soon as possible of the incident, and/or any resources requested and sent under this plan.
5. Resources that are committed to disaster response will be under the immediate direction of the on-scene command structure. This may be led by a single agency or a unified command system.
6. The release of any resources will only be authorized after the approval of the Incident Commander. No resources are to leave the incident until authorized to do so. The Incident Commander will determine, based upon the size, location and safety considerations, which surplus equipment and personnel will be retained on-scene during demobilization.
7. There is an implication that all the information required by the Concept of Operations must be contained in a single document. While it is essential for the system process that all questions are answered in the Concept of Operations phase, it is not crucial that they are all answered within a single document. The Key is that all the information needs to be addressed; the presentation of that information can be molded to best suit specific organizational needs.



## **ATTACHMENT A – Catastrophic Incident Support Rapid Response Teams - Resource Guide**

### **Forward**

This Resource Guide was designed as a working reference tool for the requisition of assistance from Rapid Response Teams. It is intended to provide a quick reference for Incident Commanders and Emergency Operations Centers engaged in catastrophic Incidents.

Users are encouraged to recommend changes for incorporation into future revisions of this Resource Guide. Recommended changes should be forwarded to:

Charleston County Emergency Management Department  
8500 Palmetto Commerce Parkway  
North Charleston, SC 29456  
843-764-3800  
[emergencymanagement@charlestoncounty.org](mailto:emergencymanagement@charlestoncounty.org)

## ANNEX A, Regional/State Resources

	<b>Firefighter Mobilization</b>	<b>SCTF-1</b>	<b>WMD Regional Response Teams</b>
<b>Primary Mission</b>	Fire and Rescue Services	State sponsored Urban Search and Rescue (USAR) Team	WMD or Toxic industrial Chemical release Response, NIMS Type 1
<b>Capabilities</b>	Firefighting and rescue personnel and equipment. Supplemental Water Supply, Hazmat response, USAR, water and technical rescue with equipment.	Locating and extraction of victims of structural collapse. Structural integrity assessments, Incident Management Support. Swift/ Flood Water Rescue.	HazMat entry, sampling, identification, monitoring and modeling for chemical agents. Mass decon, patient triage, treatment, decon, transport and hospital support.
<b>Deployment Time</b>	1 to 3 Hours	2 hours for incident support team. 4-5 hours plus travel time for team deployment. Team is functional within 1 hour of arrival.	3 hours plus 2 hours for assembly, 1 hour for briefing.
<b>Team Requirements</b>	Overnight shelter / feeding / Latrine facilities / may need fuel upon arrival or demob.	½ acre for operations base. Forklift is requested.	Water supply for decon operations. ½ acre for equipment rollout and decon lines (uphill/upwind if incident). Housing/shelter for extended deployment.
<b>Team Strength</b>	2700 registered Firefighters on volunteer call up. Equipment based on needs.	Three rotating 70 person teams including search and rescue, technical support and command elements.  <u>Additional Type II &amp; III:</u> <i>Chasn FD, MTPFD CC Rescue Sq, NCFD</i>	27 – 39 members per echelon including command staff, security response, medical logistics and communications support. Advanced teams also have EOD operations personnel.
<b>Team Location</b>	Throughout State	Throughout State	Four (4) advanced teams located in four major metro areas.
<b>Sustainability</b>		Self-sufficient for 72 hours. Operational for 10 days before requiring stand down.	Self-sufficient for 72 initial hours with exception of housing/shelter. Additional teams could be called to extend 72 hour time frame.
<b>Activation Notes</b>	State Warning Point via CDC.	State Warning Point via CDC.	State Warning Point / SLED via CDC.

	<b>SLED WMD Tactical Response Team</b>	<b>DHEC WMD Response Team</b>	<b>SCANG 43<sup>rd</sup> WMD Regional Civil Support Team</b>
<b>Primary Mission</b>	WMD tactical Response	Medical response to WMD incidents in support of SLED	Civil Support Team WMD Response
<b>Capabilities</b>	HazMat, EOD, SWAT, Crime Scene analysis and Incident Command. Equipment includes Robotics, armored vehicles, Air Assets.	Technical expertise on chemical, radiological and biological agents. Field identification of unknown substances.	WMD Hazmat response including field identification of unknown substances
<b>Deployment Time</b>	Immediate call out, plus travel time. Air Transport available in appropriate weather.	90 minutes plus drive time for incident support. 1 hour plus drive time for remainder of team.	2 – 3 Hours plus travel time Operational within 90 minutes of arrival.
<b>Team Requirements</b>	Fire and Medical support, water supply for decon. Assembly and rest areas	Water supply for decon. Space for 5 – 6 large vehicles. EMS Support.	Water supply for decon. Space for 8 large vehicles and 3 large trailers.
<b>Team Strength</b>	36 SLED Agents.	5 Members per Team, 12 Teams	22 highly trained military personnel, 8 vehicles, 3 trailers, mobile lab, command post vehicle with communications.
<b>Team Location</b>	Throughout State	12 district areas located throughout the state.	Columbia
<b>Sustainability</b>		Functional 12 to 18 hours per shift / team.	Self-sufficient for 72 hours. Second CST would be needed for greater than 48 hour response.
<b>Activation Notes</b>	State Warning Point / SLED via CDC.  Coordinates with DHEC Component.	State Warning Point / SLED via CDC.  Coordinates with SLED Component.	State Warning Point via CDC.

