

City of
**NORTH
CHARLESTON**

EMERGENCY OPERATIONS PLAN



2018-2023

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LETTER OF PROMULGATION

CITY OF NORTH CHARLESTON EMERGENCY OPERATIONS PLAN

Pursuant to the Authority granted by the City North Charleston Code Ordinance and by Resolution No 2018-01 Chapter 18, updated the first day of January 2018, the City of North Charleston Emergency Operations Plan (NCEOP) is hereby adopted and promulgated. The City Plan is intended to implement a coordinated policy and to further the goal of the Charleston, Berkeley, and Dorchester County Emergency Management Department (currently known as the Emergency Management Department) as set forth in South Carolina Legislative Act 199 of 1979, Section 21. This Plan is coordinated with the South Carolina Emergency Operations Plan and sets forth the specific delegation of responsibility of the County, municipal, and supporting agencies in all three counties in the event of a major emergency or disaster.

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

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

If the Mayor or Mayor Pro Tem is unable to convene to declare a state of emergency, the authority to do so is delegated, in succession to City Council.

The Emergency Preparedness Coordinator in conjunction with Charleston, Berkeley, and Dorchester County Emergency Management Departments are charged with the responsibility to implement this plan through coordination of all the County departments, municipalities and primary agencies involved. When needed, changes, additions, or deletions to this plan will be made.

Date: January 1, 2018

RESOLUTION

A RESOLUTION DESIGNATING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT BY ALL EMERGENCY SERVICES AGENCIES WITHIN THE CITY OF NORTH CHARLESTON (FIRE, EMERGENCY PREPAREDNESS, LAW ENFORCEMENT, AND DISPATCH).

WHEREAS, the President in Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most effective and efficient incident management it is critical that Federal, State, local and tribal Organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the City of North Charleston's ability to utilize funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED by the City of North Charleston, in a meeting duly assembled, that the National Incident Management System (NIMS) be designated as the basis for incident management by all Emergency Services within the City of North Charleston (Fire, Emergency Preparedness, Law Enforcement, and Dispatch).

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of North Charleston, in the Counties of Berkeley, Charleston, and Dorchester and the State of South Carolina, to be affixed hereon this 1st day of December, 2016.




R. Keith Summey, Mayor
City of North Charleston

PREFACE

- I.** This Emergency Operations Plan (EOP) is developed for use by county and local government as well as individual agencies to ensure mitigation and preparedness, appropriate response and timely recovery from hazards that may affect the City of North Charleston. Further, this plan is designed to include the Emergency Support Functions (ESF) identified in the State EOP and the National Response Framework and any additional ESFs deemed necessary. The last paragraph of each ESF is dedicated to explaining the interface between levels of government and the particular Emergency Support Function.
- II.** This plan is predicated upon the concept that emergency operations will begin at the jurisdictional level or the level of government most appropriate to provide effective response. County assistance will be sought when emergency or disaster needs exceed the capability of the City. State assistance is supplemental to the Counties and will be requested by the Counties as required. Federal assistance from the appropriate federal agency, or the President, may be requested through the state, as approved by the Governor.
- III.** This plan has five major parts:
 - A.** The Promulgation Letter signed by the Mayor indicating his approval of the plan and assignments of responsibilities.
 - B.** The Basic Plan outlines policies and general procedures that provide a common basis for joint operations between the City and other Government agencies when dealing with a natural, technological or purposeful man-made disaster.
 - C.** The main body of the Plan consists of the Emergency Support Functions (ESF), which provide guidelines for development of Standard Operating Guides. The ESFs and enabling Standard Operating Guidelines (SOGs) facilitate prompt and efficient application of resources and emergency management principles in any emergency or disaster situation.
 - D.** The Appendices address specific hazards or areas of operations similar to the State plan.
 - E.** The Hurricane Plan organized to correspond to the four phases of emergency management; mitigation, preparedness, response, and recovery.
- IV.** Departments within city government that are assigned functional responsibilities by this plan are required to coordinate with the Primary and Supporting agencies in the development of the aforementioned SOGs/ SOPs. A copy of each SOG/ SOP will be forwarded to the Emergency Preparedness Coordinator.
- V.** It is intended that each participating department will use this document for preparing and mobilizing resources and providing services as appropriate in an emergency or disaster situation.

City of North Charleston

BASIC PLAN

2018 - 2023

I. INTRODUCTION

A. General

It is the policy of the City of North Charleston government to be prepared for any emergency or disaster. Policies and procedures should be established to facilitate saving lives, prevent or minimize damage to property, and provide assistance to all people and institutions that are victims of a disaster. All City officials and employees of the city, together with those volunteer forces established to aid them during an emergency or disaster, and persons who may, by agreement, or operation of law, be charged with duties incident to the protection of life and property in the city, shall constitute the City of North Charleston Emergency Management System.

This plan supports the National Incident Management System (NIMS) which is a nationwide template enabling federal, state, local, and tribal governments and private sector and non-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. First responders in all organizations are encouraged to implement the training and everyday use of a standardized-on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structures that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. This system is known as the Incident Command System (ICS). ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. The City adopted a NIMS resolution on December 1, 2016.

B. Specific

- a. This Emergency Operations Plan (EOP) establishes policies and procedures, by which the City will coordinate activities before, during and after a disaster.
- b. This EOP describes how the City plans to manage disasters and coordinate with County, State and Federal assistance during emergency operations.
- c. This EOP addresses the Emergency Support Function (ESF) concept and assigns responsibilities for coordinating these activities, generally at the City Department Head level with close coordination with the County ESFs and are outlined in the Appendices to this document.

C. Mission

- a. During emergency operations, the City government has five primary objectives:
 - I. To warn citizens of impending danger and inform them how they can protect themselves, their families and their property.
 - II. To take all actions possible to prepare for and respond to the consequences of a disaster within the City.
 - III. To assess the situation and determine prioritization of critical needs.
 - IV. To manage the disaster situation and coordinate the utilization of City, County, State and Federal resources in an effective and timely manner.

- V. To coordinate the recovery and restoration of the City. During the recovery phase, every effort should be made to incorporate disaster mitigation measures into all reconstruction projects.

D. Purpose

- a. In the event of an emergency or disaster, this EOP will provide a framework for the effective delivery of emergency support to the citizens, guests and institutions of the City of North Charleston.
- b. Coordinate with the Counties of Charleston, Berkeley and Dorchester Emergency Management Divisions for the delivery and implementation of county, state, and federal assistance programs.

E. Emergency Management Planning Responsibilities

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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

The City of North Charleston is the third largest city in South Carolina. The City of North Charleston resides in three counties Berkeley, Charleston, and Dorchester. Consideration must be given to address individuals with functional needs (i.e. medical needs, non-English speaking, etc.) and their general locations throughout the City.

The City is vulnerable to a wide spectrum of natural and man-made hazards, including hurricanes, earthquakes, dam failure, flooding, severe storms, tornado, fires, industrial and transportation of hazardous material accidents, as well as acts of terrorism. All critical facilities within the City and three counties are vulnerable to both natural and technological hazards. These hazards pose a threat to the citizens as well as the entire infrastructure of the City, and may necessitate activation of this emergency operation plan.

B. Planning Assumptions

a. Vulnerability Analysis (Demographics)

Charleston County's population was estimated at 350,209 in 2010 (US Bureau of Census). In addition to the permanent residential population, millions of tourists visit the state each year. Given these numbers, Charleston County can experience a loss of life and property of catastrophic proportion due to an array of hazards. The following statistics illustrate the vulnerability of the state's population:

- **Forty-one (41) percent (1,670,000) of the state's total population resides in the 23 coastal and low country counties.**
- **Twenty (20) percent (66,000) of the county's total population resides in mobile homes.**
- **Twelve (12) percent (40,000) of the county's total population is 65 years of age and over.**
- **Thousands of people have special medical or dietary needs requiring special sheltering or assistance.**

All planning efforts are based upon the State's Hazard Analysis data. The projected total population of Charleston County is 370,900 by 2020 and is expected to have a higher proportion of older people and fewer people per household.

b. Hazard Analysis

The Lowcountry area of South Carolina is threatened by natural and technological hazards. The threat posed by these hazards is both immediate [e.g., hazardous chemical spill, act of terrorism, hurricane, tornado] and long-term [e.g., drought, chronic environmental chemical release]. These hazards have the potential to disrupt day-to-day activities, cause extensive property damage, and create mass casualties. Historically, the greatest risk was perceived to be from natural hazards [e.g., hurricane, tornadoes, earthquakes, floods, etc.]. However, the continued expansion of chemical usage, attack on the World Trade Center, The Pentagon, and an escalation of anti- government activities has given rise to the potential increase in terrorist activities.

