



City of North Charleston, South Carolina



Emergency Operations Plan

City of North Charleston Emergency Operations Plan

Executive Summary

The City of North Charleston Emergency Operations Plan (NCEOP) is an all-hazard plan developed for use by city government to ensure a coordinated and effective response to natural and man-made disasters that may occur in the City of North Charleston. The plan is organized to correspond to the four phases of emergency management; mitigation, preparedness, response, and recovery.

The plan has three major parts, the Mayor's Executive order which adopts and approves the plan and assigns responsibilities; the Basic Plan which outlines general policies and procedures that provide a common coordinated basis for joint operations and the functional annexes which outline the responsibilities of city departments within the framework of Emergency Support Functions (ESF's).

City departments use the NCEOP as a basis for developing implementing instructions, for training, preparing, marshaling and distributing resources and in providing services and assistance during disasters.

Basic Plan

I. Introduction

A. General

It is the policy of the City of North Charleston to be prepared for any emergency or disaster. Emergency response personnel, equipment, and facilities will be maintained in a state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all persons who are threatened by an emergency or who become victims of any disaster. Emergency operations will be coordinated to the extent possible with the comparable activities of County, State, and Federal governments. The Mayor or his/her designee will determine the level and duration of use of resources committed by the City.

B. Specific

1. This plan establishes the policies and procedures by which the City will coordinate county, state, and federal response to disasters impacting the citizens of the City of North Charleston.
2. The plan describes how the City will mobilize resources and conduct activities through preparedness, response, recovery, and mitigation planning.
3. This plan utilizes the Emergency Support Function (ESF) concept to marshal and apply city resources and describes the responsibilities of city departments in executing effective response and recovery operations.
4. 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-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

C. Mission

City government has a five-fold mission, which includes:

1. warning the public of impending danger;
2. responding to disasters with timely and effective deployment of city resources;
3. informing the public about the situation and the protective actions they may take through the public information process.
4. coordinating restoration and recovery operations, and
5. assessing local needs and coordinating support from county, state, and federal governments.

D. Purpose

This plan has two purposes which are as follows:

1. Provide a framework for the effective delivery of city resources during a disaster.

2. Coordinate with the respective County Emergency Operations Center for the delivery and implementation of county, state, and federal assistance.

E. Emergency Preparedness 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. All planning efforts are based upon Hazard Analysis data. See Table 1, Hazard Analysis.
2. The City of North Charleston is threatened by natural, technological, and manmade 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 the day-to-day activities, cause extensive property damage, and create mass casualties.
3. Historically, the greatest risk to the City of North Charleston has been from natural hazards such as hurricanes, tornadoes, earthquakes, floods, etc. However, the attacks on the World Trade Center and the Pentagon have given rise to the potential increase in terrorist activities.

B. Planning Assumptions

1. A disaster may occur with little or no warning, and may escalate far more rapidly than the ability of any single city department to handle it.
2. When an emergency exceeds the City's resources and response capabilities, city government will request help from the county and state or from mutual aid organizations.

3. When city assets are impacted, the responsible city department will notify their chain of command and the Municipal Emergency Operations Center, if activated, as soon as practical.

C. Hazard Analysis

The City of North Charleston is threatened by natural, manmade, and technological hazards. These hazards have the potential to disrupt day-to-day activities, cause extensive property damage and create mass casualties. Historically, the greatest risk is perceived to be from natural hazards; however the continued expansion of chemical usage poses an increased risk of technological hazards in North Charleston.

Since September 11, 2001 the increases risk of terrorist attacks has also increased the likelihood of a manmade disaster. Possible hazards include:

1. Hurricanes and Tropical Storms

The City of North Charleston has a high likelihood of being impacted by hurricanes and tropical storms. Densely populated areas, especially during peak tourist seasons, coupled with generally low elevations significantly increase the cities vulnerability. The greatest threat to life and property associated with a hurricane and tropical storm is storm surge. Other effects include high winds, tornadoes, and flooding associated with heavy rainfall that usually accompanies these storms.

2. Tornadoes

South Carolina has averaged 11 tornadoes each year since 1950, resulting in 47 fatalities and 1057 injuries. South Carolina ranks twenty-sixth in the United States in the number of tornadoes per square mile. The most common type of tornado normally encountered in the City is the relatively weak and short-lived type. Tornadoes are most likely during the spring, but can occur almost anywhere at anytime.

3. Coastal and Riverine Flooding

- (a) The City of North Charleston is vulnerable to several variations of flood hazards which occur due to different effects on severe thunderstorms, hurricanes, seasonal rains and other weather-related conditions. The City's low-lying topography, combined with its humid subtropical climate, makes it highly vulnerable to inland or riverine flooding. Riverine flooding occurs when the flow of rainwater runoff is greater than the carrying capacities of the natural drainage systems.
- (b) Coastal flooding, in comparison to riverine flooding, is usually the result of a severe weather system such as a tropical storm, hurricane, or intense offshore cyclone, which contains an element of high winds. The damaging effects of coastal floods are caused by a combination of storm surge, wind, rain, erosion and battering by debris.

4. Earthquakes

- (a) Earthquakes are common in South Carolina. Approximately 20 earthquakes are recorded annually in South Carolina with 3 to 5 of them felt for noticed by people. About 70 percent of South Carolina earthquakes are located in the Middleton Place-Summerville Seismic Zone. The two most significant historical earthquakes to occur in South Carolina were the 1886 Charleston/Summerville earthquake and the 1913 Union County earthquake.

The 1886 earthquake in Charleston was the most damaging earthquake to ever occur in the eastern United States. In the terms of lives lost, human suffering, and devastation, this was the most destructive earthquake in the United States during the 19th century.

- (b) Earthquakes in South Carolina have the potential to cause great and sudden loss because devastation can occur in minutes. Forecasts indicate there is a 40 to 60 percent chance of a magnitude 6 earthquake somewhere in the central and eastern United States within the next 30 years. While there have not been any large scale earthquakes in South Carolina in recent years, a 2001 study confirmed the state is extremely vulnerable to earthquake activity.

5. Fires

- (a) Structural fires in South Carolina are divided into several categories; public assembly property, educational property, institutional, store/office, basic industry, utility, defense, manufacturing, storage, special, residential, and unclassified. Each year South Carolina averages approximately 9500 fires in all categories.
- (b) Wildfires are caused by numerous sources ranging from lightning, arson, carelessness by smokers, individuals burning debris or operating equipment which throws sparks, to children playing with matches. However, the largest number of fires in South Carolina caused by people is woods arson and the second leading cause is careless debris burning.

6. Hazardous Materials

The City of North Charleston's industrial capacity and the network of interstate highways and railways result in vulnerabilities to hazardous material releases from both stationary sites and transportation sources. The City of North Charleston is a transportation nexus that supplies industries with chemical and petroleum products. The possibility of a moderate to large accidental release of hazardous materials from a transportation source is high.

7. Terrorism

- (a) While there have not been any successful acts of terrorism committed in South Carolina in recent years, the State and the City have many critical and high profile facilities, high concentrations of population, and other potentially-attractive venues for terrorist activity that are inherently vulnerable to a variety of terrorist methods. Recent nationwide terrorist activity continues to reinforce potential dangers.
- (b) The City of North Charleston contains government, transportation, commercial, infrastructure, cultural, academic, research, military, and athletic facilities which constitute ideal targets for terrorist attacks. Attacks on these types of targets may cause catastrophic loss of life, large amounts of injuries, and significant property and environmental damage.
- (c) 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 the use of hazardous materials to injure or kill or the use of biological weapons to create an epidemic.

8. Transportation

The City of North Charleston has a large transportation network consisting of major highways, an airport, marine terminal, rail yards, and passenger railroads. The potential exists that a major transportation accident causing numerous injuries and/or fatalities may occur.

9. Civil Disorder

Civil disorder may occur at anytime. However, civil disorder is often preceded by periods of increased tension allowing sufficient time to take action to decrease tension and plan for any civil disorder that may occur.

10. Dam Failure

The City of North Charleston is located downstream from the Pinopolis Dam. This dam is vulnerable to failure when threatened by upstream floods, earthquakes, neglect or any combination of the above, which can cause personal injury or death and significant water damage to property.

11. Severe Winter Weather

Snow and ice storms, coupled with cold temperatures, periodically threaten the city. Winter storms can damage property, create safety risks, destroy crops and valuable timber, damage infrastructure components such as power line and have enormous economic impacts. Snow and ice storms have recently struck portions of South Carolina in 1989, 1993, 2000, and 2002.

12. Droughts

South Carolina is not immune to drought periods, the most recent having occurred in 1983, 1986, 1993, and 1998-2002. The 1998-2002 drought is one of the longest and most severe in more than 100 years. Drought can have a significant economic impact on tourism.

III. Organization and Assignment of Responsibilities

A. General

Most departments within city government have emergency functions to perform in addition to their normal duties. Each is responsible for developing specific policies and procedures in response to their responsibilities under their Emergency Support Function (ESF). The presumption is that all primary departments will coordinate with their supporting departments in preparing all plans and accompanying documents.

B. Emergency Operations

Organizational responsibility assignments covered by this plan are displayed in the matrix found in Table 2, ESF Responsibilities. In the event it becomes necessary to request outside assistance, coordination will be made through the Municipal Emergency Operations Center.

C. City

The Mayor of the City of North Charleston serves as head of the City's emergency council, and is responsible for emergency operations under the provisions of this plan. The Mayor has delegated the responsibility for emergency management to the Chief of Police/Emergency

Preparedness Director who acts as the Mayor's Chief of Staff during emergency operations. The Chief of Police/Emergency Preparedness Director is responsible for the following:

1. Establishing a formal emergency management organization to be charged with duties incident to the protection of life and property in the city during an emergency.
2. Developing a basic Emergency Operations Plan for the City outlining the roles and responsibilities of the Emergency Management organization during an emergency. This plan will be updated annually.
3. Establishing and conducting an emergency preparedness exercise and training program.
4. 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.
5. Conducting emergency operations with support from other city departments, and if needed county, state and federal governments.

D. Responsibilities of the Emergency Preparedness Coordinator

The Chief of Police/Emergency Preparedness Director has designated a member of his staff as the Emergency Preparedness Coordinator. The Emergency Preparedness Coordinator is responsible for the following:

1. Coordinating execution of the various ESFs of this plan to the maximum extent possible with the emergency activities of other government entities and private agencies.
2. Operating the Municipal Emergency Operations Center, once activated by the Chief of Police/Emergency Preparedness Director.
3. Maintaining surveillance of potentially threatening conditions to and within the city in coordination with state and federal agencies and direct appropriate warning and preparedness action.
4. Establish procedures for the maintenance and distribution of this plan on a regular basis.
5. Provide technical and planning assistance to city departments upon request.
6. Initiate any and all other actions deemed necessary for effective implementation of this plan.
7. Advise the Chief of Police/Emergency Preparedness Director, of the severity and magnitude of the emergency/disaster situation through Situational Reports (SITREPs).
8. Maintaining a file of policies and procedures developed and provided by the primary and supporting departments.
9. Maintain, update, and distribute all changes to this plan, with an annual review or as required by an actual event.

E. Responsibilities of City Departments.

1. Appoint a department Emergency Representative, and alternate, to coordinate with the Emergency Preparedness Coordinator with preparation and maintenance of operational ESFs and enabling policies and procedures. These plans may be required to support the Emergency Operations Plan depending on the department's role in emergency operations. The Emergency Representative will have the authority to commit department resources and expedite program operation in the provision and coordination of emergency services.
2. Provide the Emergency Preparedness Coordinator with copies of all detailed plans, policies and procedures within 30 days of the date of their completion.
3. Assign personnel to augment the Municipal Emergency Operations Center.
4. Mobilize and utilize allocated and available resources to meet emergency or disaster requirements.
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 that is capable of responding to the Municipal Emergency Operations Center or Incident Command Post in order to carry out organizational responsibilities.
7. Review this plan annually and update department policies and procedures developed to support ESFs to meet current department policy and organization.
8. Maintain current internal notification/recall rosters and communications systems.
9. Participate in tests and exercises to test this plan.

IV. Concept of Operations

A. General

This plan is based on four organizational levels of emergency management; city, county, state, and federal governments. Mitigation, preparedness, response, and recovery are the responsibilities of all levels of government. The various levels of government work together to provide a delivery system that meets the needs of the public in an emergency.

B. City Government

1. This Emergency Operations Plan will be implemented by the Chief of Police/Emergency Preparedness Director when a major emergency or disaster occurs, at the direction of the Mayor, or upon a declaration of a State of Emergency by the Governor or Mayor.
2. City resources will be utilized to protect against and respond to an emergency or threatening situation to include activating pre-established mutual aid agreements.
3. When the Mayor or his/her designee determines that the resources of the City are not adequate, additional resources may be requested through the respective County Emergency Preparedness Division or the respective County Emergency Operations Center, if activated.

4. Where applicable, a city department has been designated as the lead organization (Primary) for Emergency Support Functions and is responsible for coordinating the development and preparation of the Emergency Support Function and enabling policies and procedures.
5. Depending on the type of emergency situation the Chief of Police/Emergency Preparedness Director, under the direction of the Mayor, may order a partial, limited, or full activation of the Municipal Emergency Operations Center. Partial, limited, and full activations will be in accordance with the Municipal Emergency Operations Center Standard Operating Procedure.
6. 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 at press briefings in coordination with the Mayor, the Chief of Police/Emergency Preparedness Director, the Director of Public Safety Communications and the Joint Information Center, if established.
7. The following Operating Condition (OPCON) levels have been established to maximize the use of advanced warning. These OPCONs increase the City's level of readiness on a scale from 5 to 1. Each OPCON level is declared when a predetermined set of criteria has been met. The Chief of Police/Emergency Preparedness Director will assign OPCON levels in coordination with the County and State when required. These OPCON levels are described as follow:

OPCON	READINESS LEVEL
5	Day-to-day normal operations and preparedness.
4	Possibility of an emergency or disaster situation that may require a limited or partial activation of the MEOC.
3	Disaster or emergency situation likely or imminent. Full or partial activation of the MEOC; activation of the City EOP or an appropriate plan for the Specific hazard e.g. Hurricane Plan, etc.
2	Disaster for emergency situation in effect; maximum preparedness level; full activation of the MEOC if not already accomplished.
1	Disaster or emergency situation is occurring; emergency operations are underway; protective actions e.g. evacuation is in progress; highest state of emergency operations.

C. State Government

1. State resources will supplement local efforts upon request or in accordance with the Emergency Support Function support areas coordinated by South Carolina Emergency Management Division.
2. The Governor or his designee may execute the South Carolina 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.
4. In order to make maximum use of advanced warning, the State has adopted a system of Operating Condition (OPCON) levels. These OPCONs increase from the State level of readiness on a scale of 5 to 1 as previously described.
5. Should an emergency or disaster occur which is clearly beyond the capabilities and resources of state and local governments, the Governor may request assistance from the federal government by requesting that a federal disaster declaration be declared.

D. Federal Government

1. Federal assistance will supplement state and local efforts and shall be provided under governing statutory authority.
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 designated authorized representative.
3. The federal government provides assistance through fifteen (15) Emergency Support Functions (ESFs) as defined by the National Response Plan. These ESFs and two others established by Charleston County will establish direct liaison with South Carolina's ESF representatives in the South Carolina Emergency Operations Center.
4. The Secretary of Homeland Security may appoint a Principal Federal Official (PFO) to coordinate overall federal incident management and assistance. If federal assistance is authorized under the Stafford Act a Federal Coordinating Officer (FCO) will be appointed. The FCO is authorized to use the full authority of the Stafford Act and to reimburse response and recovery claims.

V. Warning

A. General

Warning is the process of notifying key members of city government of disaster information as it becomes available. Warning operations include the use of information and reports; surveillance of threatening conditions and 24-hour radio and special paging capability (Alpha paging). The City Primary Warning Point is located in the Communications Center at City Hall.

B. Chief of Police/Emergency Preparedness Director

The Chief of Police/Emergency Preparedness Director or his/her designee will coordinate with the respective County Emergency Preparedness Division, the National Weather Service, and others to ensure warning readiness in time of a man-made or natural disaster or emergency.

C. Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator will develop a list of critical city employees that need to be notified in a disaster or emergency situation. This list will be maintained in the Communications Center.

VI. Evacuation

A. General

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.

B. Responsible Department

The lead city department for carrying out the evacuation due to large natural disasters is the North Charleston Police Department in conjunction with the South Carolina Highway Patrol, Charleston County Sheriff's Office and the respective County Emergency Preparedness Division.

C. Coordination

Coordination with all appropriate departments and agencies will be performed through the Law Enforcement Branch desk (ESF 13) in the Municipal Emergency Operations Center.

E. Isolated Evacuations

Evacuations due to man-made incidents, involving a relatively small geographic area are the responsibility of the fire/police departments. As soon as practical, the respective County Emergency Preparedness Division will be notified so that they may make notifications to the State Warning Point as required by state law (Emergency Powers Act).

F. Coordination with County and State Authorities

1. Evacuations due to tropical storms and hurricanes will be coordinated with the respective County Emergency Preparedness Division.
2. The Municipal Emergency Operations Center will coordinate with the respective County Emergency Operations Center and appropriate state agencies for evacuation routing to shelters, pre-positioning of personnel and equipment, provision of transportation, shelter, and the provision of public information to deal effectively with the situation.

G. Emergency conditions and affected areas that may require evacuation

1. Hurricanes: Coastal areas, beachfront properties, low-lying areas around streams, and mobile home areas.

2. Hazardous Materials Incidents: Densely populated areas throughout the city.
3. Dam Failures and Floods: Low lying areas around rivers, streams and swamps.
4. Earthquakes: Densely populated areas.
5. Weapons of Mass Destruction Incidents: Densely populated areas throughout the city.