	<b>Incident Management Teams</b>	<b>DMAT / RMAT</b>	<b>DMORT</b>
<b>Primary Mission</b>	Support to Incident Commander in support of extended operations incidents	Response in incidents of Mass Casualty	Response in incidents of Mass Fatalities
<b>Capabilities</b>	Organizational & management resource utilized during serious and/or complex incidents.	Triage and on-scene care, medical staging, preparation and destination for airlift operations.	Recovery, decontamination, and identification of human remains. Mobile morgue operations and forensic examinations.
<b>Deployment Time</b>	Two (2) hours plus travel time.	Two (2) hours plus travel time. RMAT only deploys within the State.	
<b>Team Requirements</b>	Food and Shelter	150 x 150 tent, forklift, latrine water source.	150 x 150 tent, forklift, latrine water source
<b>Team Strength</b>	<b>Type II</b> 20 to 35 members <b>Type III</b> 8 to 22	40 Members including health professionals, technicians and support staff.	Composed of two – 25 member teams
<b>Team Location</b>	Columbia Dorchester Co. Horry Co. Anderson Co.	RMAT - Throughout the state.  DMAT - Throughout the United States.	Throughout the United States.
<b>Sustainability</b>	Can support incidents for up to 14 days.	Can function for 8 to 16 hours per shift. Self-sufficient for 72 hours & can provide their own food and shelter.	Self-sufficient for extended deployment times.
<b>Activation Notes</b>	State Warning Point / SLED via CDC.	State Warning Point via CDC.	State Warning Point via CDC.

	<b>LART</b>	<b>DART/CART</b>	<b>CERT</b>
<b>Primary Mission</b>	Large and Small Animal Technical Rescue	Small and Large Animal Sheltering Response.	Volunteer manpower with limited emergency services training but are available to assist under supervised conditions
<b>Capabilities</b>	Extraction and Transport of Large Animals from high and low angle situations to include swift and flood waters.	Resource trailers to set up temporary pet shelter of 50 to 100 kennels on hand. Provide Decon of small animals.	Members have basic training in disaster response to include but not limited too; ICS, Fire Safety, Disaster First Aid, WMD Awareness, etc...
<b>Deployment Time</b>	15 minutes to an hour, depending on mission, plus travel time.	One to three hours plus travel time	Within Community; immediate to 3 hours. Can be deployed to a responsible agency.
<b>Team Requirements</b>	Local Large Animal Veterinarian and a Responsible Party	Facility of proper size to accommodate pets to be sheltered, , latrine, water source.	Mission Specific.
<b>Team Strength</b>	4 to 20 member team	28 Members including, technicians and support staff.	Tri-county has in excess for 700 trained CERT members
<b>Team Location</b>	Charleston Co. Richland Co. Anderson Co. Aiken Co. Beaufort Co.	Charleston County  Richland County	Throughout the Communities and States.
<b>Sustainability</b>	Mission Specific	Mission Specific	Mission Specific
<b>Activation Notes</b>	State Warning Point via CDC.	State Warning Point via CDC.	CDC.

	<b>Volunteer Organizations Active in Disasters (VOAD)</b>	<b>Low Country Rural Search and Rescue</b>	<b>Coroner's Assoc. &amp; FBI Mass Fatality Team</b>
<b>Primary Mission</b>	Provides an organizational structure for the use and management of Volunteers and agencies assisting during an Event or Incident.	An "At Large" Search and Rescue Organization that assists official agencies in searching for lost or missing victims.	Respond and assist County Coroners in handling mass fatality concerns during a disaster incident. FBI specializes in Identification of Victims
<b>Capabilities</b>	Participants include; Salvation Army, Red Cross, 2-1-1, Baptist Men's Assoc., CERT, Catholic Charities, many others.	Provide NASAR trained searchers, Certified K-9 Teams, ATV's, and Experienced Overhead Staff.	Provide certified staff, supplies and equipment for the proper collection of human remains.
<b>Deployment Time</b>	Mission Dependent	Travel Time	2 hours plus travel time
<b>Team Requirements</b>	Mission Dependent.	1 Acre for set-up of command Post, staging, set-up, logistical support	Secure indoor location for admin and work area, plus team trailers. Power & water.
<b>Team Strength</b>	Varies by resources requested	80+ trained personnel	Coroner staff from all counties within CTCC Lowcountry region.
<b>Team Location</b>	Trident VOAD SC VOAD National VOAD	Coordinated through Charleston Co. EMD	Equipment available through County Coroners and DHEC. Charleston County Dorchester County SC DHEC - <b>CCPWD</b>
<b>Sustainability</b>	Mission Specific	Mission Specific	Mission Specific
<b>Activation Notes</b>	County Emergency Management, 2-1-1	Charleston County Emergency Management	CDC & State Warning Point.