c. Hurricanes and Tropical Storms

Charleston County is one of the most likely counties in the state to be impacted by hurricanes and tropical storms. Densely populated coastal areas, especially during peak tourist seasons, coupled with the generally low coastal elevations, significantly increase the county's 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 inland flooding associated with heavy rainfall that usually accompanies these storms. More detailed information can be found on **The SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

d. Tornadoes

South Carolina ranks twenty-sixth in the United States in the number of tornado strikes, and eighteenth in the number of tornadoes per square mile. The most common type of tornado, the relatively weak and short-lived type, occurs between March and May. Tornadoes are most likely during the spring, but can occur almost anywhere at anytime and anywhere in Charleston County. More detailed information can be found on **The SHARE-Drive, Emergency Operations Plan: Exhibits Charleston County Plan.**

e. Floods

There are several factors that influence the severity of flooding to include the physical characteristics of the area, the physical characteristics of the drainage outfall, and the severity of the storm. Coastal flooding is usually the result of a severe weather system such as a tropical storm or hurricane which contains an element of high winds. The damaging effects of coastal floods are caused by the combination of storm surge, wind, rain, erosion and battering of debris. Coastal areas, rivers and low laying areas throughout the county may experience flooding from a verity of situations like tropical storms, storm surge, dam failure or inland flooding due to significant rainfall. **Under the SHARE-Drive, Emergency Operations Plan: Exhibits Charleston County Plan.**

f. Earthquakes

Earthquakes in South Carolina have the potential to cause great and sudden loss because devastation can occur in minutes. While there have not been any large- scale earthquakes in South Carolina in recent years, a study titled, Comprehensive Seismic Risk and Vulnerability Study for the State of South Carolina, confirmed the state is extremely vulnerable to earthquake activity. The study, provided information about the likely effects of earthquakes on the current population and on contemporary structures and systems, including roadways, bridges, homes, commercial and government buildings, schools, hospitals, and water and sewer facilities throughout Charleston County. More information can be found on **The SHARE-Drive, Emergency Operations Plan: exhibits: Charleston County Plan.**

g. Wildfires

During periods of drought, the threat of wildfires becomes a serious hazard. The careless toss of a lit cigarette butt or the match of an arsonist can cause major fires. Also, these fires produce large amounts of smoke that can reduce visibility on the highways. According to the SC Forestry Commission, the heaviest wildfire season is between January and April. The City of North Charleston, as a whole, is susceptible to urban, rural and wildfire threats.

h. Hazardous Materials

The City contains a rapidly growing international port with many industries and growing businesses that may handle hazardous materials. Charleston County also has an Air Force Base and several other smaller military establishments, which handle various types and quantities of hazardous materials. Hazardous materials are a continuous potential hazard due to the large amount of transportation of these materials occurring in and around the area. Statistics reflect that responses to methamphetamine labs in the area are on the increase which has added an increase in response to hazardous materials incidents in Charleston County. **Under the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

i. Terrorism

While there have not been any successful acts of terrorism committed in the City of North Charleston, the City has 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. Governmental, transportation, commercial, infrastructure, cultural, academic, research, military, athletic and other activities and facilities constitute ideal targets for terrorist attacks which may cause catastrophic levels of property and environmental damage, injury, and loss of life. Terrorist attacks may take the form of other hazards described in this section when incidents of these types are executed for criminal purposes, such as induced dam or levee failures, the use of hazardous materials to injure or kill, or the use of biological weapons to create an epidemic.

j. Drought/Heat Wave

Summer in the City of north Charleston is hot and humid. Temperatures of 100 degrees or more are possible. Summer is typically the rainiest season, with 41% of the annual rainfall total. When rainfall has fallen below normal levels, as has occurred frequently in the area over time, drought conditions have resulted. Drought has also been a contributing factor to wildfires that occurred in the forested areas. Similarly, since high temperatures and humidity are possible and occur frequently during the summer months, heat wave conditions are possible in the area. The threat of drought and heat can affect human as well as animals throughout the City of North Charleston.

k. Tsunamis

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

l. Dam Failure

Dam failures are extremely rare events. Santee Cooper, a state-owned utility, operates both the Santee Dam and the Pinopolis Dam System, a failure of which could affect areas within the City of North Charleston along and near the Cooper and Santee Rivers and other low lying areas adjacent to these rivers. A catastrophic failure at either of these dams would create flooding within the City, and would be a significant event. The most likely root cause of such a failure would be an earthquake of a larger magnitude than 7.6 on the Richter scale, or perhaps an act of terrorism. While dam failure is unlikely, it is possible that the City could experience dam-related flooding. A failure of the Pinopolis Dam System is estimated to result in flooding along the Cooper, Wando, and Ashley Rivers, including but not limited to, areas in or adjacent to Charleston, Dorchester, and Berkeley counties and the City of North Charleston. A failure of the Santee Dam system would result in flooding in areas in the northern part of Charleston County. **Under the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

m. 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 lines, and have enormous economic impacts throughout the City. This weather can cause major problems for City roadways, overpasses and bridges create major obstacles. Snow and ice storms most recently struck South Carolina in 1989, 1993, 2000, 2002, 2010 and 2014. For more detailed information see **Exhibits: City of North Charleston Winter Weather Guide.**

n. Transportation

The City of North Charleston has a large transportation network consisting of major highways, airports, marine ports and passenger railroads. In many locations throughout the City of North Charleston, the potential exists that a major transportation accident causing numerous injuries and/or fatalities may occur.

o. Civil Disorder

Civil disorder may occur at any time in South Carolina.

III. Organization and Assignment of Responsibilities

General

This plan is based on four organizational levels of emergency management, specifically, municipal, county, state and federal governments. Mitigation, preparedness, response and recovery are the responsibilities of all levels of government working together to provide a delivery system to meet the needs of the public. Emergency operations will be initiated at the lowest level able to respond to the situation effectively. The City of North Charleston falls into the jurisdiction of Charleston, Dorchester, and Berkeley Counties and will work with all of them during emergency operations.

A. City of North Charleston (Municipal)

The City of North Charleston will perform emergency preparedness operations in accordance with South Carolina Regulation 58-1, Local Emergency Preparedness Standards, this EOP and supporting documents and SOGs. In support of this plan, many City departments have emergency functions to perform. Each designated City department is responsible for developing and maintaining emergency procedures in accordance with this plan that are specific to their department and are kept under separate cover as Department Contingency Operations Plans (COOP). Specific responsibilities are outlined in this plan and their respective COOP. However, each department is responsible for determining any implied obligations it may have. In addition, each department will coordinate information, response activities, and the use of resources with other departments and agencies. Coordination is the key to prioritization of response and use of resources. Charleston, Dorchester, and Berkeley Counties operate using ESF annexes and many of these will be managed by the County of Jurisdiction where the disaster/emergency occurs. The City will defer some of these ESF's to the County of Jurisdiction while maintaining control and overall authority for any resource or tasking within the City boundaries. The City will activate an Emergency Operations Center (EOC) during times of an emergency and it will be organized in accordance with the incident command system.

a. Mayor

The City Mayor shall be responsible for addressing the problems and dangers to the City resulting from an emergency or disaster of any origin. The Mayor may issue proclamations and regulations concerning disaster relief and related matters. During an emergency situation such proclamations and regulations shall have the full effect of law. The Mayor will work with the County and Governor to declare a "State of Emergency" if an emergency or disaster has occurred, or the threat thereof is imminent, and where extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation. Once declared, the State of Emergency shall continue until terminated by proclamation of the County or Governor. The Mayor is the Chief Elected Official and therefore assumes responsibility for the City's response and its residents. The Mayor is also the liaison between Council and the Emergency Operations Center staff. The Mayor is responsible for ordering the implementation of the City Emergency Operations Plan (EOP)

b. City Council

The City Council is responsible for providing overall policy guidance. City Council may enact local legislation to deal with emergency situations that require a legislative or legal solution.

c. Department Heads

Many City Departments Heads will be designated as the "Primary" Section Chiefs as it pertains to the Incident Command Structure and have supporting functions that align with county ESF functions assigned under their command. City departments not assigned to a specific ICS section or support function will be available for assignment to "incident specific" projects to include representation in the MEOC.

d. Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator is responsible to prepare for and coordinate the emergency activities of the City during emergency operations. The EPC will coordinate the development and maintenance of the NCEOP in addition to the following activities.

1. The Emergency Preparedness Coordinator will make a recommendation to the Incident Commander (Police and/or Fire Chief) and/or Mayor regarding implementation of this NCEOP during emergencies.
2. In the event the Mayor/Chiefs (or designees) are not available the Emergency Preparedness Coordinator will determine supporting plans and documents necessary for effective City operations and will perform overall coordination and developmental plan guidance.

3. The Emergency Preparedness Coordinator will coordinate with counties, adjacent local municipalities, state entities and federal entities involved in emergency management to ensure the highest level of emergency preparedness for the City.
4. The Emergency Preparedness Coordinator will serve as the MEOC Manager when activated.
5. The Emergency Preparedness Coordinator will be responsible for conducting and publishing an After-Action Review following all city wide incidents of significance. This review analyzes the City's activities and makes recommendations on how to improve the system for the next event.

e. Other Organizations and Agencies

Other organizations and agencies that have emergency responsibilities in the City may be assigned to a specific ICS section during times of MEOC activation. They will work with all other organizations in the section to accomplish the overall responsibilities. Specific assignments are detailed in the applicable ICS overview organization chart.

f. Use of Incident Command System (ICS) to manage emergencies

During times of declared emergency the City of North Charleston will use the Incident Command System (ICS) in the field to manage the incident no matter how large or small.

The Incident Commander in either a single or unified command, and the designated command and general staff, are responsible for the following:

1. Establish and operate a single identifiable Command Post (CP).
2. Establish and maintain scene safety.
3. Establish an overall incident management organization.
4. Lead planning meetings and briefings to facilitate a strategic decision making process.
5. Overall incident objectives.
6. Assure that time-critical decisions are made in time to implement them.
7. Provide regular activity and situation status updates to the MEOC staffs to include incident objectives and resource requests.
8. Conduct warning activities
9. Resolve disagreements or conflicts among members of Unified Command or other responding agencies.

g. Unified Command Staff are responsible for the following:

1. Determine objectives, priorities, and needed resources pertaining to their perspective areas of responsibility to ensure that Incident Command responsibilities listed above are carried out.
2. To retain the responsibility to stop actions which that agency's ranking officers feel are dangerous to their personnel.

h. OPGON Levels: The City of North Charleston will follow the OPGON levels as described below:

1. OPGON 3: Normal Daily Operations:

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 by the state warning point and by local Emergency Managers.

2. OPGON 2: Enhanced Awareness:

A disaster or emergency is likely to affect the City/County/State, Emergency Operations Plans are implemented, and the MEOC is partially activated if necessary. The MEOC will be staffed by those personnel deemed necessary by the EPC for pre-evacuation conferences and other preparatory activities.