H. Types of Evacuations

1. Voluntary Evacuation: In the event a threat is posed to population centers, local officials or the Governor may recommend that those citizens who feel threatened leave the vulnerable area. This evacuation normally, but not always, occurs prior to a mandatory evacuation order being issued. The Charleston County Emergency Preparedness Division may open selected shelters, many of which are located in the City of North Charleston.
2. Mandatory Evacuation: Under the terms of the South Carolina Code of Laws Section 25-1-440, the Governor is the only person authorized to mandate and compel evacuation in South Carolina. During a mandatory evacuation all citizens are expected to leave the affected area. Under a mandatory evacuation order, nursing home and residential care facilities are required to evacuate. Hospital administrators, however, are given the discretion to assess the situation and make a determination with regard to what is in the best interest of their patients. They may decide to shelter patients in place.
3. Protective Relocation. This form of evacuation is normally associated with hurricanes. Inland counties are not vulnerable to storm surge; however, they are at risk to the high winds associated with hurricanes. In order to protect this population, it might be necessary to relocate those living in vulnerable structures to facilities more resistant to high winds. The decision to issue a protective relocation order is the responsibility of each inland county.

I. Reentry

Once the Governor rescinds the evacuation order, community officials will control the timing for re-entry/return of citizens as the situation and public safety considerations allow.

VII. Public Information

A. General

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

B. Accurate Information

Information for the media and the public will be clear, concise, and accurate. Every effort will be made to prevent and counter rumors, hearsay, and inaccurate information.

C. Chief of Police/Emergency Preparedness Director

On behalf of the Mayor, the Chief of Police/Emergency Preparedness Director, through the Director of Public Safety Communications or his/her designee is responsible for informing the public of emergency and disaster information within the City.

D. Coordination with other Agencies

The Director of Public Safety Communications will coordinate with the respective County Public Information Officer and others as required to insure the release of timely and accurate information.

E. Information to the Media

Situation briefings, press conferences, taped messages, photographs, news accounts, disaster assessment statistics, and other information will be provided to the news media as appropriate.

VIII. Direction and Control

A. General

Direction and control of response and recovery operations for a technological or natural disaster affecting the residents of the City of North Charleston will be exercised by the Mayor through the Chief of Police/Emergency Preparedness Director. The decision making staff for the City will be located in the Municipal Emergency Operations Center unless an alternate location is approved of by the Mayor or Chief of Police/Emergency Preparedness Director.

B. Organization

1. The Municipal Emergency Operations Center will be organized in accordance with the Organizational Chart in Table 3.
2. The Chief of Police/Emergency Preparedness Director, acting as the Mayor's Chief of Staff, will serve as the Director of the Municipal Emergency Operations Center. With the assistance of the Emergency Preparedness Coordinator and the Homeland Security Coordinator he/she will be responsible for the following:
 - (a) Coordinating with respective County Operations Centers and Community Distribution Centers.
 - (b) Establishing priorities and allocating resources to support disaster tasks and operations.
 - (c) Approving the overall plan of action, including deployment of personnel and equipment to implant this plan.
 - (d) Directing city support and recovery operations in the disaster area.
 - (e) Coordinating requests for and utilization of county, state, and federal support.
3. The Municipal Emergency Operations Center is a Multi-agency Coordination Center within the National Incident Management System. The staff will be organized by ESF functions operating under the Incident Command System structure. Annex H describes the organizational structure of the MEOC.

C. Operations

1. Preparedness Operations
 - (a) In the absence of real event activations, periodic exercises will be conducted to test the capability of the MEOC, the validity of this plan, and to provide training to the MEOC staff.
 - (b) This plan will be reviewed and updated annually.
 - (c) The City will maintain a mobile command post for on-scene direction, coordination, and control.
 - (d) Under the provisions of this plan, heads of city departments are required to ensure preparedness for emergency operations of their assigned Emergency Support Functions and supporting policies.
2. Response Operations
 - (a) Depending on the type of emergency situation the Chief of Police/Emergency Preparedness Director, under the direction of the Mayor, may order a partial, limited, or full activation of the Municipal Emergency Operations Center. Partial, limited, and full activations will be in accordance with the staffing chart in Table 3 Municipal Emergency Operations Center Staffing.
 - (b) Direct supervision of resources employed in support of disaster operations is exercised by the department or agency providing the support.
 - (c) When ordered by the Governor or the Mayor, the MEOC will coordinate the movement of people from areas threatened or stricken by an emergency.
3. Recovery Operations
 - (a) Request and coordinate state and federal assistance.
 - (b) Deploy Preliminary Damage Assessment (PDA) Teams in coordination with ESF 14 and 19.
 - (c) Upon activation of a Disaster Field Office (DFO) by the federal government the State will shift operations to the DFO location. The MEOC operations will continue until a demobilization plan is approved by the Chief of Police/Emergency Preparedness Director.
4. Mitigation Operations

Following a Presidential Disaster Declaration, the State Hazard Mitigation Officer will develop the mitigation strategy and implement the Hazard Mitigation Grant Program. The City Hazard Mitigation Representative will coordinate with the County Hazard Mitigation Officer regarding city level projects.

IX. 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 those items required for reestablishment of the infrastructure of the city. Resources will be identified and provided as soon as practical. Coordination with appropriate departments and outside 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.

B. Funding and Accounting

Expenditures of city monies for emergency operations will be in accordance with city ordinance, state, and federal law. Accounting for expenditures of city 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.

C. Environmental Concerns

All actions taken pursuant to the event to repair and restore, whether by a government department/agency or individual, will be done in accordance with South Carolina and federal laws and regulations regarding the environment.

D. Non-discrimination

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 Chief of Police/Emergency Preparedness Director or his/her designee for investigation and further action.

X. Continuity of Government

A. General

Continuity of Government is an essential function of emergency management and it 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.

B. Succession of Authority

The line of succession for city government and departments will be in accordance with the Continuity of Operations Plan, maintained under a separate cover.

C. Preservations of Records

1. In order to provide normal government operations following an emergency or disaster essential records must be protected (i.e. vital statistics, deeds, operational plans, resources data, personnel records and payroll data, etc.) by each city department.

2. Heads of departments are encouraged to inventory and prioritize vital records in his/her custody. Each department retains copies to work with day to day while the master copy is preserved in a central storage facility. Each department should arrange safekeeping for those records it deems important, but which are not selected for the priority protection.
3. Department personnel must have access to and be able to use these records and systems in conducting their essential functions. Plans should account for the identification and protection of vital records, systems, and data management software and equipment, to include sensitive data as applicable, necessary to perform essential functions and activities, and to reconstitute normal department operations after the emergency. To the extent possible, departments should regularly update duplicate records or back-up electronic files.

XI. Plan Development and Maintenance

A. General

This plan is the principle source of documentation concerning the City's emergency management planning activities. Designated departments of city government have the responsibility for developing and maintaining a portion of this plan. Additionally these same departments are responsible for developing the enabling policies which they maintain in support of this plan.

B. Responsibility

The Chief of Police/Emergency Preparedness Director or his/her designee will coordinate the efforts of all responsible departments for plan development and timely update/revision. Primary Emergency Support Function departments will coordinate their supporting policies with all supporting departments within their ESF. At a minimum, this plan will ideally be updated annually or as required by actual events.

TABLE 1
HAZARD ANALYSIS

SEVERITY

Catastrophic		Earthquake Terrorism Dam Failure	Hurricane or Tropical Storm Transportation (Major Accident)	Hazardous materials (Transportation)
Critical				Tornado Flood Structural Fires
Limited		Civil disorder		Winter Storms Wildfire
Negligible			Drought	Hazardous Materials (Fixed Facility)
	Unlikely	Possible	Likely	Highly Likely

FREQUENCY

<u>Frequency</u>	<u>Severity</u>
<p>Highly Likely: Near 100% probability in the following year.</p> <p>Likely: Between 10 and 100% probability in the next year or 1 chance in the next 10 years.</p> <p>Possible: Between 1 and 10% probability in the next year or a least 1 chance in the next 100 years.</p> <p>Unlikely: Less than 1% probability in the next 100 years.</p>	<p>Catastrophic: Multiple deaths, complete shutdown of critical facilities for over 30 days, more than 50% property damage.</p> <p>Critical: Permanent disabilities, shutdown of critical facilities for two weeks, more than 25% property damage.</p> <p>Limited: No permanent disabilities, shutdown of critical facilities for one week, more than 10% property damage.</p> <p>Negligible: Injuries treatable with first aid, minor quality of life lost, shutdown of critical facilities for 24 hours or less, less than 10% property damage.</p>

TABLE 2
EMERGENCY SUPPORT FUNCTION
RESPONSIBILITIES

EMERGENCY SUPPORT FUNCTIONS RESPONSIBILITIES																				
City Department	Basic Plan	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	ESF 19
Mayor's Office	E																			
Building Inspections				S											P					P
Building Operations						S														
Code Enforcement				S																S
Finance								S												
Fire			S		P				P	P	P									
MIS			S			S														
Personnel								S												
Planning															S					
Police	S		P			P								P		P	P	R	R	
Public Works		P		P									P		S					
Purchasing								P												
Recreation							P					P								

E=Executive P=Primary S=Support R=Reserved for future use

Annexes

Annex	Topic
A	Civil Disturbance
B	Dam Failure
C	Earthquake Preparedness
D	Hurricane Preparedness
E	Emergency Repatriation
F	Hazardous materials Emergencies
G	Terrorism Response
H	Municipal Emergency Operations Center
J	Urban Search and Rescue
K	Rural Search and Rescue
L	Warehouse and Disaster Recovery Staging Area
M	Recovery
N	Tornado Preparedness

**ANNEX A
CIVIL DISTURBANCE**

I. SITUATION

Civil disturbances are public crises which occur with or without notice. Persons of all socioeconomic classes have been involved in demonstrations motivated by political, racial, religious, or other social reasons. They often accompany the immediate post-emergency recovery period of natural disasters and vary from simple isolate curfew violations to riots with mass looting and the burning of businesses.

Civil disturbances often take place in conjunction with striking workers or large sporting events where fans loose control in either celebration or anger over the game's results. Generally speaking, emergency managers recognize that any time there are large gatherings of diverse groups with separate agendas the potential for civil disorder must be anticipated and planned for.

II. CONCEPT OF OPERATIONS

In the City of North Charleston, the North Charleston Police Department maintains a Civil Disturbance and Mass Arrest Plan. This document establishes operating responsibilities and procedures to ensure preparedness in response to civil disturbances. Refer to Policy O-24 Section VIII C of the North Charleston Police Department Policies and Procedures Manual.

III. PREPAREDNESS

In preparing for Civil Disturbances, the Police Department should keep their policies and procedures current. These policies and procedures should address, but are not limited to, the following areas:

- A. Interagency mutual aid agreements with other law enforcement agencies.
- B. Operational readiness for quick and orderly response to civil disturbances, including coordination with other agencies.
- C. Coordination with other levels of government, as needed.

ANNEX B DAM FAILURE

I. SITUATION

South Carolina has approximately 2,230 hydroelectric dams, dikes, locks, and privately owned earthen dams. Parent companies of all hydroelectric dams are required to develop, maintain, and exercise Emergency Action Plans. This is done in coordination with the State Emergency Management Division, South Carolina Public Service Authority, and the Federal Energy Regulatory Commission. Emergency Action Plans are republished every five years or sooner to correct plans. The Pinopolis Dam, managed by Santee Cooper, can have an impact on the City of North Charleston

II. CONCEPT OF OPERATIONS

The Emergency Action Plans maintained by Santee Cooper outline the actions required to identify, mitigate, and respond to emergencies that, although are rare, could occur. Unlike the walls of water depicted in the movies, the greatest concern to the City evolves around the disruption of the local infrastructure and evacuations due to the relatively slow flooding scenario.

The Santee Cooper System Controller is responsible for notification to the County Warning Point. The County Warning Point is responsible for notifying the City Warning Point (Dispatch). **Condition B** is set when a potentially hazardous situation is developing. Condition B does not require evacuations but all roads in the affected area will be monitored and may be required to close at a later time. **Condition A** represents a failure or that a breach is imminent. Specific Alert procedures are posted in the Charleston County Red Book located in the Communication Center at City Hall. Condition A requires the evacuation of all areas affected by the incident due to the deteriorating conditions at the dam.

PINOPOLIS DAM

A Pinopolis Dam breach would inundate populated areas along the Cooper and Ashley Rivers for a period from one to twelve days. With prompt evacuation the loss of life should be avoided. Debris, property loss, the disruption of services and supporting infrastructure will be the most significant problems encountered.

I. SITUATION

Most Earthquakes occur along the breaks between the massive continental oceanic/tectonic plates (faults), which slide, collide, or separate causing earthquakes. South Carolina lies in amid-plate zone where earthquakes occur less frequently, but more violently over a larger area. This is due to our sub-surface geology and the quick sand effect from liquefaction. Unlike storms, earthquakes occur without warning.

12-15 small seismic events occur in the Charleston area each year. The last major earthquake in this area occurred on August 31, 1886 which is estimated to have been 7.6 on the Richter Scale. 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. A large number of these casualties will be caused by the collapse of unreinforced masonry structures or from the non-structural hazard within structures. Total disruption of the area's infrastructure will likely occur also.

II. CONCEPT OF OPERATIONS

When a moderate to major earthquake occurs, the City will immediately be in the response and recovery phase of the emergency. All available resources within the City will be used to protect life and property and to reduce individual hardship and suffering. Much of this can be averted by individual preparedness, planning, and non-structural hazard mitigation. The Municipal Emergency Operations Center will be manned as personnel are able to report in after being self-activated since most, if not all communications will be knocked out.

State and Federal resources, coordinated by the State Emergency Management Division from the State Emergency Operations Center will be similar to other natural disaster responses but will be complicated by the loss of communications and other infrastructure. Associated events such as dam failure, conflagrations, and hazardous materials spills would be expected and made worse due to the interruption or complete destruction of lifelines such as the water supply system.

III. PREPAREDNESS

As alluded to earlier, preparedness before the event is paramount due to the lack of any warning. Individuals and agencies need to develop action plans and procedures based on the presumed losses of resources including the death and injury of key personnel. Furthermore, employees must fully understand their departments plan and their potential expanded role in conducting limited operations under the worst of circumstances.

**ANNEX D
HURRICANE PREPAREDNESS**

I. SITUATION

The City of North Charleston is located in Dorchester and Charleston Counties. Charleston County has a 95-mile coastline and is considered at great risk from tropical storms and hurricanes. The City has a vulnerable population of over 86,000 and is the primary location for almost all of the hurricane shelters in the County. The North Charleston Police Department is responsible for 21 intersections during the evacuation process. Tropical cyclones produce three major hazards: the storm surge, high winds, and rainfall-induced flooding. The last major storm to strike South Carolina was Hurricane Hugo (1989).

II. CONCEPT OF OPERATIONS

The response to a hurricane or tropical storm is a graduated response which is determined by the size of the storm and the threat posed by it. To ensure that all responding counties and municipalities will be able to coordinate response activities, the Operating Conditions (OPCONs) listed below were developed by the SC Hurricane Task Force for use by all Emergency Operation Centers (EOCs). An abbreviated description is as follows:

- OPCON 5** Hurricane season opens, plans reviewed, alert lists verified.
- OPCON 4** SC threatened by a storm, EOCs on alert and partially activated.
- OPCON 3** EOC on stand by and limited activation, pre-storm conferences.
- OPCON2** EOC full activation, shelters prepared.
- OPCON 1** Evacuation orders (Voluntary or Mandatory) announced to public.

III. SAFFIR/SIMPSON HURRIANE INTENSITY CATEGORIES

Category of Hurricane	C. Pressure in mb.	Winds (mph)	Surge in ft.	Evacuation Clearance times
1	>979	74-95	4-5	10.3-12.3 hrs
2	965-979	96-110	6-8	14.2-17.1 hrs
3	945-964	111-130	9-12	18.8-22.3 hrs
4	920-944	131-155	13-18	21.8-24.9 hrs
5	<920	>155	>18	21.8-24.9 hrs

IV. PREPAREDNESS

City departments with hurricane response and recovery responsibilities should develop their policies and procedures in coordination with the City and State Hurricane Plans. Preplanning and individual preparedness will be the key to successful hurricane operations.

ANNEX E
EMERGENCY REPATRIATION

I. SITUATION

Over one million U.S. citizens and their dependents are living, visiting, working, or traveling through foreign countries. At any time an emergency can occur that would require the emergency evacuation of our citizens out of harms way and back to the United States. South Carolina has designated Charleston county and the International Airport as a Point of Entry (POE). The City of North Charleston is a key participant in the emergency repatriation plan.

II. CONCEPT OF OPERATIONS

The processing of evacuees and the logistical support for this operation will be conducted in accordance with the South Carolina Emergency Repatriation Plan. The plan is developed and maintained by the South Carolina Department of Social Services in coordination with the County Emergency Preparedness Division and other participating agencies (City of North Charleston). There are two conditions for Emergency Repatriation-Evacuation under a Presidential Declaration of a National Emergency and also when the declaration is not required. During the latter, the United States Department of State will most likely ask the State of South Carolina to care for non-combatant evacuees (military dependents).

Once activated, the International Airport, Concourse B, will be converted into a Repatriate Processing Center (RPC). The Charleston County Emergency Preparedness Division will set up a command post to coordinate logistical and operational support, to include a media briefing area. The RPC will provide for the reception, temporary care, and onward transportation of the evacuees. Temporary care of the evacuees will address the mental, physical, medical, religious, and monetary needs of the citizens who may have been hastily removed from danger with few possessions, medications, extra clothing, etc.

III. PREPAREDNESS

The North Charleston Police Department will develop and maintain a plan to assist with security of the RPC during repatriation operations.

**ANNEX F
HAZARDOUS MATERIALS EMERGENCIES**

I. SITUATION

The North Charleston Fire Department is the primary department responsible for handling hazardous materials incidents. Other departments of the City government may be tasked to provide support to the Fire Department during such incidents, as needed.

Radiological emergencies generally pose a minimal risk to the citizens and emergency workers in North Charleston. They are usually the result of a technological accident and are handled like any other hazardous materials event. The risk of fallout from a nuclear attack from war has diminished given the break up of the former Soviet Union. However the use of nuclear materials in weapons of mass destruction is always a possibility in a terrorist act.

II. CONCEPT OF OPERATIONS

Hazardous materials accidents may result in fire, explosions, radiation dangers, or contamination and toxic fumes. Fire fighting personnel are generally accepted as having the greatest expertise and capability to combat these dangers. Upon occurrence of a hazardous materials accident/incident, overall control of the situation will be assumed by the senior Fire Official on scene.

When an emergency is observed an evacuation may be ordered by the incident commander. The incident commander or his representative shall direct personnel to evacuate the area. The North Charleston Police Department will secure the perimeter as defined by the incident commander.