	<b>Interoperable Communications Support</b>	<b>Mobile Command Post</b>	<b>Mobile Air/Light "Type I"</b>
<b>Primary Mission</b>	Emergency mobile communication equipment available when regions have lost radio towers or repeaters or simply incident has overwhelmed resources.	A vehicle that serves as a self-sustaining mobile operations center capable of operating in an environment with little to no basic services.	Mobile Air Supply units available through WMD Teams or DHS grants.  Additional units are also available through individual Fire Departments
<b>Capabilities</b>	Provide Communication tower, repeaters, radio cache for 800Mhz systems.  <i><b>This resource is not to be confused with a Mobile Command Post</b></i>	Areas for Command Staff and at time General staff to conduct business in relation to the incident.  <i><b>This resource is not to be confused with a Mobile Communications Center.</b></i>	Provided unlimited compressed Air for SCBA and SCUBA operations. Air system is certified as safe.  Type 1: 4500-6000 PSI Cascade plus compressor on-board.
<b>Deployment Time</b>	Mission Dependent	Mission Dependent	Immediate to one (1) hour plus travel time.
<b>Team Requirements</b>	Mission Dependent, Shore power preferred.	Mission Dependent, Shore power preferred.	Required clean air environment and 20 gallons of diesel fuel per day.
<b>Team Strength</b>	Varies by resources requested	Varies by resources requested	N/A
<b>Team Location</b>	Charleston Co. City of Chasn Berkeley Co. Dorchester Co. State EMD	Charleston Co S.O. Chasn Co Rescue Sq. Dorchester Co. Berkeley County City of N. Chasn City of Chasn	Charleston Co. EMD Summerville FD
<b>Sustainability</b>	Mission Specific	Mission Specific	Mission Specific
<b>Activation Notes</b>	CDC.	CDC.	Chasn CDC / Dorchester County Warning Point.

	REHAB Support	DHEC Western Shelter Disaster Medical Tents	DHEC Disaster Containers
<b>Primary Mission</b>	<b>Rehab</b> is a vital <a href="#">service</a> on the incident scene, providing response personnel with immediate <a href="#">medical attention</a> including <a href="#">rehydration</a> , as well as food and fluids outside the hot zone.	Western Shelter trailers throughout the Tri-county that can be used separately or together as the incident grows.  Generator trailers and Cot Trailers are also available upon request.	Disaster Containers that have been stocked with medical supplies, communications equipment, etc...
<b>Capabilities</b>	Shelter, Coolers, fans, etc...	Portable units that can be deployed as needed. Team will be needed to erect Tent.	Designed to support Operational Areas in the event of a catastrophic Incident
<b>Deployment Time</b>	Mission Dependent	Mission Dependent	Stationary
<b>Team Requirements</b>	Mission Dependent, Shore power preferred.	<b><u>Berk Co</u></b> Medic 5, St. Stephens Medic 2, Summerville Pine Ridge FD, S.Ville	<b><u>Berk Co</u></b> Medic 5, St. Stephens GCRFD, Goose Creek Medic 2, Summerville CFD, Daniel Island
<b>Team Strength</b>	Varies by resources requested	<b><u>Chasn Co</u></b> NCPD Warehouse MTPFD St 4 STPFD St 1, Hollywd DHEC – <b><u>Immunization Trailer</u></b>	<b><u>Chasn Co</u></b> STAFD Sta.1, West Ash NCPD Warehouse CFD St 7, James Island STJFD St 5 J.I. MTPFD St 4 STPFD St 1, Hollywd CFD Training Ctr Lincolntown
<b>Team Location</b>	Summerville FD Charleston Co. Rescue  City of North Chasn FD  American Red Cross  Salvation Army	<b><u>Dor Co</u></b> S.Ville FD Training ARFD Harleyville FD S.Ville FD - <b><u>Cot Trailer</u></b>	<b><u>Dor Co</u></b> DCFR Sta. 4, Ridgeville Harleyville PD S.Ville FD Training
<b>Sustainability</b>	Mission Specific	N/A	N/A
<b>Activation Notes</b>	CDC.	CDC.	CDC.

	<b>Mass Decon Trailer</b>	<b>HAZMAT Response "NIMS TYPE 1 Team"</b>	
<b>Primary Mission</b>	Available for through decon of severely contaminated patient	WMD or Toxic industrial Chemical release Response, meeting SCLLR/NIMS Type 1 Standards	
<b>Capabilities</b>	Portable, 25 persons per hour?	HazMat entry, sampling, identification, monitoring and modeling for chemical agents. Mass decon, patient triage, treatment, decon, transport and hospital support	
<b>Deployment Time</b>	Mission Dependent	2 hours plus 2 hours for assembly, 1 hour for briefing	
<b>Team Requirements</b>	Water and Sewer access	Water supply for decon operations. ½ acre for equipment roll-out and decon lines (uphill/upwind if incident). Housing/shelter for extended deployment.	
<b>Team Strength</b>	N/A	15 - 20	
<b>Team Location</b>	City of Charleston FD	City of Charleston FD	
<b>Sustainability</b>	Mission Specific	Self-sufficient for 72 initial hours with exception of housing/shelter.	
<b>Activation Notes</b>	CDC.	CDC.	