3. OPGON 1: Full Alert:

A disaster or emergency is imminent or occurring. The MEOC is fully activated and will coordinate with County Emergency Operations Centers for evacuation and other pre-landfall activities. All City emergency response team personnel are activated or ready to deploy. The MEOC will remain at this OPGON from landfall through response phase.

B. Counties of Charleston, Berkeley, and Dorchester

- a. The Counties will perform emergency preparedness operations in accordance with South Carolina Code of Regulations 58-1, Emergency Preparedness Standards, this EOP and supporting documents and SOGs.
- b. The Counties will implement their EOP when a major emergency or disaster occurs or at the direction of the South Carolina Emergency Management Division [SCEMD] Director, or upon a declaration of a State of Emergency.
- c. Municipal resources will be utilized to protect against and respond to an emergency or threatening situation to include activating pre-established mutual aid agreements.

- d. When municipal governments determine that their resources are not adequate, additional resources may be requested through the County EOC, if activated.
- e. When the Counties determine that county resources are not sufficient, they will request state assistance through the SCEMD or the State EOC [SEOC], if activated.
- f. The County, and municipalities as applicable, shall establish and maintain journals, records and reporting capabilities in accordance with state and federal laws and regulations.
- g. Depending on the situation the County may order a monitoring, partial or full activation of the County EOC. Monitoring activations are manned primarily by EMD staff. Partial activations will require the presence of key agency personnel as required by the particular emergency. Full activations will require the presence of all designated EOC staff members.
- h. Upon the declaration of a State of Emergency, or as the situation warrants, public information briefings, news releases and all emergency information for public dissemination will be released by the County PIO, the County EMD, and the Joint Information Center [JIC] operated by state and federal agencies.
- i. In order to make maximum use of advanced warning, a system of Operating Condition [OPCON] levels have been established. These OPCONs increase the community's level of readiness on a scale from three to one. Each OPCON level is declared when a predetermined set of criteria has been met. OPCONs will not necessarily progress sequentially from three to one.

C. State Government

- a. State resources will supplement local efforts upon request or in accordance with the ESF support areas coordinated by SCEMD.
- b. The Governor or his designee may execute the SCEOP 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.
- c. 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.
- d. If disaster threatens prior to the ability of the Governor to issue an Executive Order proclaiming the existence of a State of Emergency, the SCEMD Director is authorized to activate the plan and implement any emergency response actions that may be necessary for the immediate protection of life and property.

- e. Emergency Support Functions [ESFs] will be established with state agencies and volunteer organizations to support response and recovery operations. A state agency within each ESF will have primary responsibility for the coordination and implementation of the ESF. By Executive Order, the designated primary agency will coordinate the development and preparation of SOPs.
- f. In the event of an emergency situation beyond local control, the SCEMD Director, under the direction of the Governor, may assume direct operational control over all or any necessary part of the emergency operations functions within the State.
- g. Support agencies and volunteer organizations are incorporated into the SCEOP with additional state agencies on notice that they may have to support each state ESF as well as the variety of impact hazards affecting South Carolina.
- h. Direction and control of a state emergency operation will be exercised by the Governor through the Director of the SCEMD, and the SEOC. All state agencies mobilized pursuant the SCEOP will be coordinated by the SCEMD Director. A SEOC Desk Officer will be assigned to County EOC. However, in the event of a terrorist threat or incident, SLED will coordinate the state response in accordance with Section 23-3-15 (A)(8), SC Code of Laws.
- i. The state Emergency Communication Vehicle (ECV), along with staff, may be sent to assist a local jurisdiction, if needed as a forward command and control center.
- j. In order to make maximum use of advanced warning, the State has adopted a system of Operating Condition [OPCON] levels. These OPCONs increase the State's level of readiness on a scale of three to one previously described.
- k. Upon occurrence of an emergency or disaster clearly beyond the capabilities and resources of state and local governments, the Governor will likely request assistance from the federal government by requesting a federal declaration.
- l. State agencies and departments will support hazard specific and other supporting plans, such as the South Carolina Hurricane Plan, and South Carolina Emergency Recovery Plan.
- m. Upon declaration of a State of Emergency, public information briefings, news releases and all emergency information generated by State agencies and departments will be released through the SEOC and will be coordinated with the Governor's Press Secretary.
- n. For major/catastrophic events, ESF-7 (Resource Support) may be tasked to establish, manage, and support a Logistical Staging Area (LSA). The LSA, normally located at or near a pre-determined airport in the impacted area, will receive, support and organize response resources for deployment.
- o. State agencies and departments will establish supplementary agreements with their respective counterparts from other states to adapt interstate compacts, mutual aid, and statutes. SC is a signatory of the Emergency Management Assistance

Compact (EMAC) that provides for mutual assistance (people, equipment, skills, etc.) between participating member states in managing any emergency or disaster that is duly declared by the governor(s) of the affected state(s). The assisting state will receive approval from its governor before providing assistance. The requesting state will reimburse the assisting state for the cost of response. Normally an advance team (A- team) from the unaffected member state will deploy to the requesting state to assist in interstate coordination. Depending on the extent of the disaster, A-teams may also operate from the FEMA Regional Operations Center (ROC) and/or FEMA headquarters in conjunction with FEMA's Emergency Support Team (EST). Procedures for implementing the compact can be found in the Emergency Management Assistance Compact Guidebook and Standard Operating Procedures, published by the National Emergency Management Association.

- p. Initial planning for recovery will begin before an emergency event impacts South Carolina. While local governments are implementing response actions necessary to protect public health and safety, a team of recovery planners assigned to the SEOC will coordinate implementation of recovery programs.

D. Federal Government

- a. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
- b. To the extent that public law provides, any federal assistance made available to relieve the effects of the disaster or emergency in SC will be channeled through and coordinated by the Governor or his designated authorized representative.
- c. Through the National Response Framework, the federal government provides assistance through fifteen ESFs. These ESFs will establish direct liaison with South Carolina's ESF representatives in the SEOC along with Charleston County EOC. The four state-specific ESFs (16, 17, 18, and 19) will establish liaison with members of the Federal Emergency Response Team (ERT) assigned federal coordination responsibility for that function.
- d. If the disaster is of major or catastrophic classification, SCEMD will contact FEMA Region IV to request a FEMA Liaison.
- e. The Secretary of Homeland Security may appoint a Principal Federal Official (PFO) to coordinate overall federal incident management and assistance. If federal assistance under the Stafford Act is provided a Federal Coordinating Officer (FCO) also will be appointed. The FCO is authorized to use the full authority of the Stafford Act and to reimburse response and recovery claims.
- f. To help ensure state/federal coordination, FEMA Region IV's Regional Response Plan contains an Annex detailing South Carolina's emergency management system. This Annex outlines the SCEOP and unique operational activities the state implements when responding to disasters.

E. Preparedness

a. City of North Charleston EOP Development and Maintenance

This plan is the principal source of documentation concerning the City's emergency management activities. Designated departments having emergency management responsibilities shall develop and maintain portions of this plan for which they are responsible to ensure training of their respective personnel as outlined in this Plan. Overall coordination of this process will be performed by the Emergency Preparedness Coordinator. The Emergency Preparedness Coordinator will coordinate the efforts of all responsible departments and agencies for plan development and timely updates/revisions.

F. Response

- a. The City of North Charleston** will execute initial response in accordance with this plan and supporting documents to the full extent of our capabilities and resources. The City of North Charleston may call upon the respective county government or other municipalities in coordination with their county for assistance during events in which our own capabilities are overwhelmed.
- b. Local State of Emergency:** As operations progress, the City of North Charleston may request that the County or Governor to declare a local state of emergency implementing local emergency authorities.
- c. County Emergency Operations Center:** The County EOC serves as the central clearinghouse for information collection and coordination of response and recovery resources within the county, including the municipalities within the county.
- d. State Response:** The state must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the SEOC is activated to a level appropriate to the magnitude of the threat. The state's response effort is managed through the State Emergency Response Team (SERT), which is organized into 19 Emergency Support Functions (ESF). Primary and support organizations are designated for each of these ESFs. A State Liaison, typically a SCEMD Regional Emergency Manager (REM), may be dispatched to the county threatened by or experiencing an emergency or disaster. The State Liaison is responsible for providing an on-going assessment of the situation, technical assistance, and relaying local recommendations or resource requests to the SEOC.

G. Recovery

- a.** Recovery activities include the development, coordination, and execution of service and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, non-governmental, and public assistance programs.

- b. The decision to deploy damage assessment teams will be made by the Incident Commander and in coordination with the City/County of Jurisdiction. Damage assessment teams will be organized and trained in advance. Preparations will be made to deploy teams into affected areas as quickly as possible. These teams include State Assessment Teams, Initial Damage Assessment Teams, and Preliminary Damage Assessment Teams.

H. Mitigation

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

IV. Concept of Operations

- A. **General:** Disaster response plans are based upon the principle that local authorities bear the initial responsibility for disaster response and relief. Each level of government accomplishes the functions for which it is responsible, requesting assistance from the next higher level of government, only after local resources have been expended and/or are clearly inadequate to cope with the effects of the disaster. City government will support disaster operations with City resources until all local resources have been depleted or are inadequate to handle the situation. All resources, including the military, made available to the County of Jurisdiction will be assigned tasks and functions by the County of Jurisdiction on a mission-type basis, but will remain under the direction and control of their parent organization.
- B. **Municipal Emergency Operations Centers (MEOC):** is located at City Hall at 2500 City Hall Lane. The backup MEOC is located at the Public Works Facility on Casper Padgett Way.
 - a. The MEOC will be activated and staffed for those events that are of longer duration and more significant of a need for resource ordering or activation. The MEOC, when activated, will operate in the ICS format.
 - b. The mission of the MEOC is to support the City's response to the incident, serve as the support center for requests from field operations and to perform the following functions during any incident: Planning, advising, warning, assisting in evacuations, securing the city, staging equipment; remaining safe during the event, accounting for your people, search/rescue, disaster assessment, damage assessment, debris removal, feeding/sheltering, long term recovery etc.
- C. **Power Failure:** In the event of power failure the MEOC has back-up electricity from on-site generator power.