III. PREPAREDNESS

In preparation for Hazmat incidents, departments should keep their policies and procedures current which should address, but are not limited to:

- A. Incident Command System training.
- B. Hazardous Materials response and recovery operations.
- C. Coordination with other levels of government.
- D. Maintaining supplies and equipment in a ready condition.

ANNEX G TERRORISM RESPONSE

I. SITUATION

Terrorists have the capability to strike anywhere in the world. When properly motivated, they generally will achieve their political or social objectives by intimidating and coercing the government or populace through the use/threat of force. Although any community can come under attack, victims are often targets of opportunity. Basic countermeasures may force the terrorist to seek out another location.

II. CONCEPT OF OPERATIONS

Experts suggest that there are 5 categories of terrorist incidents: Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE). Additional hazards may include, but are not limited to: armed resistance, booby traps, and secondary events. Seventy percent (70%) of all terrorist attacks involve explosives. Warnings are rare and, even when given; public safety agencies have less than a 20% chance of finding the device. At the federal level, agencies such as the FBI and DHS supply information to assist first responders in assessing whether or not an incident involves a chemical, biological, or radiological agent.

Chemical agents fall into 5 classes: Nerve, Blister, Blood, Choking, and Irritating. Some indicators of a possible chemical incident are: dead animals/birds/fish, lack of insects, blisters/rashes, casualty patterns, and geographic illnesses. The 4 common types of biological agents are: bacteria, viruses, rickettsia, and toxins. Lastly radiological materials such as cesium may be incorporated into conventional explosives (Radiological Dispersal Devices, i.e. Dirty Bombs) where alpha/beta particles and gamma rays are generated.

III. PREPAREDNESS

All events must be handled on a case-by-case basis but personal safety and protecting the area as a crime scene are paramount. Personal protective equipment (PPE) and time/distance/shielding will help protect the responder from physical injury. The Incident Command System and the National Incident Management System will be used to manage this type of incident. Strategic goals, tactical options, and resource assessment should be executed as directed by the Unified Command on scene.

ANNEX H
MUNICIPAL EMERGENCY OPERATIONS CENTER

I. SITUATION

The effective management of the response to any natural or manmade disaster is a crucial factor in a community's recovery from the event. Effective management of disasters within the City of North Charleston is coordinated through the Municipal Emergency Operations Center.

II. CONCEPT OF OPERATIONS

A. General

The City of North Charleston uses the Incident Command System management model within its Municipal Emergency Operations Center (MEOC). This is consistent with the National Incident Management System and the National Response Plan. During single or multiple isolated incidents the MEOC would act as a multi-agency coordination center and would ensure that the Incident Commander on scene has the necessary resources to respond to the emergency. The MEOC would act as the City's Incident Command Post during large scale disasters which affect the entire city or a large portion thereof.

B. Organization

1. General

The Municipal Emergency Operations Center is composed of representatives from various departments of City government serving in positions within the Incident Command System structure. These personnel also serve as coordinators for the seventeen (17) Emergency Support Functions contained within the North Charleston Emergency Operations Plan. Table 3, of the Basic Plan, is an organizational chart of the MEOC.

The fundamental command elements of the Incident Command System are as follows:

- (a) The Incident Commander.
- (b) The Command Staff, which is composed of:
 - (1) The Safety Officer.
 - (2) The Liaison Officer.
 - (3) The Information Officer.
- (c) The General Staff, which is composed of:
 - (1) The Operations Section Chief.
 - (2) The Planning Section Chief.
 - (3) The Logistics Section Chief.
 - (4) The Finance and Administration Section Chief.

2. **Specific Job Functions**

The functions of each of the fundamental command elements include, but are not limited to the following:

- (a) **Incident Commander:**
 - (1) Assessing the situation and/or obtaining a briefing from the prior Incident Commander.
 - (2) Determining incident objectives and strategy.
 - (3) Establishing immediate priorities.
 - (4) Establishing an appropriate Incident Command System structure.
 - (5) Ensuring planning meetings are scheduled, as required.
 - (6) Approving and authorizing the implementation of the Incident Action Plan.
 - (7) Ensuring that adequate safety measures are in place.
 - (8) Coordinating the activity for all command and general staff.
 - (9) Coordinating with key officials.
 - (10) Approving requests for additional resources or for the release of resources.
 - (11) Keeping the Mayor informed of the status of the incident.
 - (12) Approving the use of trainees, volunteers, and auxiliary personnel.
 - (13) Authorizing the release of information to the news media.
 - (14) Ordering the demobilization of personnel and resources, when appropriate.

- (b) **Safety Officer:**
 - (1) Participating in planning meetings.
 - (2) Identifying hazardous situations associated with the incident.
 - (3) Reviewing the Incident Action Plan for safety implications.
 - (4) Exercising emergency authority to stop and prevent unsafe acts.
 - (5) Investigating accidents that have occurred within the incident area.
 - (6) Assigning assistants, as needed.
 - (7) Reviewing and approving the Medical Plan.
 - (8) Maintaining a Unit Log (I.C.S. Form 214).

(c) Liaison Officer:

- (1) Acting as a contact point for agency representatives.
- (2) Maintaining a list of assisting and cooperating agencies and agency representatives.
- (3) Assisting in establishing and coordinating inter-agency contacts.
- (4) Keeping agencies supporting the incident aware of the status of the incident.
- (5) Monitoring incident operations to identify current or potential inter-organizational problems.
- (6) Participating in planning meetings. Providing current resource status to include limitations and capabilities of assisting agency resources.
- (7) Maintaining a Unit Log (I.C.S. Form 214).

(d) Information Officer:

- (1) Coordinating with the Incident Commander in determining if there are any limitations on the release of information.
- (2) Developing material for use in media briefings.
- (3) Obtaining the Incident Commander's approval for media releases.
- (4) Establishing a media briefing point that is located away from the command post.
- (5) Informing the media of the status of the incident and conducting media briefings.
- (6) Arranging for tours and other interviews or briefings, as necessary.
- (7) Obtaining media information that could be useful to incident planning.
- (8) Maintaining current information summaries and/or displays on the incident and providing information on the status of the incident to assigned personnel.
- (9) Establishing a Joint Information Center during multi-agency and/or multi-jurisdictional incidents.
- (10) Maintaining a Unit Log (I.C.S. Form 214).

(e) Operations Section Chief:

- (1) Manage operations on-scene.
- (2) Assist in the development of the operations portion of the Incident Action Plan.
- (3) Supervise the execution of the Incident Action Plan for operations.
- (4) Request additional resources to support on-scene operations.

- (5) Approve the release of resources from assigned status.
- (6) Make or approve expedient changes to the Incident Action Plan during the operational period, as necessary.
- (7) Maintain close communication with the Incident Commander.
- (8) Maintain a Unit Log (I.C.S. Form 214).

(f) Planning Section Chief:

- (1) Collect and process information about the incident.
- (2) Supervise preparation of the Incident Action Plan.
- (3) Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- (4) Reassign out of service personnel already on-site to the Incident Command System positions, as appropriate.
- (5) Establish information requirements and reporting schedules for Planning Section units.
- (6) If requested, assemble and disassemble teams not assigned to operations.
- (7) Assemble information on alternative strategies.
- (8) Provide periodic predictions on incident potential.
- (9) Report any significant changes in incident status.
- (10) Compile and display incident status information.
- (11) Oversee preparation of demobilization plans.
- (12) Incorporate the Incident Traffic Plan and other supporting plans into the Incident Action Plan.
- (13) Maintain a Unit Log (I.C.S. Form 214).

(g) Logistics Section Chief:

- (1) Manage all incident logistics.
- (2) Provide logistical input to the Incident Commander during the preparation of the Incident Action Plan.
- (3) Brief branch directors and unit leaders, as needed.
- (4) Identify anticipated and known incident service and support requirements.
- (5) Request additional resources, as needed.
- (6) Review and provide input to the Communications Plan, Medical Plan, and Traffic Plan.

- (7) Supervise requests for additional resources.
- (8) Oversee demobilization of the logistics section.
- (9) Maintain a Unit Log (I.C.S. Form 214).

(h) Administration/Finance Section Chief:

- (1) Manage all financial aspects of the incident.
- (2) Complete Federal Emergency Management Agency reports, as necessary.
- (3) Provide financial and cost analysis information, as requested.
- (4) Gather pertinent information from responsible agencies.
- (5) Develop an operating plan for the Finance/Administration Section, which fulfills supply and support needs.
- (6) Determine need to set up and operate an incident commissary.
- (7) Meet with representatives from assisting and cooperating agencies.
- (8) Maintain daily contact with administrative headquarters for Finance/Administration matters.
- (9) Ensure that all personnel time records are accurately completed and transmitted to assisting agencies.
- (10) Provide financial input to demobilization planning.
- (11) Ensure that all obligation documents initiated at the incident are properly prepared and completed. Brief agency administrative personnel on all incident related financial issues needing attention or follow-up.

3. Sections, Branches, and Units

The MEOC is divided into four sections which encompass the four major areas of operations, planning, finance and administration, and logistics. These sections are then broken down into branches, divisions and units. The organization of the sections is as follows:

(a) Operations Section:

The operations section is divided into five branches and a single position, the Staging Area Manager. The responsibilities for the Branch Directors and the Staging Area Manager are as follows:

(1) Law Enforcement Branch Director:

- (a) Obtain briefing from the Operations Section Chief.
- (b) Supervise Law Enforcement operations.
- (c) Develop alternatives for law enforcement operations.

- (d) Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- (e) Be prepared to attend incident planning meetings at the request of the Operations Chief.
- (f) Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- (g) Assign specific work tasks to the Division/Group Supervisors.
- (h) Monitor and inspect progress and make changes as necessary.
- (i) Resolve logistics problems reported by subordinates.
- (j) Maintain Unit Log (I.C.S. Form 214).

(2) Fire Branch Director

- (a) Obtain briefing from the Operations Section Chief.
- (k) Supervise Fire operations.
- (l) Develop alternatives for Fire operations.
- (m) Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- (n) Be prepared to attend incident planning meetings at the request of the Operations Chief.
- (o) Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- (p) Assign specific work tasks to the Division/Group Supervisors.
- (q) Monitor and inspect progress and make changes as necessary.
- (r) Resolve logistics problems reported by subordinates.
- (s) Maintain Unit Log (I.C.S. Form 214).

(3) Public Works Branch Director

- (a) Obtain briefing from the Operations Section Chief.
- (b) Supervise Public Works operations.
- (c) Develop alternatives for Public Works operations.
- (d) Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.

- (e) Be prepared to attend incident planning meetings at the request of the Operations Chief.
- (f) Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- (g) Assign specific work tasks to the Division/Group Supervisors.
- (h) Monitor and inspect progress and make changes as necessary.
- (i) Resolve logistics problems reported by subordinates.
- (j) Maintain Unit Log (I.C.S. Form 214).

(4) Mass Care Branch Director

- (a) Obtain briefing from the Operations Section Chief.
- (b) Supervise Mass Care operations.
- (c) Develop alternatives for Mass Care operations.
- (d) Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- (e) Be prepared to attend incident planning meetings at the request of the Operations Chief.
- (f) Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- (g) Assign specific work tasks to the Division/Group Supervisors.
- (h) Monitor and inspect progress and make changes as necessary.
- (i) Resolve logistics problems reported by subordinates.
- (j) Maintain Unit Log (I.C.S. Form 214).

(5) Disaster /Damage Assessment Branch Director

- (a) Obtain briefing from the Operations Section Chief.
- (b) Supervise Disaster/Damage Assessment operations.
- (c) Develop alternatives for Disaster/Damage Assessment operations.
- (d) Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- (e) Be prepared to attend incident planning meetings at the request of the Operations Chief.

- (f) Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- (g) Assign specific work tasks to the Division/Group Supervisors.
- (h) Monitor and inspect progress and make changes as necessary.
- (i) Resolve logistics problems reported by subordinates.
- (j) Maintain Unit Log (I.C.S. Form 214).

(6) Staging Area Manager

- (a) Establish Layout of Staging Area.
- (b) Post areas for identification and traffic control.
- (c) Provide check-in for incoming resources.
- (d) Determine required resource reserve levels from the Operations Section Chief or Incident Commander.
- (e) Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.
- (f) Maintain and provide status to Resource Unit of all resources in Staging Area.
- (g) Respond to the Operations Section Chief's or Incident Commander's requests for resources.
- (h) Request logistical support for personnel and/or equipment as needed.
- (i) Maintain Staging Area in an orderly condition.
- (j) Demobilize or move Staging Area as required.
- (k) Maintain Unit Log (I.C.S. Form 214).

(b) Planning Section

The Planning Section is divided into four units; Resources, Situation, Demobilization, and Documentation. The responsibilities for the Unit Leaders of these units are as follows:

(1) Resources Unit Leader

- (a) Obtain a briefing from the Planning Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.

- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Establish a check-in function.
- (k) Prepare Organization Assignment List (I.C.S. Form 203).
- (l) Prepare Organization Chart (I.C.S. Form 207).
- (m) Prepare appropriate parts of Division Assignment Lists (I.C.S. Form 204)
- (n) Prepare and maintain the situation display.
- (o) Maintain and post the current status and location of all resources.
- (p) Maintain a master roster of all resources checked in.

(2) Situation Unit Leader

- (a) Obtain a briefing from the Planning Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Begin collection and analysis of incident data as soon as possible.
- (k) Prepare, post, or disseminate resource and situation status information as required, including special requests.

- (l) Prepare periodic predictions or as required.
- (m) Prepare the Incident Status Summary Form (I.C.S. Form 209).
- (n) Provide photographic services and maps if required.

(3) Documentation Unit Leader

- (a) Obtain a briefing from the Planning Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Setup work area; begin organization of incident files.
- (k) Establish duplication service; respond to requests.
- (l) File all official forms and reports.
- (m) Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- (n) Provide incident documentation as requested.
- (o) Store files for post-incident use.

(4) Demobilization Unit Leader

- (a) Obtain a briefing from the Planning Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.

- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Review incident resource records to determine the likely size and extent of demobilization effort.
- (k) Based on above analysis, add additional personnel, work space, and supplies as needed.
- (l) Coordinate demobilization with other Agency Representatives.
- (m) Monitor ongoing Operations Section resource needs.
- (n) Identify surplus resource and probable release time.
- (o) Develop incident check-out function for all units.
- (p) Evaluate logistics and transportation capabilities to support demobilization.
- (q) Establish communications with off-incident facilities, as necessary.
- (r) Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
- (s) Prepare appropriate directories (e.g. maps, instructions, etc.) for inclusion in the demobilization plan.
- (t) Distribute demobilization plan.
- (u) Ensure that all Sections/Units understand their specific demobilization responsibilities.
- (v) Supervise execution of the incident demobilization plan.
- (w) Brief Planning Section Chief on demobilization progress.

(c) Logistics Section

The Logistics Section is responsible for providing for all incident support needs. The Logistics Section is divided into two branches; Service and Support. The Service Branch contains the Communications Unit, the Medical Unit, and the Food Unit. The Support Branch contains the Supply Unit, the Facilities Unit, and the Ground Support Unit. The responsibilities of the leaders for these units are as follows:

(1) Supply Unit Leader

- (a) Obtain a briefing from the Logistics Section Chief.
- (b) Participate in incident planning meetings, as required.

- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Maintain unit records, including Unit Log (I.C.S. form 214).
- (i) Provide input to Logistics Section planning activities.
- (j) Provide supplies to Planning, Logistics, and Finance Administration Sections.
- (k) Determine the type and amount of supplies en route.
- (l) Order, receive, distribute, and store supplies and equipment.
- (m) Respond to requests for personnel, equipment, and supplies.
- (n) Maintain an inventory of supplies and equipment.
- (o) Service reusable equipment, as needed.

(2) Facilities Unit Leader

- (a) Obtain a briefing from the Logistics Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Participate in Logistics Section/Support Branch planning activities.
- (k) Determine requirements for each incident facility.

- (l) Prepare layouts of facilities; inform appropriate units leaders.
- (m) Activate incident facilities.
- (n) Obtain and supervise personnel to operate facilities, including Base and Camp Managers.
- (o) Obtain security services for the MEOC.
- (p) Provide facility maintenance services, e.g. sanitation, lighting, etc.
- (q) Demobilize base and camp facilities.

(3) Ground Support Unit Leader

- (a) Obtain a briefing from the Logistics Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Participate in Support Branch/Logistics Section Planning activities.
- (k) Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
- (l) Order maintenance and repair supplies (e.g. fuel, spare parts).
- (m) Provide support for out-of-service equipment.
- (n) Develop the Incident Traffic Plan.
- (o) Maintain an inventory of support and transportation vehicles.
- (p) Record time use for all incident-assigned ground equipment.
- (q) Update the Resources Unit with the status of transportation vehicles.

(r) Maintain a transportation pool, as necessary.

(s) Maintain incident roadways as necessary.

(4) Communications Unit Leader

(a) Obtain a briefing from the Logistics Section Chief.

(b) Participate in incident planning meetings, as required.

(c) Determine current status of unit activities.

(d) Confirm dispatch and estimated time of arrival of staff and supplies.

(e) Assign specific duties to staff; supervise staff.

(f) Develop and implement accountability, safety, and security measures for personnel and resources.

(g) Supervise demobilization of the unit, including storage of supplies.

(h) Provide Supply Unit Leader with a list of supplies to be replenished.

(i) Maintain unit records, including Unit Log (I.C.S. form 214).

(j) Advise on communications capabilities and limitations.

(k) Prepare and implement the Incident Radio Communications Plan (I.C.S. Form 205).

(l) Establish and supervise the Incident Communications Center and Message Center.

(m) Establish telephone, computer links, and public address systems, as required.

(n) Establish communications equipment distribution and maintenance locations.

(o) Install and test all communications equipment.

(p) Oversee distribution, maintenance, and recovery of communication equipment, e.g. portable radios and fax machines.

(q) Develop and activate an equipment accountability system.

(r) Provide technical advice, as needed.

(5) Food Unit Leader

(a) Obtain a briefing from the Logistics Section Chief.

(b) Participate in incident planning meetings, as required.

- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Determine food and water requirements.
- (k) Determine method of feeding to best fit each facility or situation.
- (l) Obtain necessary equipment and supplies and establishing cooking facilities.
- (m) Ensure that well-balanced menus are provided.
- (n) Order sufficient food and potable water from the Supply Unit.
- (o) Maintain an inventory of food and water.
- (p) Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- (q) Supervise caterers, cooks, and other Food Unit personnel as appropriate.

(6) Medical Unit Leader

- (a) Obtain a briefing from the Logistics Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.

- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Determine level of emergency medical activities prior to activation of Medical Unit.
- (k) Acquire and manage medical support personnel.
- (l) Prepare the Medical Emergency Plan (I.C.S. Form 206).
- (m) Establish procedures for handling serious injuries to responder personnel.
- (n) Respond to requests for medical aid, medical transportation, and medical supplies.
- (o) Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.

(d) Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. This section is composed of four units; Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit. The responsibilities of these units' leaders are as follows:

(1) Time Unit Leader

- (a) Obtain a briefing from the Finance/ Administration Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Determine incident requirements for time recording function.
- (k) Contact appropriate agency personnel/representatives.

- (l) Ensure that daily personnel time recording documents are prepared and in compliance with City policy.
- (m) Maintain separate logs for overtime hours.
- (n) Submit cost estimate data forms to Cost Unit as required.
- (o) Maintain records security.
- (p) Ensure that all records are current and complete prior to demobilization.
- (q) Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

(2) Procurement Unit Leader

- (a) Obtain a briefing from the Finance/ Administration Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Review incident needs and any special procedures with Unit Leaders, as needed.
- (k) Obtain Incident Procurement Plan.
- (l) Prepare and authorize contracts and land use agreements, as needed.
- (m) Draft memoranda of understanding.
- (n) Establish contracts and agreements with supply vendors.
- (o) Provide for coordination between the Supply Unit, dispatch, and all other procurement organizations supporting the incident.
- (p) Ensure that a system is in place which meets city property management requirements.

- (q) Ensure proper accounting for all new property.
- (r) Interpret contracts and agreements; resolve disputes.
- (s) Coordinate with Compensation/Claims Unit for processing claims.
- (t) Coordinate use of impressed funds as required.
- (u) Complete final processing of contracts and send documents for payment.
- (v) Coordinate Cost data in contracts with Cost Unit Leader.
- (w) Oversee the recording of time for all equipment assigned to the incident.
- (x) Post all charges or credits for fuel, parts, service, etc., used by equipment.

(3) Compensation/Claims Unit Leader

- (a) Obtain a briefing from the Finance/ Administration Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Establish contact with incident Safety Officer and Liaison Officer.
- (k) Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- (l) Establish a Compensation-for-Injury work area within or as close as possible to the Medical Unit.
- (m) Review Incident Medical Plan.
- (n) Review procedures for handling claims with the Procurement Unit.

- (o) Periodically review logs and forms produced by Compensation/claims specialists to ensure compliance with agency requirements and policies.
- (p) Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

(4) Cost Unit Leader

- (a) Obtain a briefing from the Finance/ Administration Section Chief.
- (b) Participate in incident planning meetings, as required.
- (c) Determine current status of unit activities.
- (d) Confirm dispatch and estimated time of arrival of staff and supplies.
- (e) Assign specific duties to staff; supervise staff.
- (f) Develop and implement accountability, safety, and security measures for personnel and resources.
- (g) Supervise demobilization of the unit, including storage of supplies.
- (h) Provide Supply Unit Leader with a list of supplies to be replenished.
- (i) Maintain unit records, including Unit Log (I.C.S. form 214).
- (j) Coordinate cost reporting procedures.
- (k) Collect and record all cost data.
- (l) Develop incident cost summaries.
- (m) Prepare resources-use cost estimates for the Planning Section.
- (n) Make cost-saving recommendations to the Finance/Administration Section Chief.

4. Forms and Job Aids

A copy of all Incident Command System forms and available job aids are located at the end of this annex.

III. PREPAREDNESS

Incident Command System training of all personnel in the Municipal Emergency Operations Center should be an ongoing process. The Emergency Preparedness Coordinator will review this annex annually.

**ANNEX J
URBAN SEARCH AND RESCUE**

I. SITUATION

A natural or man-made disaster could occur which cause the collapse of a structure or structures within the city and cause victims to be trapped within the collapse area. This type of rescue effort requires specialized training and equipment. The North Charleston Fire Department is the primary department within City government responsible for Urban Search and Rescue operations.

II. CONCEPT OF OPERATIONS

Collapsed structures pose a threat to victims trapped inside and to untrained or improperly equipped rescue personnel. The Fire Department has personnel trained and equipped to operate in these environments. Should a disaster occur which overcomes the available personnel and capabilities of the Fire Department additional assets may be requested from the State and Federal government such as Urban Search and Rescue Teams.

III. PREPAREDNESS

In preparation for an incident involving an Urban Search and Rescue mission, the Fire Department should keep its policies and procedures current on areas such as the following:

- A. Urban rescue skills required to shore, secure, access, remove, or otherwise make preparation for the rescue, treatment, and removal of trapped victims.
- B. Familiarization with procedures for obtaining special Urban Search and Rescue (USAR) Teams.
- C. Operational readiness for quick and organized response to collapsed structures with the required personnel and equipment to carry out such a mission.

ANNEX K
RURAL SEARCH AND RESCUE

I. SITUATION

The Lowcountry area, like many other areas in the state, is inundated with forests, marshes, rivers, and creeks. Although the City of North Charleston is a large metropolitan area there are places where people of all age groups can get lost. Numerous Alzheimer, mental health, and other patients reside in nursing homes, residential care, and hospital type facilities throughout the city. The potential exists for these patients to wander away from staff and become lost. Regardless of the circumstances, search management practices are applicable and should be utilized.

II. CONCEPT OF OPERATIONS

The Charleston County Emergency Preparedness Division maintains a Rural Search and Rescue Plan. Under this plan the Charleston County Sheriff's Office has primary responsibility for lost person rural search and rescue in the unincorporated areas or when requested by the local jurisdictions. Due to the minimal number of search and rescue missions within North Charleston it is not cost effective to maintain duplicate search and rescue teams and equipment. The City therefore utilizes the Rural Search and Rescue Plan. In cases where a person is lost in a wooded or rural type area of the City, the North Charleston Police Department will contact the Charleston County Sheriff's Office and request activation of the Rural Search and Rescue Plan.

III. PREPAREDNESS

In preparation for an incident involving a Rural Search and Rescue mission, the Police Department should keep its policies and procedures current on the method to activate the Rural Search and Rescue Plan.

ANNEX L
WAREHOUSE AND DISASTER RECOVERY STAGING AREA

I. SITUATION

Property within the City of North Charleston is subject to both man-made and natural disasters. Such disaster brought about by hurricanes, tornadoes, earthquakes, and hazardous materials incident, will all create a need for relief supplies. These supplies would be brought to a staging area for warehousing, and from there, taken to distribution points with the City.

II. CONCEPT OF OPERATIONS

The North Charleston Convention Center is the City's primary recovery staging area. Temporary storage of purchased and donated goods is located here. From the Convention Center, distribution will be made to Neighborhood Distribution Centers. The Convention Center is also the primary warehouse for Charleston County's recovery efforts.

III. PREPAREDNESS

Once notification is received of an impending hurricane or other disaster that will require the opening of the warehouse, City personnel and Convention Center staff will begin preparations to open the warehouse.

The City will maintain personnel to work at the warehouse as determine by the Warehouse and Neighborhood Distribution Centers Plan (maintained as a separate plan). Warehouse floor space will be shared with Charleston County.

I. SITUATION

The City of North Charleston is vulnerable to many natural hazards, as well as man-made disasters, many of which have already impacted its citizens. The community has experienced flooding, tornadoes, tropical storms, hurricanes, earthquakes, and hazardous materials incident. All of these have threatened life and have cause significant property damage.

Effective recovery following any of the above events is critical to city government and the community. The success of the recovery phase of the emergency management process is directly related to the return of the community's infrastructure to levels equivalent to or better than the pre-disaster event.

II. CONCEPT OF OPERATIONS

The Operations Section of the Municipal Emergency Operations Center will address the immediate emergency and short range recovery periods only, not long-range restoration. In addition to declaring a state of local emergency for the City, City Council would also likely be called upon to enact special emergency ordinances to assist in the conduct of recovery operations. The normal sequence of assistance should be requested from the next higher level of government, only after the affected jurisdiction has committed full efforts to its own resources. For example once the City's resources were exhausted assistance would be requested form the County. If the County could not provide the assistance it would passed up to the state and federal governments.

III. PREPAREDNESS

Support of recovery is dependent on other Emergency Support Functions within the Emergency Operations Plan, as well as individual department policies and procedures to include, but not limited to, the following:

- A. Recovery period phases and activities.
- B. Search and rescue operations following a major storm or disaster, consisting of locating, treating, and removing victims from hazardous situations.
- C. Debris removal operations.
- D. Restoration of services, emergency transportation, and intergovernmental resource distribution.

**ANNEX N
TORNADO PREPAREDNESS**

I. SITUATION

The City of North Charleston has experienced tornadoes in the past and is at risk from severe weather. When a tornado is actually coming, people have little time to make life-or-death decisions. Advance planning and quick response is the key to surviving a tornado. Tornadoes can occur at any time of the year and have occurred in every state. Peak occurrence is March through May and most likely occurs between 3 and 9 PM, but tornadoes can happen anytime. The average tornado is capable of destroying homes and vehicles and causing great personal injuries and even fatalities.

II. CONCEPT OF OPERATIONS

Tornadoes accompany severe weather, tropical storms, and hurricanes as they move over land. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. The average forward speed is 30 mph but may vary from stationary to 70 mph and have rotating winds in excess of 250 mph. Occasionally, tornadoes develop so rapidly that advance warning is not always possible.

The national Weather Services issues a tornado watch when the formation of tornadoes is probable in an area. A tornado warning is issued when there has been an actual sighting of a tornado or there is indication on radar that a tornado has formed. The system for linking tornado damage potential to wind speed is the Fujita-Pearson Scale. This scale system rates the intensity of the tornado as follows:

Category	Type	Wind Speed	Damage
F-0	Gale Tornado	40-72 mph	Light
F-1	Moderate	73-112 mph	Moderate
F-2	Significant	113-157 mph	Considerable
F-3	Severe	158-206 mph	Severe
F-4	Devastating	207-260 mph	Intense
F-5	Incredible	261-318 mph	Almost total destruction
F-6	Ultimate	319-379	Total destruction

III. PREPAREDNESS

Preplanning and individual education/preparedness will be the key to successful outcomes in tornado alerts. Listen to radio and television while carrying out your pre-plan for weather bulletins. If able go to your designated safe room/place in response to a tornado threat. Don't get under an overpass/bridge; you are safe in low, flat locations when caught in the open on roads. Use arms to protect head and neck. Be aware of flying debris. Seek suitable shelter that is not near windows. Go to the center of a room and always seek the lowest building floor with as many walls as possible between you and the outside.

Emergency Support Functions

ESF #	Topic
1	Transportation
2	Communications
3	Public Works and Engineering Services
4	Fire Fighting
5	Information and Planning
6	Mass Care and Emergency Welfare Services
7	Resource Support
8	Public health and Medical Services
9	Urban Search and Rescue
10	Hazardous Materials
11	Food Services
12	Energy and Utilities
13	Law Enforcement
14	Disaster Assessment
15	Public Information
16	Evacuation Traffic Management
17	Reserved for Future Use
18	Reserved for Future Use
19	Damage Assessment

**ESF-1
TRANSPORTATION**

PRIMARY DEPARTMENT: PUBLIC WORKS

I. INTRODUCTION

A disaster or any emergency may severely damage the local transportation infrastructure. Most state and local transportation activities will be hampered by damaged roads, bridges, and disrupted communications. Responses that require mass transportation assets will be coordinated by ESF-1 during the immediate pre-post-disaster period. ESF-1 personnel will process all requests for mass transportation for the City and will coordinate with the County ESF-1 representative for the allocation of local transportation assets.

II. GENERAL

A. Purpose

To provide for the coordination of all public and private requests for mass transportation within the city during a disaster situation.

B. Organization

The Director of Public Works will designate one member of his/her staff as the ESF-1 Coordinator. The ESF-1 Coordinator will be assigned to the Municipal Operations Center and will be the point of contact for all transportation requests during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. Transportation operations will be controlled from the Municipal Emergency Operations Center.
2. The ESF-1 Coordinator will coordinate all unmet transportation requirements during a disaster.
3. Requests for transportation resources will be filled by city assets if possible. Once city assets are exhausted or are unable to accommodate the request, additional transportation resources will be requested through the respective County EOC.

B. Responsibilities

1. Preparedness/Mitigation
 - a. ESF-1 Coordinator:
 - (1) In coordination with their Department Head and the Emergency Preparedness Coordinator, develops procedures, organizes personnel, and maintains a readiness posture.
 - (2) Develop and maintain a transportation resource list by type and availability.
 - (3) Participate an annual test and exercise of this ESF when requested by EPD or required for planning updates.
 - b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-1 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-1 during disaster operations.

2. Response

a. ESF-1 Coordinator:

- (1) Activates ESF-1 upon request of the Chief of Police or as required.
- (2) Provide a representative to the Municipal Emergency Operations Center.
- (3) Coordinates and maintains liaisons with all organizations supporting ESF-1.
- (4) Maintains liaison with law enforcement personnel regarding traffic flow into and out of the disaster area.
- (5) Maintains liaison with organizations providing or requiring transportation support.
- (6) Reports damage to vehicles and equipment to the Municipal Emergency Operations Center.
- (7) Set up procedure for refueling of non-city transportation vehicles, as required.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-1 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.
- (3) Maintain liaison with law enforcement personnel for current information on the traffic control situation.

3. Recovery

a. ESF-1 Coordinator:

- (1) Provide transportation support for movement of personnel, supplies, and equipment.
- (2) Maintains coordination with the respective county EOC and other organizations.
- (3) Reports damage to vehicles and equipment to the Municipal Emergency Operations Center.
- (4) Keep all transportation organizations informed on the current situation and projected needs.
- (5) Maintain records, for federal reimbursement, of all labor, materials, and equipment utilized.
- (6) Complete after-action reports and other reports as required.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-1 Coordinator.
- (2) Inform all personnel of the current situation.

- (3) Move personnel, supplies and equipment, as required and available.
- (4) Maintain records, for federal reimbursement, on labor, materials, and equipment utilized.

IV. County, State, and Federal Interface

The City ESF-1 will coordinate with County/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 private entities. Records for labor, materials, and equipment will be maintained for federal reimbursement.

**ESF-2
COMMUNICATIONS**

PRIMARY DEPARTMENT: POLICE DEPARTMENT

SUPPORT DEPARTMENTS: FIRE DEPARTMENT, MANAGEMENT OF INFORMATION SYSTEMS (MIS)

I. INTRODUCTION

Communications includes information and reports, surveillance of threatening conditions, 24-hour radio, and NCIC capability. This includes utilization of equipment and personnel essential to coordinate and disseminate information before, during, and after an impending or actual disaster but does not include media relations.

II. GENERAL

A. Purpose

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.

B. Organization

The Chief of Police/Emergency Preparedness Director will designate a member his/her staff as the ESF-2 Coordinator. The ESF -2 Coordinator will be assigned to the Municipal Emergency Operations Center and serve as the point of contact for all communications activities during an emergency or disaster.

III. CONCEPT OF OPERATIONS

A. General

1. Communications activities will be coordinated from the Municipal Emergency Operations Center.
2. The ESF-2 Coordinator has overall responsibility for the coordination of communication activities during a disaster situation including establishment and maintenance of the radios net as well as communications with respective counties.
3. The frequency lists are not included in this plan for security reasons. The frequency lists will be maintained by the ESF-2 Coordinator.
4. The primary means of communications will be by telephone line and radio. Telephone/fax and radio communications are available between the Municipal Emergency Operations Center and respective counties and supporting agencies with emergency assignments during a disaster. WEB EOC will be used as the primary data link with the Charleston County Emergency Operations Center.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-2 Coordinator will:
 - (1) Develop procedures to implement this ESF.

- (2) Assist as required in developing and conducting communications training.
 - (3) Participate in exercises, as required.
 - (4) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (5) Develop emergency measures to protect radio equipment from the elements of natural or man-made disasters.
 - (6) Maintain ESF plan, review annually, and update, as necessary.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-2 Coordinator.
 - (2) Develop policies and procedures for coordination with ESF-2 during disaster operations.
2. Response
- a. The ESF-2 Coordinator will:
- (1) Assist Communications Center personnel in alerting other emergency staff, as necessary.
 - (2) Establish communications between the Municipal Emergency Operations Center and the respective County(s) Emergency Operations Center.
 - (3) Monitor communications procedures and equipment and make recommendations for changes.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-2 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.
3. Recovery
- a. The ESF-2 Coordinator will:
- (1) Maintain emergency communications systems until normal communications have been restored.
 - (2) Utilize commercial systems as needed.
 - (3) Maintain records, for federal reimbursements, of all labor, materials, and equipment utilized.
 - (4) Complete after action and other reports, as required.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-2 Coordinator.
 - (2) Inform all personnel of the current situation.
 - (3) Move personnel, supplies and equipment, as required and available.

- (4) Maintain records, for federal reimbursement, on labor, materials, and equipment utilized.

IV. County, State, and Federal Interface

The City ESF-2 will coordinate with County/State/Federal ESF-2 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-2 Coordinator should be kept apprized of any anticipated communication needs, or major changes in agency personnel status.

ESF-3
PUBLIC WORKS AND ENGINEERING SERVICES

PRIMARY DEPARTMENT: PUBLIC WORKS

SUPPORT DEPARTMENTS: BUILDING DEPARTMENT, CODE ENFORCEMENT DEPARTMENT

I. INTRODUCTION

Public Works refers to water and sewer services, and temporary restoration of water supply systems. Engineering activities include emergency debris removal; technical expertise regarding the structural safety of damaged buildings, bridges and highways; coordination of emergency repairs to public facilities; and appropriate construction services (i.e. electrical, plumbing, soils, and critical needs assessment).

II. GENERAL

A. Purpose

To provide the coordination and use of Public Works Department personnel and resources to facilitate emergency restoration of essential public buildings, highway facilities, and utilities damaged or destroyed resulting from a disaster either natural, manmade or acts of terrorism.