D. Catastrophic Event: If catastrophic events occur which prevent re-locating to any usable City facility, or any location within the city to manage the disaster from safely, the MEOC will be relocated to an offsite facility.

E. Activation Options:

- a. Partial:** Partial activation will occur during small-scale events requiring minimal resources and personnel. During partial activation, the Incident Commander and the Emergency Preparedness Coordinator will determine which ICS sections are needed and the hours of operation. In most small-scale incidents, the MEOC may be the only command activation necessary to handle the incident.
- b. Limited:** Limited activation is for larger events, but those still not requiring full activation of the MEOC. During this time, the MEOC would be activated with several main departments present to begin to work the emergency. These departments would occupy the MEOC during events that may have more than one operational period, even though the incident does not require full activation of the MEOC. The Incident Commander and the Emergency Preparedness Coordinator will determine which ICS sections and City Departments are needed. Management Information System (MIS) will support the MEOC and will deploy immediately to begin setting up the MEOC as needed for IT support duties.
- c. Full:** Full activation occurs when the MEOC is fully manned and operating 24-hours a day. This will occur during major emergencies and disasters and will be the priority activity in the City. Personnel assigned to the MEOC should plan for 12hr. shifts and plan for a 72 hr. “on duty” period away from home.
- d. De-Activation:** Once the emergency or disaster necessitating the MEOC activation is over, the Emergency Preparedness Coordinator, with the Incident Commander and Mayor's authorization, will determine the means of deactivating the MEOC. Some incidents will allow full and immediate closing of the MEOC, while others will require a slower transition.

F. Responsibilities:

- a.** The MEOC is responsible for providing support to the IC concerning area-wide incident objectives, response priorities, operational policies, resource priorities and requesting assistance from other local governments, as well as, county state and federal resources. Communication and coordination with the MEOC is essential to a positive outcome.
- b.** It is not intended that the City MEOC try to assume incident command responsibilities for all of the separate incidents that may occur as the result of a major emergency or disaster, however the Incident Command System will be used as the organizational structure to manage the MEOC planning, coordination and response activities.
- c.** In the field, Single or Unified Command will be employed at each emergency site. The primary communication between the MEOC and field incident sites should be between the Incident Commander and the Incident Command Post. Of particular

importance is communication concerning response policies, incident objectives, resources priority and availability. It is vital the on-site Incident Command provides regular activity and situation status updates to the MEOC. Individual field units or crews will generally report through their established chain-of-command.

- d. The MEOC can identify and mobilize resources not available at the scene through other government agencies, disaster relief agencies, and private businesses. Requests for assistance from the County of Jurisdiction must come through the MEOC.
- e. The MEOC is the coordination point for public information activities in city-wide incidents. Information will flow from the field to the MEOC and disseminated as appropriate via the MEOC Command Staff and PIO.
- f. The Incident Commander on scene will direct on-site warning activities, including door-to-door notifications or emergency notifications via vehicle PA systems as well as all other means available.
- g. Local government chief executives such as the Mayor will make strategic decisions. These decisions which include government office closures, large-scale evacuations and curfews will typically be made in consultation with the MEOC command and general staff, including legal.

V. Disaster Intelligence and Communications

A. Information Management: Information related to incidents will be managed through WebEOC and/or locally developed or adopted forms and computer programs.

B. Situation Reports (SITREPS), as well as requests for resources, will be coordinated through the MEOC. Every day that the MEOC is open, a daily Situation Report will be produced. This report will highlight all activities that have occurred the previous operational period. As the situation changes, interim updates will be produced as the situation dictates, listing only those items that have changed since the last report. SITREPs will be prepared by the Planning Section and reviewed by the MEOC and the Emergency Preparedness Coordinator. It will be distributed to the Executive Group, the City Public Information Officer and MEOC staff. The SITREP will be sent to the County of Jurisdiction's EOC. Typically, the Sitreps will be produced at 12hr intervals for protracted events or as needed.

C. Briefings:

- a. Once the MEOC has been activated, the overall Incident Commander will conduct an "Activation Briefing." This will detail the situation and provide guidance to the MEOC staff on the priority issues. This briefing will occur as soon as the MEOC is appropriately staffed.
- b. Once the MEOC becomes operational, the Planning Section Chief will oversee the conduct of meetings and briefings in accordance with the Planning "P", outlined in the City of North Charleston MEOC EOP. In addition, "All Hands" briefings

will occur after the change of watch and will be led by the Planning Section Chief. All Section Chiefs will be expected to give a brief description of their priority issues and any unresolved concerns they have. **See the SHARE-Drive, Emergency Operations Plan: Exhibits: Planning “P”/Forms/ Letters**

- c. In the event of a special situation, the Incident Commander may conduct update briefings between the regularly scheduled briefings.

D. Warnings: Warnings include all emergency and disaster information and notifications; surveillance of threatening conditions; 24-hour radio communications; and operation of the Emergency Alert System. The Incident Commander can request to initiate the reverse-911 or Everbridge System (primary county-wide public warning systems) as well as other emergency alert systems via the County EOC.

E. E911 Emergency Communications Center

The County Consolidated Dispatch Center serves as the primary City Warning Point (WP) for all incidents until the MEOC has been mobilized and establishes a WP within the Situation Unit (IC determines on a case by case basis). Upon receiving a warning of an actual, imminent, or potential emergency or disaster; the Consolidated Dispatch Center, based on the circumstances, will notify the appropriate personnel, departments and agencies. Warning information will be received at the Charleston County warning point by means of:

- a. Telephone, 800MHz radio, satellite and Fax
- b. State Alternate Warning Point (SLED Teletype, and NAWAS)
- c. County agencies having access to City government
- d. Local governmental agencies
- e. Non-governmental agencies having access to City government
- f. General public

F. Upon receipt of information that a disaster or emergency is imminent or has occurred, the County E911 Center will follow procedures as defined in the Communications SOP's to warn, alert and initiate an appropriate first response to the following types of incidents:

- a. Aircraft Accident
- b. Dam failure and potential failure
- c. Civil Disturbance or Riot
- d. Earthquake

- e. Explosion or Explosive Devices Basic Plan -14 May 2012
- f. Fire
- g. Flood, including watches and warnings
- h. Hazardous Materials accidents, both transportation and facility
- i. Radiological release
- j. Hurricane, as directed by the MEOC
- k. Nuclear War
- l. Search and Rescue
- m. Tornado
- n. Train Accident
- o. Unexploded Ordnance
- p. Other incidents or emergencies, as necessary

G. Capabilities

The County's warning capabilities include the following:

- a. Reverse 911
- b. Ever Bridge Notification System
- c. NOAA Weather Radio
- d. Public Emergency Alert System (EAS)
- e. Local Radio/Amateur Radio
- f. Local Television
- g. Print News
- h. Public posting of information

H. Other

- a. The National Weather Service is responsible for issuing Watches and Warnings based on severe weather situations. When severe weather watches and/or warnings are issued for the City in either or both counties.

- b. The local media is the primary means of disseminating emergency information to the public. The City PIO is responsible for coordinating the dissemination of information to all media outlets serving the city.
- c. Emergency Alert System (EAS) is a system designed to provide immediate information to the public regarding emergency situations. The EAS is a joint effort with the broadcasters, the National Weather Service and emergency management officials. The City's Emergency Manager, Police or Fire Department personnel are the City's representative in this effort, and will contact the County warning point to activate the system.
- d. Cellular Communications: The City of North Charleston utilizes Verizon as its sole supplier of Cellular and land line based telecommunications. During a large pre-planned event or an incident or disaster; communications via cell phones may be compromised. Verizon possesses emergency portable cell towers (COWS) that can be activated through the MEOC in a disaster, or through the Network Operations Manager in our area for pre-planned events.

II. Evacuation

- A. Evacuation is the controlled movement and relocation of person and property made necessary by the threat or occurrence of a natural, technological disaster or an act of aggression. The City of North Charleston Police Department (NCPD) is responsible for executing an evacuation due to large natural disasters in the City. NCPD will act in accordance with applicable state and county plans and ESF 16.
- B. NCPD will work with the Charleston County Sherriff's Office, South Carolina State Highway Patrol and South Carolina National Guard. Charleston County assistance will be the provision of personnel, equipment, and technical expertise beyond the level NCPD can effectively provide.
- C. State assistance may be provided when it is necessary to evacuate and return citizens upon the direction of the Governor. This will be coordinated within the Operations section of the MEOC and County EOC.
- D. Coordination with all appropriate departments and agencies will be performed through the City of North Charleston MEOC Operations Law Enforcement Desk (ESF-13/16) at the County EOC or field Command Post.
- E. County EOC's will monitor conditions that have the potential to require evacuation of any area(s) in the County and implement changes in the OPCONs as necessary.
- F. Evacuations due to man-made incidents, involving a relatively small geographic area will be the responsibility of the jurisdictional fire and/or law enforcement agencies. As soon as practical, the MEOC or ICP will alert County EMD of the need for an evacuation. EMD will be responsible for notification to the Governor's Office through the State Warning Point as required by state law (Emergency Powers Act.)
- G. Evacuations due to tropical storms and hurricanes will be coordinated by the County EOC with the SEOC, Central Conglomerate Counties, County Emergency Council

and the EOC Evacuation Alert Team in accordance with the SC Hurricane Plan, using SOPs and checklists during OPGON-1. Crisis relocation as a result of a terrorist act will be coordinated by EMD with SEOC, state and federal law enforcement and Disaster Response Services Group.

- H. Emergency conditions and affected areas that may require evacuation include:
 - a. Hurricanes: Coastal areas, beachfront properties, low-lying areas around streams, and mobile home areas.
 - b. Hazardous Materials Incidents: Densely populated areas throughout the state.
 - c. Dam Failures and Floods: Inundation areas below dams and low-lying areas around rivers, streams, and swamps.
 - d. Earthquakes/Tsunamis: Densely populated areas throughout the state.
 - e. Weapons of Mass Destruction Incidents: Densely populated areas throughout the state.

- I. Depending on circumstances, an evacuation may be employed under the terms of Section 25-1-440, SC Code of Laws, the Governor is the only person authorized to mandate and compel evacuation in South Carolina. During an evacuation all citizens are expected to leave the affected area.

- J. SCEMD will coordinate with County governments and the appropriate state agencies for evacuation routing to shelters, pre-positioning of personnel and equipment, provision of transportation, shelter and congregate care, and the provision of public information to deal effectively with the situation. The City MEOC staff will work with the appropriate County ESFs to monitor movement of City of North Charleston citizens and the dissemination of accurate and timely information.

- K. When the conditions which caused the evacuation cease to exist, control of reentry will be passed from the Governor back to the County's Emergency Council for coordination with the affected jurisdictions. The MEOC Command Staff will coordinate with the EOC for reentry into the City of North Charleston as per the County Recovery Plan. **See the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

III. MEOC Operations

General

The Agency Administrator and Incident Commander will direct and control response and recovery operations in the City. The execution of these operations will be conducted from the City's MEOC or an Incident Command Post.

The MEOC structure is modeled after the National Response Framework (NRF) and operates under the National Incident Management System (NIMS) - Incident Command System (ICS) adopted by City resolution December 2016. ICS is a proven

and commonly used system for the command and control of resources used in responding to and recovering from emergencies or disasters. Its structure is designed to expand or contract, maintaining a manageable span of control, to meet management, operational, and resource needs of any size incident.

The MEOC when activated will be a 24-hour operation and it is not certain that members may not be able to transit back and forth to home regularly. Members of the MEOC will need to bring supplies to include clothing, bed linens and food for up to 72 hours.

A. Policy/Executive Group

a. The Policy/Executive Group is composed of the following:

1. Mayor
2. Members of City Council
3. Legal
4. Police Chief/Fire Chief
5. Emergency Preparedness Coordinator
6. Public Information Officer
7. County Officials if assigned

b. The Policy/ Executive Group is responsible for:

1. Approving activation of the MEOC
2. Overall strategy for the response (beyond strategy developed by IC)
3. Overall response priorities
4. Approving the overall plan of action, including deployment of personnel and equipment to implement this plan.
5. Providing emergency funding of City of North Charleston operations.
6. Coordinating with other political entities
7. Assisting in coordinating requests for utilization of county, state and federal support.

B. MEOC Command Staff

a. The MEOC Command Staff is comprised of the following:

1. Emergency Preparedness Coordinator
2. Police Chief / Fire Chief
3. Legal
4. PIO
5. Safety Officer

b. The MEOC Command Staff is responsible for:

1. Approving overall plan of action; including deployment of personnel and resources
2. Establishing policy and procedures
3. Directing overall emergency operations
4. Initiating activation of the MEOC
5. Developing legal solutions when appropriate
6. Developing and approving all official press releases to media
7. Overseeing the development, management and monitoring of the safety program for personnel throughout the incident.
8. Directing support and recovery operations in the disaster area.
9. Providing liaison to active duty and reserve military organizations supporting the response and recovery effort.

C. MEOC General Staff

a. The MEOC General Staff is composed of the following ICS sections:

1. Operations
2. Planning
3. Logistics
4. Finance
5. Recovery

- b. Responsibilities of the MEOC General Staff:** Each section will be responsible to perform functions specific to their section, in broad terms as described below, and specifically as directed in the Appendices or at the IC's discretion. The County of Jurisdiction will provide assistance for the various ESF type functions beyond the City's capability and as outlined in their EOP. The MEOC Roster maintained under separate correspondence is the source document for responsibility for ESF type functions and staffing. **See the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**
1. Coordinating and managing all disaster operations, including response, relief, and recovery.
 2. Serving as the clearinghouse for all disaster-related information pertinent to the City.
 3. Recording and maintains current status of resources.
 4. Developing course(s) of action based on the emergency and available resources, including priorities for damage clearance/prevention.
 5. Implementing course of action approved by the Executive Group.
 6. Coordinating the procurement and utilization of all support forces and resources made available from within and outside the county.
 7. Identifying and utilizing resources for special or critical facilities.
 8. Establishes and maintaining emergency radio net(s) to include communications with municipalities, the County of Jurisdiction, with the State EOC and other State agencies, as required.
 9. Maintaining a 24-hour warning point which will be activated within the Situation Unit when directed by the IC that will liaison closely with County EOC information cells.
 10. Ensuring continuous telephone communications.
 11. Conducting damage assessment, and maintaining current damage status to include estimated dollar amounts.
- c. The Operations Section:**
1. Participates in the execution of the overall plan providing direction and control for the EOC, assigns tasks via City Departments and coordinates activities throughout the operational areas impacted by the event.
 2. Provides traditional public safety services such as police, fire, medical [including mass fatalities], and Public Works.

3. Recommends to the Command Staff the activation and deployment of the Incident Management Team to areas within the impact zone that have lost local command and control or reporting capabilities.
4. Coordinates with the other Sections Chiefs regarding emergency relocation to the alternate MEOC.

d. The Logistics Section:

1. Provides all support needs to the incident with the exception of Air OPS and medical.
2. Orders all off-site resources as may be required in support of operations.
3. The Logistic Section and assigned units also provide facilities, transportation, supplies, equipment maintenance and fueling, and feeding and berthing arrangements.
4. Provides support to the MEOC as tasked by the IC or Section Chiefs.
5. Assists emergency OPS personnel with personal and family matters through the Staff/Family Support Unit.
6. Provides communications support beyond that organic to the agency.

e. The Planning Section:

Has five primary Units. These units perform the following functions: documentation and display of information, liaison to the Public Information Office, overall disaster assessment, compilation of situation reports, and demobilization. The GIS department will support in this endeavor through the production of HAZUS runs, up to date maps as the situation changes including tracking of resources response and recovery progress.

1. Collects, evaluates, and disseminates of information about the incident from an overall perspective.
2. Maintains information on the current as well as the forecasted situation, and the status of resources assigned to the incident.
3. Preparation and documentation of Incident Action Plans [IAPs] with the assistance of all sections for each operational period. The Planning Section Chief will use the “Planning P” process to facilitate the sequence and organization of meetings in support of IAP development.
4. Recommends personnel and logistical forecast requirements to the Command Staff.

5. Participates in all MEOC group planning meetings and briefings and shift change meetings.
6. Coordinate with other Section Chiefs and jurisdictions or units providing a similar function.
7. Assists with the relocation to the alternate MEOC as required.
8. Collects and analyzes damage assessment information gathered from the air and on the ground.

f. The Finance Section:

1. Although not necessarily activated for smaller incidents, the Finance Section will be in place during major MEOC operations.
2. The Finance Section Chief will determine, based on the requirements of the incident and the level of MEOC activation, the need to establish specific supporting functional units.
3. Units typically assigned to the Finance Section are for cost documentation, procurement, coordination with businesses regarding licenses, registration of contractors, and information systems management, payroll sustainment and data processing.
4. The Finance Section Chief is also the Applicant Agent and will determine the extent of the damages resulting in a federal declaration.
5. The Finance Section's Documentation Unit will assist Section Chiefs, Group Supervisors and Unit Leaders with tracking costs for labor, equipment, and materials as well as other information required by the incident.
6. The City's Risk Manager will coordinate with the Finance Section Chief regarding compensation-for-injury and claims. The Risk Manager will keep the MEOC Command Section apprised of their location if this function is not physically located in the MEOC.
7. The Finance Section will participate in all group planning meetings and briefings and provide agenda input that is financial in nature.
8. The Finance Section will insure that all obligation documents initiated at the MEOC are properly prepared, compliant and maintained in accordance with FEMA requirements for re-imbusement in the event of a federal declaration.

g. The Recovery Section:

The Recovery Section may be activated well before the recovery process has begun to address any foreseen issues. As the priorities and objectives transition from response and into recovery, functions of this section may be integrated into the Operations or Logistics section as seen fit by the Recovery Officer or MEOC Commander.

Responsibilities of this Section include, but are not limited to:

1. FEMA Points of Distribution (PODs)
2. Pre-identified sites
3. Established 72 hours post impact
4. Emergency commodity distribution
5. Donations Management (ESF-18)
6. Receiving and inventorying donated goods through a warehouse concept
7. Transporting goods to neighborhood distribution points
8. Distributing goods to the community through neighborhood distribution and information points (NDIPs)
9. Volunteer Coordination
10. Determining need for volunteers
11. Coordinating missions for affiliated volunteer groups
12. Communicating with the regional volunteer reception center
13. Mass Care (ESF-6) TBD by Department of Social Services
14. Food Services (ESF-11) (feeding those employees, volunteers, and support staff that will be working the event. Note: Self preparedness requires that the employee should be self-prepared with food for the first 72 hours. ICS Form 214 Unit Log)
15. Recovery and Mitigation (ESF-14)
16. Business Industry (ESF-24) (coordinating the efforts within the Business Community by keeping them informed with status updates and support.)
17. Damage Assessment (ESF-20)
18. Ensuring all incident documentation is adequately recorded and protecting relevant hardcopy documents.
19. Consolidation of damage assessment information from various sources for roll-up to the CEOC.
20. Continuity of Operations Planning

21. Assisting essential city functions in the restoration of their service at an alternate location or with minor repairs to their primary facility
22. Determining the need for permanent alternative facility's for the reconstitution of essential and non-essential services
23. Temporary Housing
24. Coordinating with the Social Services Branch in identifying the need for temporary housing solutions.
25. Coordinating with the state and federal government for the delivery of temporary housing units.
26. Identifying site requirements in coordination with the Planning and Zoning department and Water and Sewer department.
27. Warehousing Coordination.
28. Coordinating the temporary sheltering of emergency vehicles and equipment post event.
29. Disaster Recovery Centers
30. Coordinating with the state and FEMA to establish physical locations for individuals to apply for disaster assistance and provide disaster related information.