B. Organization

The Director of the Public Works Department will designate one member of his/her staff to serve as the ESF-3 Coordinator. The ESF-3 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all Public Works issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-3 Coordinator has the overall responsibility for the coordination of all public works missions with the Public Works Department and with public and private utility agencies.
2. The South Carolina Department of Transportation is responsible for the restoration and repair of state maintained roads and bridges, however, during an emergency or disaster the Public Works Department may assist this agency, as needed, pending the availability of resources.
3. The Charleston Water System (formally the Commissioners of Public Works, CPW) and the South Carolina Electric and Gas Company are responsible for the restoration and repair of water and electric utility services, however, during an emergency or disaster the North Charleston Public Works Department may assist these agencies, as needed, pending the availability of resources.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-3 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Assist as required in developing and conducting training.
 - (3) Participate in exercises, as required.

- (4) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (5) Develop emergency measures to protect public works equipment from the elements of natural or man-made disasters.
- (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-3 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-3 during disaster operations.

2. Response

a. The ESF-3 Coordinator will:

- (1) 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.
- (2) Based on available information; establish priorities, determine manpower and equipment requirements for the particular incident.
- (3) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.
- (4) Other City Departments, Public, Private, and Volunteer Organizations:
- (5) Maintain liaison with the ESF-3 Coordinator.
- (6) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-3 Coordinator will:

- (1) In coordination with the Director of Public Works, develop long range recovery operations and establish priority of tasks to be accomplished.
- (2) Develop a demobilization plan in preparation for reduced levels of operation.
- (3) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-3 will coordinate with County/State/Federal ESF-3 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-3 Coordinator should be kept apprized of any anticipated public works needs, or major changes in agency personnel status.

**ESF-4
FIREFIGHTING**

PRIMARY DEPARTMENT: FIRE DEPARTMENT

I. INTRODUCTION

The City of North Charleston has the capability and adequate resources to meet routine fire service needs. During a disaster problems are multiplied and more complex and may require more resources. Additionally, the responsibility of maintaining hazardous materials monitoring and decontamination capability falls within the functional area of the Fire department.

II. GENERAL

A. Purpose

To provide for coordination of fire resources by providing fire ground incident commanders with additional resources, including personnel and equipment, in North Charleston during a disaster or serious emergency situation.

B. Organization

The Chief of the North Charleston Fire Department will designate one member of his/her staff to serve as the ESF-4 Coordinator. The ESF-4 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all fire issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-4 Coordinator has the overall responsibility for the coordination of all fire related missions with the Chief of the Fire Department and with other departments in the area.
2. The ESF-4 Coordinator will establish contact with the respective County ESF-4 representative at their EOC.
3. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-4 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Assist as required in developing and conducting training.
 - (3) Participate in exercises, as required.
 - (4) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.

- (5) Maintain and update annually a list of resources available in an emergency situation in accordance with typing categories developed by the United States Department of Homeland Security.
- (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-4 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-4 during disaster operations.

2. Response

a. The ESF-4 Coordinator will:

- (1) Maintain liaison with the respective County EOC to include having the ESF-4 position manned during MEOC operations.
- (2) Provide fire-fighting capabilities with affected area(s) until conditions return to normal.
- (3) Coordinate the procurement of additional resources from other agencies, as required.
- (4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

C. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-4 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-4 Coordinator will:

- (1) Maintain liaison with the respective County EOC.
- (2) Continue to provide fire-fighting capabilities within the affected area(s) until conditions return to normal.
- (3) Assist in search and rescue duties, as necessary.
- (4) Develop a demobilization plan in preparation for reduced levels of operation.
- (5) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-4 will coordinate with County/State/Federal ESF-4 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-4 Supervisor should be kept apprized of any anticipated firefighting needs, or major changes in agency personnel status.

**ESF-5
INFORMATION AND PLANNING**

PRIMARY DEPARTMENT: POLICE DEPARTMENT

SUPPORT DEPARTMENTS: FIRE DEPARTMENT

I. INTRODUCTION

This emergency support function compiles, analyzes and coordinates overall information and planning activities in the Municipal Emergency Operations Center (MEOC) in support of emergency operations.

II. GENERAL

A. Purpose

This function collects, processes, and disseminates information concerning a potential or actual disaster or emergency; identifies problems and recommends solutions.

B. Organization

The Chief of Police/Emergency Preparedness Director will identify a member of his/her staff to serve as the ESF-5 Coordinator. The ESF-5 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all information and planning activities during an emergency or disaster.

III. CONCEPT OF OPERATIONS

A. General

1. The function of ESF-5 is to provide planning and coordination information to the Chief of Police/Emergency Preparedness Director within the Municipal Emergency Operations Center.
2. Using various sources of information the ESF-5 will put together the overall assessment of the response situation so as to assist decision makers with the formulation of their action plans.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-5 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Maintain current alert lists of key personnel and make notifications when changes occur.
 - (3) Assist as required in developing and conducting training.
 - (4) Participate in exercises, as required.
 - (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-5 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-5 during disaster operations.

2. Response

a. The ESF-5 Coordinator will:

- (1) Collect information from various City Departments as reported by units in the field on the scope and nature of the disaster.
- (2) Evaluate this information and provide a complete picture of the disaster to the decision makers in the MEOC.
- (3) Conduct periodic briefings, as required.
- (4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

3. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-5 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

4. Recovery

a. The ESF-5 Coordinator will:

- (1) Coordinate the reception of outside agencies and provide an in-briefing on the disaster for those agencies.
- (2) Develop a demobilization plan in preparation for reduced levels of operation.
- (3) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-5 will coordinate with County/State/Federal ESF-5 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-5 Coordinator should be kept apprized of any anticipated planning needs, or major changes in agency personnel status.

ESF-6
MASS CARE AND EMERGENCY WELFARE SERVICES

PRIMARY DEPARTMENT: RECREATION DEPARTMENT

I. INTRODUCTION

The Recreation Department is the primary City department designated for coordinating/managing Mass Care and disaster response services operations. Mass Care encompasses sheltering, feeding, and first aid at mass care facilities and designated sites.

II. GENERAL

A. Purpose

To organized within North Charleston the capability to meet basic human needs in a disaster situation; and to outline responsibility and policy established for Mass Care and emergency welfare support before, during and after a disaster, whether natural, man-made or acts of terrorism.

B. Organization

The Recreation Department Director will identify a member of his/her staff to serve as the ESF-6 Coordinator. The ESF-6 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all mass care and emergency welfare service activities during an emergency or disaster.

III. CONCEPT OF OPERATIONS

A. General

1. The function of ESF-6 is to provide coordination of mass care and emergency welfare services within the City of North Charleston with federal, state, and county governments.
2. The American Red Cross (ARC) provides mass care to disaster victims as part of a broad program of disaster relief. This program is managed at the by the County ESF-6 function. The City ESF-6 Coordinator provides for municipal level coordination of this function. Mass care encompasses the following:
 - a. Shelter
 - (1) 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 ARC. However, ARC shelter operations are managed by the ARC trained volunteers and the South Carolina Department of Social Services (DSS) staff. DSS will provide staffing assistance to designated ARC shelters.
 - (2) Listing of pre-disaster designated shelters may be found in the North Charleston Hurricane Plan (NCHP).
 - (3) 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.

- b. Feeding
 - (1) The ARC and the Salvation Army (SA) 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.
 - (2) Feeding operations will be coordinated through ESF-6.
 - (3) Feeding operations will be based on sound nutritional standards and will strive to include provisions for meeting any special dietary requirements of disaster victims.
- c. Emergency First Aid

The ARC and SA will provide emergency first aid services to disaster victims and workers at their facilities. This will not supplant required medical services provided by Emergency Medical Services.
- d. Disaster Welfare Inquiry (DWI)
 - (1) The ARC will administer a Disaster Welfare Inquiry system. Information regarding individuals within the affected area will be obtained from ARC documents.
 - (2) 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.
- e. Bulk Distribution of Emergency Relief Supplies

The City of North Charleston has established Neighborhood Distribution Sites throughout the City. Distribution will be determined by the requirement to meet urgent needs of disaster victims for essential items in areas where commercial trade is inoperative or insufficient to meet the emergency needs of victims. Further information can be found in the Neighborhood Distribution Sites plan which is a separate document.

B. Responsibilities

- 1. Preparedness/Mitigation
 - a. The ESF-6 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Maintain working relationships with the County ESF-6.
 - (3) Coordinate with ESF-13 (Law Enforcement) regarding security at shelters.
 - (4) Participate in exercises, as required.
 - (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (6) Maintain ESF plan, review annually, and update, as necessary.
 - b. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-6 Coordinator.

- (2) Develop policies and procedures for coordination with ESF-6 during disaster operations.

2. Response

a. The ESF-6 Coordinator will:

- (1) Coordinate all ESF-6 activities with the city.
- (2) Evaluate the requirements needed to provide for victims of the disaster within the city and coordinate obtaining resources for the victims with the County ESF-6.
- (3) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-6 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-6 Coordinator will:

- (1) Continue to coordinate DRS assistance and services, as available and needed.
- (2) In coordination with ESF-15 (Public Information) keep the public informed of available emergency welfare services and assistance programs.
- (3) Develop a demobilization plan in preparation for reduced levels of operation.
- (4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-6 will coordinate with County/State/Federal ESF-6 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-6 Coordinator should be kept apprized of any anticipated mass care or emergency welfare services, or major changes in agency personnel status.

**ESF-7
RESOURCE SUPPORT**

PRIMARY DEPARTMENT: PURCHASING DEPARTMENT

SUPPORT DEPARTMENTS: BUILDING OPERATIONS DEPARTMENT, MANAGEMENT OF INFORMATION SYSTEMS DEPARTMENT, FINANCE DEPARTMENT

I. INTRODUCTION

When disasters occur, normal logistical support operations are severely disrupted and the emergency may require resources that go beyond the normal supply system. Emergency procurement operations often make the difference between successful mission accomplishment and failure. Additionally support operations are necessary to ensure that the operation of the Municipal Emergency Operations Center is not disrupted.

II. GENERAL

a. Purpose

To identify an Emergency Support Function 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 the City of North Charleston. In addition the ESF will be responsible for coordinating facility space, office equipment and supplies and any other items necessary for the continued operation of the Municipal Emergency Operations Center.

b. Organization

The Director of the Purchasing Department will appoint a member of his/her staff to serve as the ESF-7 Coordinator. The ESF-7 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all resource support issues during a disaster or emergency.

The Director of the Building Operations Department or his/her designee will be responsible for maintaining facility support to the Municipal Emergency Operations Center on a 24-hour basis.

The Director of the Management Information Systems Department or his/her designee will be responsible for maintaining computer support to the Municipal Emergency Operations Center on a 24-hour basis.

III. CONCEPT OF OPERATIONS

A. General

1. The primary function of ESF-7 is to provide emergency acquisition of resources and to coordinate the delivery of these resources in accordance with applicable city ordinances and state and federal laws.
2. The ESF-7 Coordinator will maintain close liaison with the Finance Department regarding funding issues and record-keeping required for federal reimbursement, when applicable.
3. The Purchasing Department will negotiate all contracts and leases required for the immediate response and recovery period.
4. ESF-7 will coordinate will coordinate with the Warehousing Operation at the Convention Center regarding operations, accountability, and resource tracking.

B. Responsibilities

1. Preparedness/Mitigation

a. The ESF-7 Coordinator will:

- (1) Develop procedures to implement this ESF.
- (2) Maintain working relationships with the County ESF-7.
- (3) Develop and maintain working relationships with vendors who would be available after an emergency.
- (4) Participate in exercises, as required.
- (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-7 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-7 during disaster operations.

2. Response

a. The ESF-7 Coordinator will:

- (1) Coordinate all ESF-7 activities with the city.
- (2) Coordinate with ESF-13 (Law Enforcement) and ESF-1 (Transportation) regarding supply routes, status of bridges and overpasses, and security requirements at the warehouse and distribution points.
- (3) Maintain supply inventories and determine priorities for emergency requisitions.
- (4) Keep supporting agencies informed of operations and significant changes.
- (5) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

2. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-7 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-7 Coordinator will:

- (1) Develop plans for long-range recovery operations, as needed.
- (2) Develop a demobilization plan in preparation for reduced levels of operation.

- (3) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-7 will coordinate with County/State/Federal ESF-7 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-7 Coordinator should be kept apprized of any anticipated procurement needs, or major changes in agency personnel status.

**ESF-8
PUBLIC HEALTH AND MEDICAL SERVICES**

PRIMARY DEPARTMENT: FIRE DEPARTMENT

**SUPPORT DEPARTMENTS: CODE ENFORCEMENT DEPARTMENT
PUBLIC WORKS DEPARTMENT**

I. INTRODUCTION

When disasters occur, normal medical services can be severely disrupted. Trained personnel within the Fire Department may be called upon to provide emergency medical care to members of the public until further follow-up care can be provided. The aftermath of a disaster also poses serious threats to the health of the public. The effect of threats to the public health can be mitigated by inspection and observation of sanitation measures and the removal of debris.

- A. Emergency Medical Care** refers to emergency medical services provided by trained first responders.
- 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; inspection and control of sanitation measures.

II. GENERAL

A. Purpose

To identify an Emergency Support Function that can provide emergency medical care and protect the public from communicable diseases and contamination of food and water supplies through inspection and control of sanitation measures.

B. Organization

The Chief of the Fire Department will appoint a member of his/her staff to serve as the ESF-8 Coordinator. The ESF-8 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all emergency medical support issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The primary function of ESF-8 is to provide emergency medical services to persons when the County Emergency Medical Services are unavailable.
2. The secondary function of this ESF is to report any debris, refuse, or remains which may constitute a possible threat to public health and coordinate any efforts needed to clear them from the area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-8 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Maintain working relationships with the County ESF-8.

- (3) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (4) Maintain ESF plan, review annually, and update, as necessary.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-8 Coordinator.
 - (2) Develop policies and procedures for coordination with ESF-8 during disaster operations.
2. Response
- a. The ESF-8 Coordinator will:
- (1) Coordinate all ESF-8 activities with the city.
 - (2) Coordinate with ESF-13 (Law Enforcement) and ESF-4 (Fire) regarding road conditions, status of bridges and overpasses, in reference to providing emergency medical care.
 - (3) Coordinate with the Code Enforcement Department and the Public Works Department to identify debris, refuse, and remains which are a threat to the public health.
 - (4) Keep supporting agencies informed of operations and significant changes.
 - (5) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-8 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.
3. Recovery
- a. The ESF-8 Coordinator will:
- (1) Develop plans for long-range recovery operations, as needed.
 - (2) Develop a demobilization plan in preparation for reduced levels of operation.
 - (3) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-8 will coordinate with County/State/Federal ESF-8 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-8 Coordinator should be kept apprized of any anticipated procurement needs, or major changes in agency personnel status.

**ESF-9
URBAN SEARCH AND RESCUE**

PRIMARY DEPARTMENT: FIRE DEPARTMENT

I. INTRODUCTION

The City of North Charleston is threatened by hurricanes, earthquakes, bombings, and acts of terrorism which create the potential for building collapses which would require specially trained rescue teams to locate, extricate, and provide initial medical treatment for entrapped victims.

II. GENERAL

A. Purpose

The purpose of ESF-9 is to provide for the coordination of all activities associated with urban search and rescue operations.

B. Organization

The Chief of the North Charleston Fire Department will designate one member of his/her staff to serve as the ESF-9 Coordinator. The ESF-9 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all urban search and rescue issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-9 Coordinator has the overall responsibility for the coordination of all urban search and rescue missions with the Chief of the Fire Department and with other departments in the area.
2. The ESF-9 Coordinator will establish contact with the respective County ESF-9 representative at their EOC.
3. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-9 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Assist as required in developing and conducting training.
 - (3) Participate in exercises, as required.
 - (4) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (5) Maintain ESF plan, review annually, and update, as necessary.

- b. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-9 Coordinator.
 - (2) Develop policies and procedures for coordination with ESF-9 during disaster operations.

2. Response

- a. The ESF-9 Coordinator will:
 - (1) Maintain liaison with the respective County EOC to include having the ESF-9 position manned during MEOC operations.
 - (2) Provide urban search and rescue capabilities, as needed.
 - (3) Coordinate the procurement of additional resources from other agencies, as required.
 - (4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.
- c. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-9 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.

3. Recovery

- a. The ESF-9 Coordinator will:
 - (1) Maintain liaison with the respective County EOC.
 - (2) Continue to provide urban search and rescue capabilities within the affected area(s) until conditions return to normal.
 - (3) Develop a demobilization plan in preparation for reduced levels of operation.
 - (4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-9 will coordinate with County/State/Federal ESF-9 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-9 Coordinator should be kept apprized of any anticipated urban search and rescue needs, or major changes in agency personnel status.

**ESF-10
HAZARDOUS MATERIALS**

PRIMARY DEPARTMENT: FIRE DEPARTMENT

I. INTRODUCTION

Because of the extreme quantity of hazardous materials transported by land, air, and water, the City of North Charleston is subject to hazardous materials incidents. Materials could be released into the environment from man-made or natural disasters, causing rail accidents, highway collisions, or waterway mishaps. Fixed Facilities (e.g., chemical plants, tank farms, or laboratories) 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. GENERAL

A. Purpose

Resources from industry, local, state, and federal governments, separately or in combination, may be required to cope with an emergency situation. The purpose of ESF-10 is to provide for the coordination of all activities associated with rapidly mobilizing and employing all resources available to contain and neutralize or minimize the disastrous effects of an incident involving hazardous materials.

B. Organization

The Chief of the North Charleston Fire Department will designate one member of his/her staff to serve as the ESF-10 Coordinator. The ESF-10 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all hazardous materials issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-10 Coordinator has the overall responsibility for the coordination of all hazardous materials incidents with the Chief of the Fire Department and with other departments in the area.
2. Hazardous materials incidents may result in fire, explosions, radiation dangers, contamination, and toxic fumes. Fire fighters are generally accepted as having the greatest expertise, training, and capability to combat these dangers.
3. Should the situation dictate the opening of the Municipal Operations Center, the MEOC will assume responsibility for coordinating with county, state, and federal agencies.
4. The ESF-10 Coordinator will establish contact with the respective County ESF-10 representative at their EOC.
5. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-10 Coordinator will:
 - (1) Develop procedures to implement this ESF.