D. Emergency Management Operations

a. Preparedness Operations

1. The City MEOC will be maintained in operational readiness by EMD with the support of the Facilities Management Department.
2. In the absence of real event activations, periodic exercises, not less than two per year, will be conducted to test the capability of the MEOC.
3. This plan will be reviewed and updated as needed. Minor (less than 15% of plan) changes can be made throughout the year without a full review and approval of the Emergency Preparedness Coordinator.
4. Under the provisions of this plan, City Department Heads are required to ensure preparedness for emergency operations of their assigned ESF duties and Department COOP.

b. Response Operations

1. The MEOC will be activated and staffed in accordance with the NCEOP. The primary department for each ESF function has responsibility to ensure supporting agencies are informed and their actions coordinated.
2. The State Warning Point located within the SEOC will initiate actions appropriate to warn local governments and state agencies. The County Warning Point will disseminate and rebroadcast warning notices as received from state and local sources. The MEOC will disseminate warnings as outlined in Appendix N.
3. Direct supervision of resources employed in support of disaster operations is exercised by the agency providing the support.
4. Depending on the situation, the State may deploy and staff their Emergency Communication Vehicle (ECV). In addition, the County's may deploy its equivalent including key personnel from the Incident Management Team [IMT] which may be assigned to the MEOC, CP, or other local government facility such as a Satellite Centers or Operational Area Command Posts. When ordered by the Governor or Chairman of County Council, the EOC will coordinate with the MEOC for the movement of people from areas threatened or stricken by an emergency.

c. Recovery Operations See the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.

i. Recovery Section Chiefs

1. Execute operations in support of the County's Recovery Plan through actions and responsibilities outlined in Appendix L and Departmental COOPs maintained under separate cover.
2. Request and coordinate county, state and federal assistance.
3. Deploy Preliminary Damage Assessment [PDA] Teams in coordination with ESF 20 as well as state PDA forces.
4. Upon activation of a Disaster Field Office [DFO] the SEOC operations will be shifted to the DFO location. The City MEOC will remain operational while County EOC operations are ongoing and until demobilization plan is approved by the Command Section.
5. The Governor will appoint at the state level the State Coordinating Officer [SCO], the Governor's Authorized Representative [GAR], and the State Hazard Mitigation Officer [SHMO]. Counterparts to these positions required at the county level will be suggested at the time of the incident as determined by the Applicant Agent and the County EMD. The City Executive Group will assign city employees as counterparts as appropriate.

d. Mitigation Operations

1. Following a Presidential Disaster Declaration, the State Hazard Mitigation Officer (SHMO) will develop the mitigation strategy and implement the Hazard Mitigation Grant Program [HMGP]. The County Hazard Mitigation Officer [CHMO] will coordinate with the SHMO regarding county level projects. The City Executive Group will appoint appropriate City of North Charleston personnel to assist and act on the City's behalf. **See the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

IV. Administration and Logistics

General

A large-scale emergency or disaster will place great demands on the resources of local government. Distribution of required resources might be made difficult by the circumstances of the emergency. Initial priority will be given to food, water, medications and that required for reestablishment of the infrastructure. Resources will be identified and provided as soon as practical. Coordination with appropriate departments and agencies will be performed to ensure that operational readiness is maintained at all times.

Management Information System (MIS) will provide technical support to the MEOC to facilitate network access to the county's WebEOC and other required network and data systems.

A. Funding and Accounting

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

B. Consumer Protection

In addition to City ordinance based efforts to curb price gouging and problems with contractors, the City Executive Group will monitor emergency activities and liaison with appropriate County and State officials to provide protection to consumers.

C. Environmental Protection

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

D. Nondiscrimination

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

E. Duplication of Benefits

Federal law prohibits any persons, business concerns, or other entities from receiving federal disaster assistance when compensation for the loss has been received from an insurance company or any other source. It is the policy of the City not to provide benefits where collateral source benefits have already been received or private benefits are available.

V. Continuity of Government

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

A. Succession of Authority

The line of succession for City of North Charleston government is covered under the Letter of Proclamation via Mayor to Mayor Protem.

B. Preservation of Records

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

C. Emergency Actions

The NCEOP assigns primary and support responsibility to the various City of North Charleston Departments to perform and support the City's various Emergency Support Functions (ESFs) and other support activities. Specific emergency delegations are contained in this plan. The head of each department will designate an individual as the emergency point of contact for each ESF function that the department is responsible for performing.

D. Delegations of Emergency Authority

Sections 25-1-420 and 25-1-450, SC Code of Laws, establish the state authority for state, county, and municipal government preparation for and response to emergency situations. Section 25-1-440, SC Code of Laws, grants additional powers and duties to the Governor during declared emergencies.

E. Protection of Government Resources

Essential functions are those that enable government agencies to provide vital services, exercise civil authority, maintain the safety and wellbeing of the general populace, and sustain the industrial/economic base in emergencies. The success of agency operations at an alternate facility is dependent upon the availability of critical communications systems to support connectivity to other agencies, critical customers, and the public.

When identifying communications requirements, agencies should take advantage of the entire spectrum of communications media available in any emergency situation. These services may include, but are not limited to, secure and/or non-secure voice, fax, and data connectivity, internet access, and e-mail.

VI. Continuity of Operations (COOP)

The City of North Charleston has worked to have in place a comprehensive and effective program to ensure continuity of mission essential city emergency functions under all circumstances.

- A.** To support this program, the City of North Charleston has implemented the Continuity of Operations (COOP) Program.
- B.** The identification of individual department activities and sub-components are key to ensure that mission essential COOP functions. Departments are required to:
 - a.** Establish COOP plans and procedures that delineate mission essential functions.
 - b.** Specify succession to office and the emergency delegation of authority.
 - c.** Provide for the safekeeping of vital records and databases.
 - d.** Identify alternate operating facilities.
 - e.** Provide for interoperable communications.
 - f.** Validate the capability to continue mission essential functions through tests, training, and exercises.
 - g.** Provide a plan to execute ESF type functions that they are responsible for as outlined in this plan. When responsibility for a support function is shared with another department, ensure for alignment and collaboration as needed to provide the most efficient and effective execution of services.

VII. Authorities and References

A. City

- a.** City of North Charleston Emergency Operations Plan (NCEOP) as amended.
- b.** City of North Charleston Department COOP Plans as amended.
- c.** City of North Charleston Municipal Operations Center (MEOC)

B. County

- a.** Charleston County Ordinance No. 485, dated 5 July 1983, as amended.

- b. Emergency Council SOG
- c. Emergency Operations Center SOG
- d. Recovery Operations Plan
- e. Charleston Regional Hazard Mitigation Plan
- f. Tactical Interoperable Communications Plan (TICP)

C. State

- a. Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
- b. Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations
- c. Governor's Executive Order No. 2003-12 and 2003-21
- d. SC Emergency Operations Plan
- e. SC State Hurricane Plan
- f. SC Emergency Recovery Plan
- g. The South Carolina Hazard Mitigation Plan, 9 Oct 1999
- h. State of South Carolina Hazard Assessment
- i. South Carolina Operational Radiological Emergency Response Plan
- j. South Carolina Earthquake Plan
- k. South Carolina Homeland Security Assessment and Strategy, 2003
- l. SC Disaster Logistics Support Plan
- m. Santee Cooper Emergency Action Plan for Dam Failure
- n. SC Drought Response Plan¹⁵. SC Mass Casualty Plan

D. Federal

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, Title VI, as amended
- b. National Response Plan, as amended

- c.** Presidential Executive Order 12148, Federal Emergency Management
- d.** Code of Federal Regulations [CFR], Title 44, as amended
- e.** Homeland Security Presidential Directive - 5 (HSPD-5), Management of Domestic Incidents
- f.** Homeland Security Presidential Directive - 8 (HSPD-8), National Preparedness

HURRICANE PLAN

I. Introduction:

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 and implementing instructions, training, preparing, marshaling and distributing resources while providing services and assistance during disasters.

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

- a. 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.
- b. The plan describes how the City will mobilize resources and conduct activities through preparedness, response, recovery, and mitigation planning.
- c. 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.
- d. 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 and minimize injury to people, damage to property, and damage 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 harm's 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:

a. 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.

b. Winds

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

c. Rainfall-induced Flooding

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

d. 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 away from the storm's center of circulation. Tornadoes can potentially become very strong, causing extensive damage to buildings and loss of life.

IV. Hurricane Evacuation Study

General

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.

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.

A. Hurricane Evacuation Clearance Times

- a. 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.
- b. 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

B. 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.

V. Concepts 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 in the Central Conglomerate.

Hurricane evacuations are 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.

B. Standardized Evacuation and Sheltering Terminology

- a. **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.
- b. **Evacuation Zones:** Areas in coastal counties vulnerable to storm surge inundation and rainfall-induced flooding.
- c. **Hurricane Tracking Tools:** A computer software application used to track the progress of a hurricane. The primary tracking program used is HURREVAC.
- d. **Evacuation Order:** 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.
- e. **Lane Reversal:** Altering the flow of traffic in a manner that traffic on all available lanes is moving in the same direction.
- f. **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.
- g. **Protective Relocation:** The relocation of persons from inland counties that are at risk to high winds and flooding associated with hurricanes. Consists of persons that live in vulnerable structures or low-lying areas.
- h. **Reentry:** The transition from evacuation and landfall to the recovery phase. Once the threat of the hurricane has passed and initial damage assessment reports are evaluated, the South Carolina Emergency Management Director will recommend that the Governor rescind the evacuation order and advise citizens to refer to local officials for direction on reentry.

- i. **Primary Shelter:** If the Governor recommends a voluntary evacuation, all voluntary evacuation shelters within the impacted area will be prepared to open within four hours.
- j. **Mandatory Evacuation Shelter:** In the event a mandatory evacuation is ordered by the Governor, all primary evacuation shelters within the impacted area will be open within four hours of the evacuation decision. All voluntary shelters will remain open.
- k. **Reserve Shelter:** If the demand for shelters exceeds the capacity of the primary 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).
- l. **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.
- m. **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:

a. OPCON 3: Normal Daily Operations:

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 by the state warning point and by local Emergency Managers.

b. OPCON 2: Enhanced Awareness:

A disaster or emergency is likely to affect the City/County/State, Emergency Operations Plans are implemented, and the MEOC is partially activated if necessary. The MEOC will be staffed by those personnel deemed necessary by the EPC for pre-evacuation conferences and other preparatory activities.

c. OPCON 1: Full Alert:

A disaster or emergency is imminent or occurring. The MEOC is fully activated and will coordinate with County Emergency Operations Centers for evacuation and other pre-landfall activities. All City emergency response team personnel are

activated or ready to deploy. The MEOC will remain at this OPCON from landfall through 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. More detailed information can be found on **The H-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

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 City of North Charleston Police Department and the National Guard are responsible for staffing or monitoring pre-determined TCPs.

VII. Shelter Management

General

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.

To coordinate shelter openings, public hurricane evacuation shelters are identified as voluntary evacuation shelters, mandatory evacuation shelters, reserve shelters, or special medical needs shelters.

A. Public Shelter Opening Procedures and Public Notification

- a.** Should the Governor recommend a voluntary evacuation, the County Emergency Operations Center (EOC) in coordination with the American Red Cross (ARC) will open evacuation shelters. Likewise, if the Governor orders an evacuation the County EOC and the ARC will open evacuation shelters.
- b.** Once the Governor recommends an evacuation or orders an evacuation, a designated time which shelters will open is determined. The shelter opening time for the evacuation recommendation and evacuation order is at least four hours after the decision to open shelters is made.
- c.** The ARC Hurricane Watch will issue all public announcements about the opening public shelters and their times. These public announcements will be coordinated through the established Joint Information Center.

- d. Reserve shelters will open as necessary. For larger storms, the resources for reserve shelters will be staged at the beginning of the evacuation order. Public announcements of the opening of a reserve shelter will not be made until the shelter is operational.
- e. Shelters change on a yearly basis based on several factors.

B. 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.scmd.org.

C. Public Sheltering Requirement

- a. 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.
- b. 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.
- c. Central Conglomerate vulnerable populations and sheltering requirements are as follows:
 - 1. Forty-one (41) percent (1,670,000) of the state's total population resides in the 23 coastal and low country counties.
 - 2. Twenty (20) percent (66,000) of the county's total population resided in mobile homes.
 - 3. Twelve (12) percent (40,000) of the county's total population is 65 years of age and over.
 - 4. Thousands of people have special medical or dietary needs requiring special sheltering or assistance.

E. Special Medical Needs Shelters

- a. 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.

- b. 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 January 1st of each year.

	EMERGENCY SUPPORT FUNCTIONS	PRIMARY DEPT. ASSIGNED
1	Transportation	Purchasing/ Fleet Ops
2	Communications	Police/ Fire Department
3	Public Works and Engineering Services	PW/ Building Department
4	Firefighting	Fire Department
5	Information and Planning	Police and Code Enforcement
6	Mass Care and Emergency Welfare Services	DSS/ Rec. Department
7	Resources Support	Purchasing Department
8	Public Health and Medical Services	Fire Department/ Public Works
9	Urban Search and Rescue	Fire Department
10	Hazardous Materials	Fire Department
11	Food Services	Salvation Army/Recreation Department
12	Energy and Utilities	Public Works
13	Law Enforcement	Police Department
14	Long- Term Community Recovery and Mitigation	Building/ Code/Fleet and Planning
15	Public Information	Police/ Fire Department
16	Evacuation Traffic Management	SCHP/ Police Department
17	Animal Services	Charleston County Sheriff's Office
18	Donated Goods and Volunteer Services	Charleston County Recreation Department
19	Military Support	Charleston Co. Liaison Officer
20	Damage Assessment	Building/ Code Enforcement
21	Air Operations	Charleston County Sheriff's Office
24	Business and Industry	Executive Department

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 Purchasing 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

- a. Transportation operations will be controlled from the Municipal Emergency Operations Center.
- b. The ESF-1 Coordinator will coordinate all unmet transportation requirements during a disaster.
- c. 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

- a. Preparedness/Mitigation
 - i. 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. Develops and maintains a transportation resource list by type and availability.
3. Participates in an annual test and exercise of this ESF when requested by EPD or required for planning updates.
4. To assist the ESF-1 other City Departments, Public, Private, and Volunteer Organizations will liaison with the ESF-1 Coordinator and develop general guidelines, policies and/or procedures for coordination with ESF-1 during disaster operations.

C. Response

i. ESF-1 Coordinator:

1. Activates ESF-1 upon request as required.
2. Provides 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. Sets up procedure for refueling of city and non-city transportation vehicles, as required.

ii. 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.

D. Recovery

i. ESF-1 Coordinator:

1. Provides 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 MEOC.

4. Keeps all transportation organizations informed on the current situation and projected needs.
 5. Maintains records, for federal reimbursement, of all labor, materials, and equipment utilized.
 6. Completes after-action reports and other reports as required.
- ii. Other City Departments, Public, Private, and Volunteer Organizations:
1. Maintain liaison with the ESF-2 Coordinator.
 2. Inform all personnel of the current situation. Move personnel, supplies and equipment, as required and available.
 3. 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 to the maximum extent practicable to allow for federal reimbursement.

ESF 2: COMMUNICATIONS

PRIMARY DEPARTMENT: Police Department / Fire Department

I. INTRODUCTION

Communications includes information and reports, surveillance of threatening conditions, 24-hour radio operation, and NCIC capability. This responsibility 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 and Fire Chief will designate a member from their 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

- a. Communications activities will be coordinated from the Municipal Emergency Operations Center.
- b. The ESF-2 Coordinator has overall responsibility for the coordination of communication activities during a disaster situation including establishment and maintenance of the radios network as well as communications with respective counties.
- c. The frequency lists are not included in this plan for security reasons. The frequency lists will be maintained by the ESF-2 Coordinator.
- d. 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. WebEOC and sat line phones will be used as the primary data link with the Charleston County Emergency Operations Center.

B. Responsibilities

a. Preparedness/Mitigation

i. The ESF-2 Coordinator will:

1. Develop general guidelines, policies and/or procedures for coordination with 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 general guidelines, policies and/or procedures for coordination with the ESF-2 during disaster operations.

C. Response

i. 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.

D. 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 apprised of any anticipated communication needs, or major changes in agency personnel status.

ESF 3: PUBLIC WORKS AND ENGINEERING SERVICES

PRIMARY DEPARTMENT: Public Works

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

- a.** 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.
- b.** 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.
- c.** 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

a. Preparedness/Mitigation

i. The ESF-3 Coordinator will:

- 1.** Develop general guidelines, policies and/or procedures for coordination with 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 EFS plan, review annually and update as necessary.

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

- 1.** Maintain liaison with the ESF-3 Coordinator.
- 2.** Develop general guidelines, policies and/ or procedures for coordination with ESF-3 during disaster operations.

C. Response

i. 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.

D. Recovery

i. 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 apprised of any anticipated public work's 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

- a. 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.
- b. The ESF-4 Coordinator will establish contact with the respective County ESF-4 representative at their EOC.
- c. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

a. Preparedness/Mitigation

- i. The ESF-4 Coordinator will:
 1. Develop general guidelines, policies and/or procedures for coordination with 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.

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

1. Maintain liaison with the ESF-4 Coordinator.
2. Develop general guidelines, policies and/or procedures for coordination with ESF-4 during disaster operations.

b. Response

i. 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.

ii. 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.

c. Recovery

i. 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 apprised of any anticipated firefighting needs, or major changes in agency personnel status.

ESF 5: INFORMATION AND PLANNING

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 Emergency Preparedness Coordinator 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

- i.** The function of ESF-5 is to provide planning and coordination of information from the incident location to the Planning Section Chiefs within the Municipal Emergency Operations Center for the development of the Incident Action Plan (IAP).
- ii.** 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

a. Preparedness/Mitigation

- i.** The ESF-5 Coordinator will:
 - 1.** Develop general guidelines, policies and/or procedures for coordination with 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.
- ii. Other City Departments, Public, Private, and Volunteer Organizations:
1. Maintain liaison with the ESF-5 Coordinator.
 2. Develop general guidelines, policies and/or procedures for coordination with ESF-5 during disaster operations.

b. Response

- i. 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.
- ii. 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.

c. Recovery

- i. 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 apprised of any anticipated planning needs, or major changes in agency personnel status

ESF 6: MASS CARE AND EMERGENCY WELFARE SERVICES

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

- a. 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.
- b. 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:

i. 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. 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 designates shelters may be found in the North Charleston Hurricane Plan (NCHP)
3. Expedient post- event sheltering may occur in other facilities non pre-designated if the primary facilities have been unsuitable by the impact of the event.

ii. 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.

iii. 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.

iv. 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.

v. 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

a. Preparedness/Mitigation

- i.** The ESF-6 Coordinator will:
 - 1.** Develop general guidelines, policies and/or procedures for coordination with 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.
- ii.** 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.

b. Response

- i.** 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.
- ii.** 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.

c. Recovery

- i.** 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 apprised of any anticipated mass care or emergency welfare services, or major changes in agency personnel status.