- (2) Prepare an inventory of existing threats using SARA Title III, Tier II information, business/industry Emergency Action Plans, and Risk Management Plans in accordance with the Clean Air Act.
- (3) Assist as required in developing and conducting training.
- (4) Participate in exercises, as required.
- (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-10 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-10 during disaster operations.

2. Response

a. The ESF-10 Coordinator will:

- (1) Maintain liaison with the respective County EOC to include having the ESF-10 position manned during MEOC operations.
- (2) Provide hazardous materials response capabilities, as needed.
- (3) Coordinate the procurement of additional resources from other agencies, as required.
- (4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-10 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-10 Coordinator will:

- (1) Maintain liaison with the respective County EOC.
- (2) Continue to provide hazardous materials response capabilities within the affected area(s) until conditions return to normal.
- (3) Develop a demobilization plan in preparation for reduced levels of operation.
- (4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-10 will coordinate with County/State/Federal ESF-10 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-10 Coordinator should be kept apprized of any anticipated hazardous materials response needs, or major changes in agency personnel status.

**ESF-11
FOOD SERVICES**

PRIMARY DEPARTMENT: RECREATION DEPARTMENT

SUPPORT DEPARTMENT: MANAGEMENT OF INFORMATION SYSTEMS DEPARTMENT

I. INTRODUCTION

An emergency or disaster may deprive substantial numbers of people of access to food or the means to prepare food. In addition commercial food supplies and distribution networks may be substantially disrupted due to partial or total devastation of food products stored in the affected area. There also may be disruptions of energy sources (e.g., electricity and gas) causing most commercial cold storage and freezer facilities to be inoperable in affected areas.

II. GENERAL

A. Purpose

To establish a system to secure, warehouse and distribute food products within the City of North Charleston.

B. Organization

The Director of the North Charleston Recreation Department will designate one member of his/her staff to serve as the ESF-11 Coordinator. The ESF-11 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all food service issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-11 Coordinator has the overall responsibility for the coordination of all food services issues during an emergency or disaster and is responsible for coordination with other agencies.
2. The ESF-11 Coordinator will establish contact with the respective County ESF-11 representative at their EOC.
3. Provide assistance in coordinating the procurement and arrival of outside resources to the designated City of North Charleston Warehouse.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-11 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Maintain current food resource directories to include maintaining points of contact.
 - (3) Identify likely transportation needs and coordinate with ESF-1.
 - (4) Participate in exercises, as required.

- (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (6) Maintain ESF plan, review annually, and update, as necessary.
- (7) Ensure all ESF-11 personnel integrate National Incident Management System principles in all planning. All ESF personnel will complete all required NIMS training as outlined by the Department of Homeland Security.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-11 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-11 during disaster operations.

2. Response

a. The ESF-11 Coordinator will:

- (1) Maintain liaison with the respective County EOC to include having the ESF-10 position manned during MEOC operations.
- (2) Inventory food supplies and determine availability of food within the disaster area.
- (3) Coordinate with ESF-6 to identify the locations of all mass feeding and distribution sites.
- (4) Coordinate with ESF-7 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, as required.
- (5) Coordinate with ESF-1 for transportation of food supplies into the disaster area.
- (6) Coordinate with ESF-7 to Contract with local vendors to provide food services to first responders, as required.
- (7) Assess warehouse space and needs for staging areas.
- (8) Coordinate flow of request and delivery of food into disaster area to ensure daily requirements are met.
- (9) In coordination with ESF-6, monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
- (10) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-11 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-11 Coordinator will:

- (1) Maintain liaison with the respective County EOC.

- (2) Continue to monitor food requirements.
- (3) In coordination with ESF-6, assess special food concerns of impacted residents.
- (5) Establish logistical links with local organizations involved in long-term congregate meal services.
- (4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-11 will coordinate with County/State/Federal ESF-11 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-11 Coordinator should be kept apprized of any anticipated food service needs, or major changes in agency personnel status.

**ESF-12
ENERGY AND UTILITIES**

PRIMARY DEPARTMENT: PUBLIC WORKS

I. INTRODUCTION

A disaster often severs key utility and telecommunication lifelines. This directly affects the ability to supply the impacted area and to conduct mitigation activities.

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining electric and natural gas system components.

Utilities include the transmitting, building and maintaining of telephone and data communications systems.

II. GENERAL

A. Purpose

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.

B. Organization

The Director of Public Works will designate one member of his/her staff to serve as the ESF-12 Coordinator. The ESF-12 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all energy and utilities issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-12 Coordinator has the overall responsibility for the coordination of all electric and utility issues between private energy and utility companies and the Public Works Department.
2. Local Utility companies are likely to be victims of the disaster and will require time to move into the response and recovery phases.
3. Damage assessment information will be reported by all city personnel to the MEOC.
4. The State of South Carolina Public Service Commission (PSC) will coordinate ESF-12 operations at the State Emergency Operations Center.
5. The ESF-12 Coordinator will establish contact with the respective County ESF-12 representative at their EOC.
6. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation

a. The ESF-12 Coordinator will:

- (1) Develop procedures to implement this ESF.
- (2) Establish a list of critical facilities and restoration priorities and coordinate this list with the respective County ESF-12 representative.
- (3) Assist as required in developing and conducting training.
- (4) Participate in exercises, as required.
- (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-12 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-12 during disaster operations.

2. Response

a. The ESF-12 Coordinator will:

- (1) Maintain liaison with the respective County EOC to include having the ESF-12 position manned during MEOC operations.
- (2) Analyze affected areas and coordinate findings with ESF 18 and ESF 19.
- (3) Prioritize rebuilding processes when necessary to return services to the impacted areas.
- (4) Coordinate with the Public Information Officer (ESF-15) for the distribution of educational information and utility conservation guidance.
- (5) Analyze affected areas to determine operational priorities and emergency repair procedures with utility fuel personnel. Provide status of energy resources to MEOC at least daily.
- (6) Plan and coordinate security for vital energy supplies with ESF-13.
- (7) Maintain continual status of energy systems and the progress of utility repair and restoration activities.
- (8) Coordinate the procurement of additional resources from other agencies, as required.
- (9) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

- b. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-12 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.
- 3. Recovery
 - a. The ESF-12 Coordinator will:
 - (1) Maintain liaison with the respective County EOC.
 - (2) Continue to provide coordination of and energy and utility issues within the affected area(s) until conditions return to normal.
 - (3) Coordinate with the PIO (ESF-15) to emphasize safety considerations that the public should be aware of in reference to the operation of portable generators, heaters, and other equipment that can cause injuries and death if used improperly.
 - (4) Develop a demobilization plan in preparation for reduced levels of operation.
 - (5) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-12 will coordinate with County/State/Federal ESF-12 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-12 Coordinator should be kept apprized of any anticipated hazardous materials response needs, or major changes in agency personnel status.

**ESF-13
LAW ENFORCEMENT**

PRIMARY DEPARTMENT: POLICE DEPARTMENT

I. INTRODUCTION

Effective law enforcement is critical to operations during major emergencies and disasters to ensure community recovery without the additional hindrance of civil disorder. The Police Department is responsible for carrying out the laws, traffic control, investigation of crimes, and other public safety duties within the City of North Charleston.

II. GENERAL

A. Purpose

The purpose of ESF-13 is to provide for the coordination of all activities associated with law enforcement operations.

B. Organization

The Chief of Police/Emergency Preparedness Director will designate one member of his/her staff to serve as the ESF-13 Coordinator. The ESF-13 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all law enforcement issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-13 Coordinator has the overall responsibility for the coordination of all law enforcement issues.
2. The ESF-13 Coordinator will establish contact with the respective County ESF-13 representative at their EOC.
3. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-13 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Analyze potential hazards in the area and any special police operational requirements that are needed and plan accordingly.
 - (3) Assist as required in developing and conducting training.
 - (4) Participate in exercises, as required.
 - (5) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.

(6) Maintain ESF plan, review annually, and update, as necessary.

b. Other City Departments, Public, Private, and Volunteer Organizations:

(1) Maintain liaison with the ESF-13 Coordinator.

(2) Develop policies and procedures for coordination with ESF-12 during disaster operations.

2. Response

a. The ESF-13 Coordinator will:

(1) Maintain liaison with the respective County EOC to include having the ESF-13 position manned during MEOC operations.

(2) Secure evacuated areas, including safeguarding critical facilities and shelters, and control entry and exit to the disaster area as required.

(3) Coordinate the procurement of additional resources from other agencies, as required.

(4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

(1) Maintain liaison with the ESF-13 Coordinator.

(2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-13 Coordinator will:

(1) Maintain liaison with the respective County EOC.

(2) Continue to provide coordination of law enforcement issues within the affected area(s) until conditions return to normal.

(3) Develop a demobilization plan in preparation for reduced levels of operation.

(4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-13 will coordinate with County/State/Federal ESF-13 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-13 Coordinator should be kept apprized of any anticipated law enforcement needs, or major changes in agency personnel status.

**ESF-14
DISASTER ASSESSMENT**

PRIMARY DEPARTMENT: BUILDING INSPECTIONS DEPARTMENT

SUPPORT DEPARTMENTS: PUBLIC WORKS DEPARTMENT, PLANNING DEPARTMENT

I. INTRODUCTION

The ability of the City of North Charleston 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 decision makers in the Municipal Emergency Operations Center to prioritize their response activities, allocate scarce resources, request mutual aid, and state and federal assistance quickly.

II. GENERAL

A. Purpose

The purpose of ESF-14 is to provide for the coordination of the rapid assessment of the post-disaster situation as it relates to casualties, hazards, and human needs. Then to coordinate the information rapidly and disseminating it to decision makers in the Municipal Emergency Operations Center.

B. Organization

The Director of the Building Department will designate one member of his/her staff to serve as the ESF-14 Coordinator. The ESF-14 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all disaster assessment issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-14 Coordinator has the overall responsibility for the coordination of all disaster assessment issues.
2. The ESF-14 Coordinator will establish contact with the respective County ESF-14 representative at their EOC.
3. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-14 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) In coordination with the Planning Section Chief, develop a community profile and divide the City into sectors so as to identify major hazards, critical facilities, and potential response areas.
 - (3) Working with ESF-8, determine pockets of special needs populations, nursing/residential care homes, and hospitals.

- (4) In coordination with ESF-7, determine the location of major resources, systems of re-supply, and major transportation routes.
 - (5) Participate in exercises, as required.
 - (6) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (7) Maintain ESF plan, review annually, and update, as necessary.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-14 Coordinator.
 - (2) Develop policies and procedures for coordination with ESF-14 during disaster operations.
2. Response
- a. The ESF-14 Coordinator will:
- (1) Maintain liaison with the respective County EOC to include having the ESF-14 position manned during MEOC operations.
 - (2) Provide information for Situational Reports in a timely manner.
 - (3) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.
- d. Other City Departments, Public, Private, and Volunteer Organizations:
- (1) Maintain liaison with the ESF-14 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.
3. Recovery
- a. The ESF-14 Coordinator will:
- (1) Maintain liaison with the respective County EOC.
 - (2) Continue to provide coordination of disaster assessment issues within the affected area(s) until conditions return to normal.
 - (3) Develop a demobilization plan in preparation for reduced levels of operation.
 - (4) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-14 will coordinate with County/State/Federal ESF-14 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-14 Coordinator should be kept apprized of any anticipated disaster assessment issues, or major changes in agency personnel status.

**ESF-15
PUBLIC INFORMATION**

PRIMARY DEPARTMENT: POLICE DEPARTMENT

I. INTRODUCTION

Generation of timely public information 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 through the internet via the city website.

II. GENERAL

A. Purpose

The purpose of ESF-15 is to provide effective public information through coordination with appropriate federal and state agencies and organizations to minimize loss of life and property before, during, and after an emergency or disaster.

B. Organization

The Director of Public Safety Communications will serve as the ESF-15 Coordinator. The ESF-15 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all public information issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-15 Coordinator has the overall responsibility for the coordination of all public information issues.
2. The ESF-15 Coordinator will establish contact with the respective County ESF-15 representative at their EOC.
3. Disaster and emergency information will be clear, concise, and accurate information regarding the existing situation; actions being taken by authorities, and those to be taken by the population. Every effort will be made to prevent and counter rumors, hearsay, and inaccuracies.
4. Coordination with all appropriate departments, agencies, and organizations will be performed to the maximum extent, to ensure accurate, timely, and consistent emergency public information.
5. Situation briefings, press conferences, taped messages, photographs, news accounts, statistics on injuries and fatalities, and other information will be provided to the news media as appropriate, to include information targeted at non-English speaking individuals and or special needs populations.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-15 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations.

- (3) Develop plans to coordinate with international, national, state, and local news media for emergency operations, before, during, and after emergency situations.
- (4) Develop plans to conduct a multi-agency/jurisdiction coordinated public information program during emergencies and disasters.
- (5) Encourage development of disaster plans and kits for the public.
- (6) Participate in exercises, as required.
- (7) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
- (8) Maintain ESF plan, review annually, and update, as necessary.
- (9) Ensure all ESF-15 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined by the Department of Homeland Security.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-15 Coordinator.
- (2) Develop policies and procedures for coordination with ESF-15 during disaster operations.

2. Response

a. The ESF-15 Coordinator will:

- (1) Maintain liaison with the respective County EOC to include having the ESF-15 position manned during MEOC operations.
- (2) Provide information for Situational Reports in a timely manner.
- (3) Provide timely and accurate news releases in common language and terminology to inform the public.
- (4) Provide emergency public information to special needs populations, as well as non-English speaking individuals.
- (5) Provide mass notification to the community and provide periodic media updates.
- (6) Execute a multi-agency/jurisdiction coordinated public information program.
- (7) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

- (1) Maintain liaison with the ESF-15 Coordinator.
- (2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-15 Coordinator will:

- (1) Maintain liaison with the respective County EOC.
- (2) Continue public information activities to include updating the public on recovery efforts.
- (3) Process and disseminate disaster welfare and family reunification information.
- (4) In coordination with each ESF, ensure that related emergency information can be provided to the public concerning safety and resources required for disaster recovery.
- (5) Develop a demobilization plan in preparation for reduced levels of operation.
- (6) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-15 will coordinate with County/State/Federal ESF-15 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-15 Coordinator should be kept apprized of any anticipated disaster assessment issues, or major changes in agency personnel status.

ESF-16
EVACUATION TRAFFIC MANAGEMENT

PRIMARY DEPARTMENT: POLICE DEPARTMENT

I. INTRODUCTION

A. Overview

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 city residents and transients. This function must be planned and executed in a coordinated manner that will ensure the most timely and orderly movement of the impacted populace to an area of relative safety. Evacuations may occur as a result of natural or technological hazards or acts of terrorism and will require planning and coordination with other geographic areas of the county and state.

B. Specific Hazard Considerations

Hazards which will require action by this ESF 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 NC Hurricane Plan and the State 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 300 feet. See Emergency Response Guide for further information.
3. Hazardous Materials Incidents-Densely populated areas. See the Emergency Response Guide for specific information in reference to the material involved.
4. Flooding-Areas vulnerable to inundation from surge, tidal, riverine, and storm induced flash flooding.
5. Dam Failure-Areas downstream from the Pinopolis Dam.
6. Earthquakes-All structures in densely populated areas.
7. Weapons of Mass Destruction Incidents-Densely populated areas, critical facilities and potential targets.

II. GENERAL

A. Purpose

The purpose of ESF-16 is to provide coordinated plans, policies, and actions to ensure the safe and orderly evacuation of populations affected by all hazards. Furthermore once the threat or hazard no longer exists and the area is deemed safe execute the orderly re-entry into the evacuate area.

B. Organization

The Chief of Police/Emergency Preparedness Director will designate one member of his/her staff to serve as the ESF-16 Coordinator. The ESF-16 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all evacuation traffic management issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-16 Coordinator has the overall responsibility for the coordination of all evacuation traffic management issues.
2. The ESF-16 Coordinator will establish contact with the respective County ESF-16 representative at their EOC.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-16 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Coordinate the designation of all predetermined traffic control points (TCPs) assignments and review at least annually.
 - (3) Develop plans to augment the Traffic Unit with other personnel to man Traffic Control Points.
 - (4) Establish procedures to monitor traffic flow.
 - (5) Coordinate plans for the ingress and egress of emergency vehicles during evacuation.
 - (6) Participate in exercises, as required.
 - (7) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (8) Maintain ESF plan, review annually, and update, as necessary.
 - (9) Ensure all ESF-16 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined by the Department of Homeland Security.
 - b. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-16 Coordinator.
 - (2) Develop policies and procedures for coordination with ESF-16 during disaster operations.
2. Response
 - a. The ESF-16 Coordinator will:
 - (1) Maintain liaison with the respective County EOC to include having the ESF-16 position manned during MEOC operations.
 - (2) Provide information for Situational Reports in a timely manner.
 - (3) Implement evacuation traffic management plan.
 - (4) Report traffic flow information to the Municipal Emergency Operations Center and the respective County Emergency Operations Center.

- (5) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.
- b. Other City Departments, Public, Private, and Volunteer Organizations:
 - (1) Maintain liaison with the ESF-16 Coordinator.
 - (2) Keep personnel within their organization informed on the current situation.
- 3. Recovery
 - a. The ESF-16 Coordinator will:
 - (1) Maintain liaison with the respective County EOC.
 - (2) Coordinate with other agencies to facilitate re-entry operations.
 - (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) Develop a demobilization plan in preparation for reduced levels of operation.
 - (5) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-16 will coordinate with County/State/Federal ESF-16 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-16 Coordinator should be kept apprized of any anticipated evacuation traffic management issues, or major changes in agency personnel status.

**ESF-19
DAMAGE ASSESSMENT**

PRIMARY DEPARTMENT: BUILDING INSPECTIONS DEPARTMENT

SUPPORT DEPARTMENT: CODE ENFORCEMENT DEPARTMENT

I. INTRODUCTION

A disaster condition can vary from an isolated emergency affecting a single community, to a catastrophic event that impacts the entire City, other areas of the County and/or 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. GENERAL

A. Purpose

The purpose of ESF-19 is to provide for the coordination and use of all volunteer, business, municipal, county, state and federal resources gathering damage information within the city following a disaster situation.

B. Organization

The Director of the Building Department will designate one member of his/her staff to serve as the ESF-19 Coordinator. The ESF-19 Coordinator will be assigned to the Municipal Emergency Operations Center and will serve as the point of contact for all damage assessment issues during a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. General

1. The ESF-19 Coordinator has the overall responsibility for the coordination of all damage assessment issues.
2. The ESF-19 Coordinator will establish contact with the respective County ESF-19 representative at their EOC.

B. Responsibilities

1. Preparedness/Mitigation
 - a. The ESF-19 Coordinator will:
 - (1) Develop procedures to implement this ESF.
 - (2) Coordinate with ESF-14 to review the plans for sectoring the City into potential response areas or zones.
 - (3) Participate in exercises, as required.
 - (4) Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 - (5) Maintain ESF plan, review annually, and update, as necessary.

(6) Ensure all ESF-19 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined by the Department of Homeland Security.

b. Other City Departments, Public, Private, and Volunteer Organizations:

(1) Maintain liaison with the ESF-19 Coordinator.

(2) Develop policies and procedures for coordination with ESF-19 during disaster operations.

2. Response

a. The ESF-19 Coordinator will:

(1) Maintain liaison with the respective County EOC to include having the ESF-19 position manned during MEOC operations.

(2) Provide information for Situational Reports in a timely manner.

(3) Dispatch Damage Assessment Teams to pre-assigned areas.

(4) Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

b. Other City Departments, Public, Private, and Volunteer Organizations:

(1) Maintain liaison with the ESF-19 Coordinator.

(2) Keep personnel within their organization informed on the current situation.

3. Recovery

a. The ESF-19 Coordinator will:

(1) Maintain liaison with the respective County EOC.

(2) Develop a demobilization plan in preparation for reduced levels of operation.

(3) Provide after-action reports and other documentation as required.

IV. County, State, and Federal Interface

The City ESF-19 will coordinate with County/State/Federal ESF-19 to obtain assistance as required. City departments should develop their internal policies and procedures in conjunction with these guidelines. The ESF-19 Coordinator should be kept apprized of any anticipated damage assessment issues, or major changes in agency personnel status.

City of North Charleston Hurricane Plan

Executive Summary

The City of North Charleston Hurricane Plan (NCHP) is a plan developed for use by city government to ensure a coordinated and effective response to hurricanes and tropical storms that may affect the City of North Charleston. The plan is organized to correspond to the four phases of emergency management; mitigation, preparedness, response, and recovery.

City departments use the NCHP as a basis for developing implementing instructions, for training, preparing, marshaling and distributing resources and in providing services and assistance during disasters.

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I. Introduction

A. General

It is the policy of the City of North Charleston to be prepared for any emergency or disaster. Contingency plans and implementing procedures for major hazards, such as hurricanes, are an integral part of preparedness planning. The North Charleston Emergency Operations Plan (NCEOP) augmented by this hurricane plan, supporting policies, and the Emergency Support Functions (ESFs) fulfill this obligation.

B. Specific

1. This plan establishes the policies and procedures to be followed by the departments of City government when responding to the threat of a hurricane approaching the City and the impact of the hurricane immediately after landfall.
2. The plan describes how the City will mobilize resources and conduct activities through preparedness, response, recovery, and mitigation planning.
3. The Basic Plan covers the threat, operations, and sheltering terminology, the utilization of the South Carolina Hurricane Evacuation Study as a basis for hurricane preparedness and planning, evacuation decision timeline and participation in the lane reversal/counter flow traffic plan.
4. 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-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

II. Purpose

To prevent or minimize injury to people and damage to property or to the environment resulting from a tropical cyclone by planning and coordinating the application of city resources to warning, evacuating, and sheltering citizens and visitors in harms way.

III. Threat

A. General

South Carolina is susceptible to all levels of tropical cyclones, from tropical depressions to severe category 5 hurricanes. These tropical cyclones produce four major hazards as follows:

1. Storm Surge.

Storm surge is a large dome of water often 50-100 miles wide that sweeps across the coastline near where a hurricane makes landfall. The surge of high water topped by waves is devastating. The stronger the hurricane, the higher the surge will be. Along the immediate coast, storm surge is the greatest threat to life.

2. Winds.

Hurricane winds can destroy buildings, mobile homes, and other property. Debris such as signs, roofing material, siding, and other items become missiles in a hurricane. Wind is the greatest cause of property damage inland of the coast.

3. Rainfall-induced Flooding.

Widespread torrential rains, often in excess of 6 inches, can produce deadly and destructive floods. Long after the winds have subsided, hurricanes can generate immense amounts of rain.

4. Tornadoes.

While the threat exists for tornadoes to develop in all storm quadrants, they primarily develop in the northeast quadrant of the storm, possibly as much as 200-400 miles from the storm's center of circulation. Tornadoes can potentially become very strong, causing extensive damage to building and loss of life.

IV. Hurricane Evacuation Study

A. General.

1. The South Carolina Hurricane Evacuation Study was prepared by the United States Army Corps of Engineers and includes analyses of technical data concerning hurricane hazards, vulnerability to the population, public response to evacuation advisories, timing of evacuations, and sheltering needs for various hurricane threat situations. These analyses, all or in part, has significant impact on State, County and City hurricane plans.
2. The Corps of Engineers managed the project with input and coordination from federal, state, and local agencies. The Hurricane Evacuation Study provides tools for use by emergency managers in preparing for and initiating hurricane evacuation operations. Further information on this study may be found in the South Carolina Hurricane Plan (SCHP) at www.scemd.org. The key components are the estimated evacuation clearance times and the hurricane evacuation zones.

B. Hurricane Evacuation Clearance Times

1. Clearance time is one of two major considerations involved in issuing an evacuation order or advisory. The other time is the arrival of sustained tropical storm winds. Clearance time is the time required to clear the roadway of all vehicles evacuating in response to a hurricane situation. Clearance time begins when the first evacuating vehicle enters the road network and ends when the last evacuating vehicle reaches an assumed point of safety. The assumed point of safety for this area is I-95.

2. The following table lists the hurricane evacuation times in hours based on the category of the storm, low or high tourist occupancy, and the speed of the public's response. This table is for the central area of the coast which includes the City of North Charleston. The evacuation times are as follows:

Hurricane Category/Public Response	Normal Lane Use Tourist Occupancy		I-26 Reversed Lane Tourist Occupancy	
	Low	High	Low	High
Category 1				
Rapid	12.0	14.0	5.7	7.95
Medium	12.75	14.25	8.5	9.75
Long	13.75	14.5	11.5	12.75
Category 2				
Rapid	16.0	19.0	10.25	12.25
Medium	16.25	19.25	10.75	12.5
Long	16.5	19.5	13.75	14.5
Category 3				
Rapid	23.25	27.0	13.5	15.5
Medium	23.75	27.5	13.75	15.75
Long	24.0	27.75	14.0	16.0
Category 4/5				
Rapid	27.00	30.5	15.5	17.25
Medium	27.50	30.75	15.75	17.50
Long	27.75	31.0	16.0	17.75

C. Evacuation Zone Descriptions

The City of North Charleston is located within the following counties; Charleston, Dorchester, and Berkeley. Each county has evacuation zones which have been pre-designated in correlation to the category of the approaching storm. Further information on evacuation zones may be found in the South Carolina Hurricane Plan at www.scemd.org. The evacuation zones for North Charleston by county are as follows:

Charleston County

Category of Storm	Evacuation Zones
Category 1	All residents and tourists between Dorchester Road and the Ashley River; and low-lying areas along the Cooper River and Noisette Creek; and all manufactured housing residents.
Category 2	All residents and tourists between Dorchester Road and the Ashley River; and low-lying areas along the Cooper River and Noisette Creek (including the Old Naval Base); and all manufactured housing residents.
Category 3	All residents and tourists west of I-26 and south of Montague Ave; remaining areas between Dorchester Road and the Ashley river, low-lying areas around Noisette Creek; and all manufactured housing residents.
Category 4	All residents and tourists west of I-26 and south of Montague Ave; remaining areas between Dorchester Road and the Ashley river, low-lying areas around Noisette Creek; and all manufactured housing residents.
Category 5	All residents and tourists west of I-26 and south of Montague Ave; remaining areas between Dorchester Road and the Ashley river, low-lying areas around Noisette Creek; and all manufactured housing residents.

Dorchester County

Category of Storm	Evacuation Zones
Category 1	All manufactured homes residents
Category 2	All manufactured homes residents
Category 3	All manufactured homes residents
Category 4	All manufactured homes residents
Category 5	All manufactured homes residents

Berkeley County

Category of Storm	Evacuation Zones
Category 1	All residents living in low-lying areas along the Goose Creek Reservoir; and all manufactured homes residents
Category 2	All residents living in low-lying areas along the Goose Creek Reservoir; and all manufactured homes residents
Category 3	All residents living in low-lying areas along the Goose Creek Reservoir; and all manufactured homes residents
Category 4	All residents living in low-lying areas along the Goose Creek Reservoir; and all manufactured homes residents
Category 5	All residents living in low-lying areas along the Goose Creek Reservoir; and all manufactured homes residents

V. Concept of Operations

A. Conglomerate Operations

The State of South Carolina has divided the state into conglomerates or regions for hurricane-related activities. The City of North Charleston is located in the Central Conglomerate which is composed of Charleston, Berkeley, Dorchester, Calhoun, Orangeburg, Lexington, and Richland Counties.

Hurricane evacuations are planned and conducted on a conglomerate basis, meaning that inland counties in the conglomerate support the coastal county evacuations through evacuation route traffic control and evacuation shelter operations. Evacuation routes have been developed which originate in coastal counties and flow generally east-west through inland counties of the same conglomerate. When executed, evacuations take place as a conglomerate, whereby all coastal counties within each conglomerate simultaneously conduct evacuation operations.

B. Standardized Evacuation and Sheltering Terminology

To prevent confusion and misunderstanding, it is necessary to standardize evacuation and sheltering terminology.

1. **Estimated Evacuation Clearance Times:** Clearance time begins when the first evacuating vehicle enters the road network and ends when the last evacuating vehicle reaches an assumed point of safety.
2. **Evacuation Zones:** Areas in coastal counties vulnerable to storm surge inundation and rainfall-induced flooding.
3. **Hurricane Tracking Tools:** A computer software application used to track the progress of a hurricane. The primary tracking program used is HURREVAC.
4. **Voluntary Evacuation:** A recommendation, by local officials or the Governor, that those citizens who feel uncomfortable about the storms approach leave the area.
5. **Mandatory Evacuation:** A legal order by the Governor compelling persons to evacuate an area in South Carolina. The Governor is the only legal authority that can order or compel an evacuation.
6. **Lane Reversal:** Altering the flow of traffic in a manner that traffic on all available lanes is moving in the same direction.
7. **Counter Flow:** Altering the flow of traffic in such a manner to allow for at least one lane of traffic to remain in the normal flow direction. On a four-lane highway, three lanes of traffic would move in one direction with one lane moving in the opposite direction.
8. **Protective Relocation:** The relocation of persons in inland counties that are at risk to high winds and rain-induced flooding associated with hurricanes. Usually this involves those portions of the population that live in vulnerable structures or low-lying areas.
9. **Reentry:** The transition from evacuation and landfall to the recovery phase. Once the threat of the hurricane has passed or the hurricane has made landfall and initial damage assessment reports are evaluated, the South Carolina Emergency Management Director will recommend that the Governor rescind the mandatory evacuation order and advise citizens to refer to local officials for direction on reentry.
10. **Voluntary Evacuation Shelter:** In the event that the Governor recommends a voluntary evacuation, all voluntary evacuation shelters within the impacted area will be prepared to open within four hours.

11. **Mandatory Evacuation Shelter:** In the event a mandatory evacuation is ordered by the Governor, all mandatory evacuation shelters within the impacted area will be open within four hours of the mandatory evacuation decision. All voluntary shelters will remain open.
12. **Reserve Shelter:** In the event that the demand for shelters exceeds the capacity of the voluntary and mandatory evacuation shelters, reserve shelters will be opened. This might occur because of a higher than anticipated shelter demand or because of a major hurricane (category 3-5).
13. **Shelter Emergency Capacity:** The number of evacuees that a shelter can accommodate. During a hurricane landfall event, capacity is based upon the current American Red Cross shelter requirements.
14. **Sheltering Requirement:** An estimate of the vulnerable population needing shelter within each conglomerate. This value is a planning tool for the population that can be accommodated by the shelter emergency capacity.

C. Operating Conditions (OPCONs)

To ensure that all organizations within South Carolina have coordinated response activities, the following OPCON's have been established:

1. **OPCON 5:** Indicates that City Government is operating at normal day-to day levels. Prior to hurricane season, all hurricane plans will be reviewed and points of contact/telephone numbers verified. During hurricane season all storms are traced and monitored at this level.
2. **OPCON 4:** Once it is determined that a storm poses a possible threat to the City, the Municipal Emergency Operations Center (MEOC) will move to OPCON 4. The primary events that will occur at this level are the notification of key personnel and initiation preparatory activities. The MEOC will primarily be staffed by emergency management personnel.
3. **OPCON 3:** Once officials have sufficient information that a storm poses a significant threat to the City, the MEOC will move to OPCON 3. This decision will be based on each individual storm's characteristics. The MEOC will be staffed by those personnel deemed necessary by the Chief of Police for pre-evacuation conferences and other preparatory activities.
4. **OPCON 2:** Once an evacuation decision has been made and a voluntary or mandatory evacuation order is imminent, the MEOC will move to OPCON 2. All personnel assigned to the MEOC will report for duty and preparations will begin for evacuation operations.
5. **OPCON 1:** The MEOC will be fully staffed and will coordinate with County Emergency Operations Centers for evacuation and other pre-landfall activities. The MEOC will remain at this OPCON through the landfall, reentry and into the response phase.

D. Evacuation Decision Timeline

The following Evacuation Decision Timeline describes the major activities leading to hurricane evacuations. The operations at each scheduled time prior to public notification of a mandatory evacuation order are related to the OPCONs. The timeline assumes at least 72 hours before initiating mandatory evacuation to allow municipal departments' sufficient time to prepare. For situations with less than 72 hours preparation time, Emergency Support Function actions must by necessity be compressed into the time available.

Evacuation Decision Time Line	
Time Prior to Public Notification of a Mandatory Evacuation	Operation Key Event, Decision Point, or Timing Window
OPCON 5	
	<ul style="list-style-type: none"> ○ Monitor all Atlantic tropical depressions and named storms from June 1st to November 30th for potential threat to the City of North Charleston. ○ Track National Hurricane Center's tropical cyclone forecasts utilizing hurricane tracking tools. Update each forecast (every six hours) thereafter until the threat to the City is over.
OPCON 4	
-72 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane-tracking tools. ○ Brief Mayor after receipt of advisories as required. ○ Initiate OPCON 4 activities.
OPCON 3	
-48 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane-tracking tools. ○ Brief Mayor after receipt of advisories as required. ○ Initiate OPCON 3 activities.

Evacuation Decision Time Line (continued)	
Time Prior to a Public Notification of a Mandatory Evacuation	Operation Key Event, Decision Point, or Timing Window
OPCON 3 (continued)	
-36 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane tracking tools. ○ Brief Mayor after receipt of advisories, as required. ○ Departments should begin final preparation of manning rosters for extended twelve hour shifts, as required. ○ Police personnel that will be assigned to man Traffic Control Points and shelters should be identified and notified of their pending assignment. ○ Departments should begin executing plans to pre-stage equipment and other resources in safe locations. ○ Contact community distribution point volunteers and ensure that they are ready to execute the plan 72 hours after landfall, as scheduled.
OPCON 2	
-24 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane-tracking tools. ○ Brief Mayor after receipt of advisories, as required. ○ Initiate OPCON 2 activities.

Evacuation Decision Time Line (continued)	
Time Prior to a Public Notification of a Mandatory Evacuation	Operation Key Event, Decision Point, or Timing Window
-24 hours continued	<ul style="list-style-type: none"> ○ Ensure that sufficient supplies have been obtained to support personnel in the MEOC and other operating locations for a minimum of 72 hours post landfall.
OPCON 1	
-16 to -13 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane-tracking tools. ○ Brief Mayor after receipt of advisories, as required. ○ Prepare to Staff Traffic Control points upon notification from County EOC that the State is activating evacuation traffic plan. (1 to 3 hour lead time) ○ Initiate OPCON 1 activities. ○ Prepare press release with contact numbers for the public.
-12 hours	<ul style="list-style-type: none"> ○ Assess storm forecast and potential impact on the City using hurricane-tracking tools. ○ Brief Mayor after receipt of advisories, as required. ○ Staff Traffic Control Points ○ Monitor impact of voluntary evacuations.

Evacuation Decision Time Line (continued)	
Time Prior to a Public Notification of a Mandatory Evacuation	Operation Key Event, Decision Point, or Timing Window
-9 hours	<ul style="list-style-type: none"> ○ Voluntary Evacuation shelters open, if they have not already done so.
-4 to -3 hours	<ul style="list-style-type: none"> ○ Governor's decision made to order a mandatory evacuation. ○ Mandatory shelter plan is initiated and in strong Category 2 or higher storms the Reserve shelter plan goes into effect. ○ Lane reversal initiated, if ordered.
-0 hours	<ul style="list-style-type: none"> ○ Governor's public notification of a Mandatory Evacuation. ○ Evacuation begins.
+1 hour after public notification	<ul style="list-style-type: none"> ○ Mandatory Evacuation shelters open.

VI. Traffic Management

Evacuation of the population away from vulnerable areas is one of the most crucial issues in protecting lives in the face of an approaching hurricane. The basic traffic management concept is to allow traffic to flow along evacuation routes unimpeded and to supplement existing traffic control devices with law enforcement personnel who will staff selected Traffic Control Points (TCPs) within the City. Each TCP has been established to provide assistance to the evacuating populace. The locations of TCPs in the City of North Charleston are listed in Appendix B. The North Charleston Police Department and the National Guard are responsible for staffing or monitoring pre-determined TCPs.

VII. Shelter Management

A. General

1. Shelter management includes estimating the number of evacuees that may need sheltering, planning for shelter space, coordinating resources, and coordinating shelter openings. Hurricane evacuation shelter requirements are calculated using a percent of the vulnerable population. Counties identify space to fulfill sheltering requirements.
2. To coordinate shelter openings, public hurricane evacuation shelters are identified as voluntary evacuation shelters, mandatory evacuation shelters, reserve shelters, or special medical needs shelters.

B. Public Shelter Opening Procedures and Public Notification

1. Should the Governor recommend a voluntary evacuation, the County Emergency Operations Center (EOC) in coordination with the American Red Cross (ARC) will open voluntary evacuation shelters. Likewise if the Governor orders a mandatory evacuation the County EOC and the ARC will open mandatory evacuation shelters.
2. Once the Governor recommends a voluntary evacuation or orders a mandatory evacuation, a designated time by which shelters will open is determined. The shelter opening time for the voluntary evacuation recommendation and mandatory evacuation order is at least four hours after the decision to open shelters is made.
3. The ARC Hurricane Watch will issue all public announcements about the opening public shelters and the time the shelters will open. These public announcements will be coordinated through the established Joint Information Center.
4. Reserve shelters will open as necessary. For larger storms, the resources for reserve shelters will be staged at the beginning of the mandatory evacuation order. Public announcements of the opening of a reserve shelter will not be made until the shelter is operational.
5. Shelters change on a yearly basis based on several factors. Appendix A contains the current shelter list.

E. Public Shelter Closing Procedures

The procedure for closing hurricane evacuation shelters is described in the South Carolina Hurricane Evacuation Shelter Consolidation/Closing Procedure. This document is an attachment to the South Carolina Hurricane Plan which may be found at www.scemd.org.

F. Public Sheltering Requirement

1. To plan shelter space for evacuees, the vulnerable population for the Central Conglomerate was analyzed and used to calculate shelter requirements. The vulnerable population consists of all residents and tourists within a Category 4/5 storm surge inundation area and residents living in structures susceptible to wind damage within the conglomerate. The Army Corps of Engineers

determined the vulnerable population shelter requirements during the hurricane evacuation study.

2. The shelter requirements are a planning goal for evacuation shelter emergency capacity. The ARC determines the emergency capacity and shelter requirements change annually. This is due to the increasing coastal population and the increase in vulnerable structures.
3. Central Conglomerate vulnerable populations and sheltering requirements are as follows:

Vulnerable Population & Sheltering Requirement		
County	Total Vulnerable Population	Shelter Requirements
Berkeley	67,873	9,910
Calhoun	7,742	774
Charleston	356,090	30,624
Dorchester	29,734	5,768
Lexington	70,878	7,088
Orangeburg	49,007	4,901
Richland	28,200	2,820
Total	609,524	61,885

G. Special Medical Needs Shelters

1. During a hurricane evacuation, Special Medical Needs Shelters (SMNS) will open in a county at the same time as public shelters. A SMNS will not close until the State Emergency Operations Center approves, and all shelter clients can return home or relocate to a suitable alternate location.
2. The South Carolina Department of Health and Environmental Control (DHEC), the Department of Social Services, and the county emergency management agencies determined locations of shelters appropriate for those persons with special medical needs.

VIII. Plan Development and Maintenance

A. General

This plan is the principal source of documentation concerning the city’s hurricane emergency activities. An annual review of this plan should begin at the end of the hurricane season (November 30th).

B. Responsibility

The Emergency Preparedness Coordinator will be responsible for the updating and maintenance of this plan. At a minimum, this plan will be reviewed and updated on an annual basis. Annual review and update/revision will be completed prior to May 1st of each year.

City of North Charleston Warehouse Plan

I. Introduction

A. General

The information provided in this plan applies to the City of North Charleston warehouse and any volunteer agencies, or volunteers designated to handle donated and needed supplies, or to store and distribute unsolicited goods. The city of North Charleston Parks and Recreation Department will be activated to manage warehouse operations.

The following items are not to be accepted under any circumstances for disaster relief operations:

1. Consumable Alcohol Products (i.e. beer, wine, liquors, etc.)
2. Prescription Drugs.
3. Used Mattresses and Pillows.
4. Perishable Goods (the warehouse does not have refrigerated or frozen storage available.)

B. Specific

1. Site Selection

- a. The North Charleston Convention Center will be the preferred location for the City of North Charleston Warehouse. Should this location be unavailable due to damage or other conditions another facility will be located that meets the following criteria:
 - (1) Convenient access to modes of transportation. Location should be near major roads, airport, rail, or port facilities for receiving or distributing supplies.
 - (2) The location should have a minimum of 20,000 to 25,000 square feet for a staging area warehouse for distribution of donated and/or needed supplies and materials. The warehouse should be located in proximity of the affected area.
 - (3) If the location is to be used for the storage and distribution of unsolicited goods it should be a minimum of 50,000 to 100,000 square feet and should be located away from the affected area.

2. Structure

- a. One storey, open floor space facility.
- b. Safe structure with fire protection features and convenient emergency exits. The facility will be inspected by Fire and Building Inspectors prior to occupancy.
- c. The facility should have the following facilities:
 - (1) Adequate loading docks and support equipment.
 - (2) Separate areas for receiving and shipping.
 - (3) Sanitary facilities, telephone, and appropriate utilities.
 - (4) Adequate security.
 - (5) Adequate aisle width and alignment.
 - (6) Adequate turning spaces for equipment maneuvering.
- d. Sufficient flow patterns from receipt of goods to storage and shipping.
- e. The facility should have pest control done prior to occupancy by a professional pest control service, and continuing at periodic intervals thereafter during the operation. Pest control measures will include treatment for rodents and insects.

3. Facility Layout

- a. The process of laying out the facility will be accomplished as follows:
 - (1) Establish storage rows and shipping and receiving desk.
 - (2) Place signs identifying areas where each type of goods and materials will be located. Also place safety signs, no smoking signs, and signs designating restrooms and break areas.
 - (3) Ensure storage of non-perishable and fast-moving supplies are located closest to the loading and shipping areas.
 - (4) Locate workstations to obtain the most effective and efficient use by warehouse personnel.
 - (5) Obtain a stand alone computer from the MIS Department.
 - (6) Identify holding areas for supplies after receipt and until they can be moved.

4. Equipment

a. Minimum warehouse needs include:

- (1) 2 standard forklifts.
- (2) 1 Shrink wrap machine with plenty of wrap.
- (3) 2 Pallet jacks.
- (4) 2 Dock plates.
- (5) 2 Hand trucks.
- (6) 30-40 Pallets or skids.
- (7) Packing boxes and tape.
- (8) Markers.

II. Purpose

To provide an organized and efficient method of receiving, storing, and distributing emergency and donated supplies to the citizens of North Charleston during a disaster or other emergency.

III. Concept of Operations

A. Organization

The North Charleston Warehouse will have the responsibility of receiving and issuing all emergency relief supplies. The Recreation Department will be responsible for staffing the Warehouse. A Warehouse Manager and six personnel will be needed to conduct warehouse operations. At least two of the six personnel will be trained to operate forklifts.

1. Warehouse Manager

The Warehouse Manager assumes the overall responsibility of planning, assessing, organizing, staffing, directing and controlling the warehousing effort during a disaster recovery operation. The Warehouse Manager also provides leadership, technical guidance, and training to assigned employees to ensure a safe and effective operation. Additional duties and responsibilities may include:

- a. Identifying, opening, maintaining, and closing the warehouse.
- b. Making a physical inventory of facilities before taking possession of them.
- c. Obtaining material handling equipment.
- d. Ensuring on-going telecommunications equipment is available to the warehouse staff.
- e. Maintaining a computer based inventory.
- f. Developing a floor plan for the warehouse to include:
 - (1) Location of items by commodity.

- (2) Installing placards to identify location of commodities.
 - (3) Marking the flow of traffic within the warehouse.
 - (4) Designating the location of areas to register, brief, and assign volunteers.
 - g. Managing all aspects of the warehouse operation to include receiving, inspecting, and maintaining goods, inventories, stocking of items, packaging of items, and the shipping of orders.
 - h. Assignment of available personnel to positions within the warehouse based upon their experience.
 - i. Forwarding all records and reports within a reasonable time to the Municipal Emergency Operations Center.
2. Other personnel
- a. The Warehouse Manager may assign available personnel to maintain a database of stock levels by commodity stored in the warehouse.
 - b. The duties of these personnel may include:
 - (1) Maintaining a liaison with the Logistics Section, ESF 7 and 11 desks in the Municipal Emergency Operations Center for exchange of data for goods inbound, received, store and shipped to include:
 - (a) When supplies, goods, and equipment are received.
 - (b) The name of the shipping company and means of transport.
 - (c) Condition of goods received.
 - (d) Quantities and type of supplies.
 - (e) Number of goods, by item, in storage.
 - (f) Quantity and type of supplies shipped.
 - (g) Destination of goods shipped to include date and time shipment was received by requestor.
 - (2) Update database of goods in storage at the end of each day and provide this report to the Warehouse Manager.

B. Operating Procedures

1. General

There are basically five phases of a warehouse operation; receiving, storing, filling orders, shipping orders, and controlling inventory. These phases are described below:

a. Receiving

The warehouse will receive goods from 8:00 AM until 12 PM or as directed by the Warehouse Manager depending on available personnel. Supplies purchased by the City for City Operations will be stored separately from other emergency supplies and will be clearly marked. Trucks will be unloaded and goods inspected before storing. Receiving personnel will:

- (1) Verify quantity and description of item or items.
- (2) Inspect for visible damage.
- (3) Sign packing list to verify receipt.
- (4) Assign a control number and place number on cartons.
- (5) Complete log entry.
- (6) Give copy of packing list/bill of lading to Warehouse Manager.

b. Storing

Once data entry has been made of goods received, the Warehouse Manager, or his/her designee, will be notified and will assign products to the proper storage areas according to the warehouse location chart. Supplies should be stacked no higher than four feet on each pallet. The pallets should be moved to the designated area by forklift. Limit stacked pallets to three high. The principle of "first in, first out" should be considered when storing goods.

c. Filling Orders

When filling orders warehouse personnel will:

- (1) Verify information.
- (2) Check the location of the supplies.
- (3) Gather supplies; verify the quantity and description of items.
- (4) Place supplies on a pallet for wrapping.
- (5) Ensure heavier items are on the bottom of the pallet to prevent damage.
- (6) Give copy of the order to the driver and a copy to the Warehouse Manager.

d. Shipping

When shipping orders personnel will:

- (1) Ensure that forklift operators take the wrapped order to a shipping dock and loads the order onto the delivery vehicle.
- (2) Rush orders are placed last on the delivery vehicle.
- (3) Deliver the goods.
- (4) Obtain a signature from the recipient.
- (5) Return signed order form to Warehouse Manager.

e. Inventory Control

Accountability for supplies is necessary to promote an efficient operation. The Warehouse Manager will ensure that an inventory of all supplies is conducted daily. This inventory will be compared to receipts for supplies and deliveries made to ensure that supplies are being accounted for accurately.

2. Sorting and Storage of Donated Goods

a. General

Care should be taken in sorting unsolicited donated goods so as to assure only the best of the “usable” goods are included for packing and shipment.

The sorting and sizing of unsolicited goods should be separated from the main area of the warehouse. After sorting and sizing, all items should be packed in uniform sized boxes for easy shipping, storage, and handling. The weight of each box should not exceed 45 pounds.

b. Clothing

Make sure all clothing items are clean and in good repair. When packing clothing, all items should be separated by size and packed in each size category. Pants and slacks should be packed so that the longest inseam is packed on the bottom and shortest on top.

c. Other Goods

Items other than clothing should be sorted into specific categories:

- (1) Foods.
- (2) Cleaning Supplies.
- (3) Personal care items.
- (4) Paper Products.
- (5) Baby Goods.
- (6) Blankets and Linens.
- (7) Miscellaneous.

Warehouse personnel will sort incoming mixed goods in preparation for inventory and storage. A box numbering system will be instituted to expedite the storage and distribution process.

c. Unusable and Unneeded Items

Unusable items may include items that are torn, broken, badly soiled, or stained. Unneeded items are things that are out of season, not appropriate for the disaster response or have not been requested.

Some items may be recycled and some items must be discretely discarded. A large dumpster will be delivered to the warehouse location for the purpose of discarding unusable and unneeded items. Arrangements will be made for dumpster contents to be emptied regularly.

3. Special Handling for Food Items

Food shall be protected from contamination by storing the food in accordance with Department of Health and Environmental Controls regulations.

a. Food will be stored as follows:

- (1) In a clean, dry location.
- (2) Where it is not exposed to splash, dust, or other contamination.
- (3) At least 6 inches above the floor.
- (4) Food in packages and working containers may be stored less than 6 inches above the floor on case lot handling equipment.
- (5) Pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to floor moisture.

b. Food may not be store in any of the following locations:

- (1) Locker rooms.
- (2) Toilet rooms or their vestibules.
- (3) Dressing rooms.
- (4) Garbage rooms.
- (5) Mechanical rooms.
- (6) Under sewer lines that are not shielded to intercept potential drips.
- (7) Under leading water lines, including leaking automatic fire sprinkler heads, or under lines on which water has condensed.
- (8) Under open stairwells.
- (9) Under other sources of contamination.

d. Canned Food

Special care must be taken in sorting canned goods. Canned goods stored in high humidity areas may ultimately rust, resulting in leaky cans. The following must be looked for and disposed of:

- (1) Dented cans with sharp creases.
- (2) Cans or packages that do not contain labels.
- (3) Rusted cans.
- (4) Cans that are bulging.
- (5) Home canned or packaged foods.
- (6) Re-packaged foods (Wet or Dry).

e. Shelf Life of Food Items

Extended shelf life is primarily affected by oxygen, fat, moisture, heat and time – The lower the values the better. Excessive quantities of these elements will cause loss of nutritional value, off flavors, odors and rancidity. Handling and physical damage must also be kept to a minimum.

Some foods, such as canned foods have a product code stamped on the bottom or top of each container providing information such as “use by date” or “best quality date”, the name of the plant where the food was manufactured and the lot number. Consumers may contact the food manufacturer directly to determine “use by dates”. Many food manufactures provide a toll free number for consumer questions.

Shelf life determination will be based on the following city of North Charleston Polytechnic Institute’s Cooperative Extension Service guidelines:

- (1) Dry food staples such as flour, crackers, cake mixes, and seasonings should be stored in their original packages or tightly closed airtight containers below 85° F. Humidity levels greater than 60% may cause dry foods to draw moisture, resulting in caked and staled products.
- (2) Breads should be stored in the original package at room temperature and used within 5 to 7 days.
- (3) Cereals may be stored at room temperature in tightly closed containers to keep out moisture and insects. Whole-wheat flour may be stored I the refrigerator or freezer to retard rancidity of the natural oils.
- (4) Store raw white rice in tightly closed containers at room temperature and use within one year. Brown and wild rice stored at room temperature will have a shorter shelf-life (6 months) due to the oil becoming rancid.
- (5) Canned vegetables can be stored in cool, dry area below 85° F (optimum 50°F to 70° F) for up to one year. After one year, canned vegetables may still be consumed. However, overall quality and nutritional value may have diminished.
- (6) Canned fruit and fruit juices may be store in a cool, dry place below 85° F (optimum 50°to 70° F) for one year.
- (7) Dried fruits have a long shelf life because moisture has been removed from the product. Unopened dried fruits may be stored for 6 months at room temperature.

Food having a shelf life of up to 30 days will be labeled as such and placed on the warehouse floor for immediate distribution. Food items with a longer shelf life may be stored and distributed as needed.

Warehouse personnel will inspect and inventory the food supply daily. Food items whose expiration date is that day will be removed from the shelf and discarded. Warehouse personnel will also inspect daily for possible contamination of food supply. Food items found to be contaminated will be removed from the warehouse floor and discarded immediately. Warehouse personnel will notify the Warehouse Manager of items removed form stock and the need for replacement.

4. Miscellaneous Operational Considerations
 - a. All equipment (forklifts, pallet jacks, trucks, etc.) will be checked on a daily basis.
 - b. All equipment will be operated in a safe manner. The close quarters inside the warehouse make this a priority issue.
 - c. All warehouse staff will sign in on a daily basis.
 - d. The warehouse will be cleaned on a daily basis.
 - e. Trucks will be loaded safely to ensure that they are not overloaded. The following guidelines should be used for loading:
 - (1) A 15' truck should have a maximum of 1-2 pallets of liquids, with the weight over the wheels.
 - (2) A 24' truck should have a maximum of 3-4 pallets of liquids, with the weight over the wheels.

VI. Plan Development and Maintenance

C. General

This plan is the principal source of documentation concerning the operation of the city's emergency warehouse. An annual review of this plan should begin at the end of the hurricane season (November 30th).

D. Responsibility

The Emergency Preparedness Coordinator will be responsible for the updating and maintenance of this plan. At a minimum, this plan will be reviewed and updated on an annual basis. Annual review and update/revision will be completed prior to May 1st of each year.

TOP DISASTER ITEMS

ITEM	PROVIDERS
Water	FEMA, Red Cross, Salvation Army
Ice	FEMA, Red Cross, Salvation Army
Meals Ready to Eat (MRE)	FEMA, Red Cross, Salvation Army
Food	Red Cross, Salvation Army
Snacks	Red Cross, Salvation Army
Tarps	FEMA, Red Cross, Salvation Army
Clean-up kits (bucket, broom, bleach, gloves)	Red Cross, Salvation Army
Comfort kits (toothbrush, paste, soap, shampoo, comb)	Red Cross, Salvation Army
Trash bags	Red Cross, Salvation Army
Toilet paper	Red Cross, Salvation Army
Paper towels	Red Cross, Salvation Army
Drinking cups	Red Cross, Salvation Army
1 cloth bathing systems	Red Cross, Salvation Army
Feminine Hygiene products	Red Cross, Salvation Army
Diapers and wipes	Red Cross, Salvation Army
Baby Food	Red Cross, Salvation Army
Sunscreen	Red Cross, Salvation Army
Insect Repellent	Red Cross, Salvation Army
Bleach	Red Cross, Salvation Army
Hand sanitizer	Red Cross, Salvation Army
Coolers	Red Cross, Salvation Army
Clothing	Red Cross, Salvation Army
Shovels and rakes	Red Cross, Salvation Army
Blankets and pillows	Red Cross, Salvation Army
Toys	Red Cross, Salvation Army