ESF 7: RESOURCE SUPPORT

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

- i.** 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.
- ii.** 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.
- iii.** 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

- a.** 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.
- b.** The ESF-7 Coordinator will maintain close liaison with the Finance Department regarding funding issues and record-keeping required for federal reimbursement, when applicable.

- c. The Purchasing Department will negotiate all contracts and leases required for the immediate response and recovery period.
- d. ESF-7 will coordinate will coordinate with the Warehousing Operation at the Convention Center regarding operations, accountability, and resource tracking.

B. Responsibilities

a. Preparedness/Mitigation

i. The ESF-7 Coordinator will:

1. Develops guidelines and 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.

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

1. Maintain liaison with the ESF-7 Coordinator.
2. Develops general guidelines, policies and/or procedures for coordination with ESF-7 during disaster operations.

b. Response

i. 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.

ii. 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.

c. Recovery

i. 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 apprised of any anticipated procurement needs, or major changes in agency personnel status.

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

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

- a. The primary function of ESF-8 is to provide emergency medical services to persons when the County Emergency Medical Services are unavailable.
- b. 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

- a. Preparedness/Mitigation

- i.** The ESF-8 Coordinator will:
 - 1. Develop guidelines and 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.

- ii.** Other City Departments, Public, Private, and Volunteer Organizations:

- 1. Maintain liaison with the ESF-8 Coordinator.
- 2. Develops general guidelines, policies and/or procedures for coordination with ESF-8 during disaster operations.

b. Response

- i.** 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.

- ii.** 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.

c. Recovery

- i.** 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 apprised of any anticipated procurement needs, or major changes in agency personnel status.

ESF 9: URBAN SEARCH AND RESCUE

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

- a. 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.
- b. The ESF-9 Coordinator will establish contact with the respective County ESF-9 representative at their EOC.
- c. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

a. Preparedness/Mitigation

- i. The ESF-9 Coordinator will:
 1. Develops guidelines and procedures to implement this ESF.
 2. Assist as required in developing and conducting training.
 3. Participate in exercises, as required.
1. Maintain ESF plan, review annually, and update, as necessary.

- ii. Other City Departments, Public, Private, and Volunteer Organizations:
 - 1. Maintain liaison with the ESF-9 Coordinator.
 - 2. Develop general guidelines, policies and/or procedures for coordination with ESF-9 during disaster operations.

b. Response

- i. 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.
- ii. 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.

c. Recovery

- i. 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 apprised of any anticipated urban search and rescue needs, or major changes in agency personnel status.

ESF 10: HAZARDOUS MATERIALS

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

- a. 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.
- b. 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.
- c. Should the situation dictate the opening of the Municipal Operations Center, the MEOC will assume responsibility for coordinating with county, state, and federal agencies.
- d. The ESF-10 Coordinator will establish contact with the respective County ESF-10 representative at their EOC.
- e. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

a. Preparedness/Mitigation

i. The ESF-10 Coordinator will:

1. Develops guidelines, 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.

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

1. Maintain liaison with the ESF-10 Coordinator.
2. Develop general guidelines, policies and/or procedures for coordination with ESF-10 during disaster operations.

b. Response

i. 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.

ii. 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.

c. Recovery

- i.** 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 apprised of any anticipated hazardous materials response needs, or major changes in agency personnel status.

ESF 11: FOOD SERVICES

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

- a. 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.
- b. The ESF-11 Coordinator will establish contact with the respective County ESF-11 representative at their EOC.
- c. Provide assistance in coordinating the procurement and arrival of outside resources to the designated City of North Charleston Warehouse.

B. Responsibilities

a. Preparedness/Mitigation

- i. 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.
- ii. Other City Departments, Public, Private, and Volunteer Organizations:**
1. Maintain liaison with the ESF-11 Coordinator.
 2. Develop general guidelines, policies and/or procedures for coordination with ESF-11 during disaster operations.

b. Response

- i.** 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.

ii. 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.

C. 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.
4. Establish logistical links with local organizations involved in long-term congregate meal services.
5. 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 apprised of any anticipated food service needs, or major changes in agency personnel status.

ESF 12: ENERGY AND UTILITIES

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

- a. 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.
- b. Local Utility companies are likely to be victims of the disaster and will require time to move into the response and recovery phases.
- c. Damage assessment information will be reported by all city personnel to the MEOC.
- d. The State of South Carolina Public Service Commission (PSC) will coordinate ESF-12 operations at the State Emergency Operations Center.
- e. The ESF-12 Coordinator will establish contact with the respective County ESF-12 representative at their EOC.
- f. Provide assistance in coordinating the procurement and arrival of outside resources to an incident or staging area.

B. Responsibilities

a. Preparedness/Mitigation

i. The ESF-12 Coordinator will:

1. Develop general guidelines, policies and/or procedures for coordination with 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.

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

1. Maintain liaison with the ESF-12 Coordinator.
2. Develop general guidelines, policies and/or procedures for coordination with ESF-12 during disaster operations.

b. Response

i. 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.
- ii. 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.
- c. **Recovery**
- i. 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 apprised of any anticipated hazardous materials response needs, or major changes in agency personnel status.

ESF 13: LAW ENFORCEMENT

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

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

B. Responsibilities

a. Preparedness/Mitigation

- i. The ESF-13 Coordinator will:
 1. Develop general guidelines, policies and/or procedures for coordination with 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.
- i. Other City Departments, Public, Private, and Volunteer Organizations:
1. Maintain liaison with the ESF-13 Coordinator.
 2. Develop general guidelines, policies and/or procedures for coordination with ESF-12 during disaster operations.

b. Response

- i. 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.
- ii. 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.

c. Recovery

- i. 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 apprised of any anticipated law enforcement needs, or major changes in agency personnel status.

ESF 14: LONG TERM RECOVERY AND MITIGATION/ DAMAGE ASSESSMENT

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

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

B. Responsibilities

a. Preparedness/Mitigation

- i. The ESF-14 Coordinator will:
 1. Develop general guidelines, policies and/or procedures for coordination with 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.

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

1. Maintain liaison with the ESF-14 Coordinator.
2. Develop general guidelines, policies and/or procedures for coordination with ESF-14 during disaster operations.

b. Response

i. 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.

ii. 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.

c. Recovery

i. 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 apprised of any anticipated disaster assessment issues, or major changes in agency personnel status.

ESF 15: PUBLIC INFORMATION

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

- a. The ESF-15 Coordinator has the overall responsibility for the coordination of all public information issues.
- b. The ESF-15 Coordinator will establish contact with the respective County ESF-15 representative at their EOC.
- c. 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.
- d. Coordination with all appropriate departments, agencies, and organizations will be performed to the maximum extent, to ensure accurate, timely, and consistent emergency public information.
- e. 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

a. Preparedness/Mitigation

- i.** The ESF-15 Coordinator will:
 - 1.** Develop general guideline and/or 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.
- ii.** Other City Departments, Public, Private, and Volunteer Organizations:
 - 1.** Maintain liaison with the ESF-15 Coordinator.
 - 2.** Develop general guidelines, policies and/or procedures for coordination with ESF-15 during disaster operations.

b. Response

- i.** 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.

ii. 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.

c. Recovery

i. 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 apprised of any anticipated disaster assessment issues, or major changes in agency personnel status.

ESF 16: EVAC TRAFFIC MANAGEMENT

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:

- a. 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.
- b. Spent Nuclear Fuel Shipments-For large spills consider initial downwind evacuation for at least 300 feet. See Emergency Response Guide for further information.
- c. Hazardous Materials Incidents-Densely populated areas. See the Emergency Response Guide for specific information in reference to the material involved.
- d. Flooding-Areas vulnerable to inundation from surge, tidal, riverine, and storm induced flash flooding.
- e. Dam Failure-Areas downstream from the Pinopolis Dam.
- f. Earthquakes-All structures in densely populated areas.
- g. 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

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

B. Responsibilities

a. Preparedness/Mitigation

- i. The ESF-16 Coordinator will:
 1. Develop general guidelines and /or 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. Review requirements for additional equipment, supplies, and resources and take responsive action as needed.
 7. Maintain ESF plan, review annually, and update, as necessary.
 8. 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.
- ii. Other City Departments, Public, Private, and Volunteer Organizations:
 1. Maintain liaison with the ESF-16 Coordinator.
 2. Develop general guidelines, policies and procedures for coordination with ESF-16 during disaster operations.

b. Response

i. 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.

ii. 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.

c. Recovery

i. 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 apprised of any anticipated evacuation traffic management issues, or major changes in agency personnel status.

ESF 17: ANIMAL SERVICES

I. INTRODUCTION

A. A disaster condition can vary from an isolated emergency affecting a single community to a catastrophic event that impacts all of Charleston County, as well as other areas of the State. Depending on the severity of the disaster, ESF-17 details the responsibilities and support of animal related activities within Charleston County. This ESF generalizes disaster-planning activities for both large and small animals, wild and domestic. It addresses public awareness policies and strategies, as well as contingency plans for disaster.

B. Natural disasters, as well as man-made disasters, may negatively impact the various animal industries/pet populations. Naturally introduced or intentionally introduced (bioterrorist) disease may threaten the animal or plant industry, or zootomic disease may threaten public health as well as animal health.

C. Efficient response and recovery efforts assure rapid return to economic soundness of the livestock/pet industry, public health protection, as well as the benefit of the human-animal bond of pets in the human recovery process following a disaster.

II. MISSION

The purpose of this ESF is to provide direction for handling animal issues before, during, and after an actual or potential disaster situation. It establishes the coordination of veterinary medicine and animal care resources in Charleston County, and supports individual agency SOGs.

III. CONCEPT OF OPERATION

A. The Charleston County Sheriff's Office (CCSO) Animal Control has been designated as the primary organization for coordinating veterinary services and animal care needs in emergencies. The CCSO Animal Control Officer is responsible for communicating information with constituent veterinarians and related organizations.

B. Charleston County Animal Control will identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the Charleston County EOC.

C. The Charleston Animal Society represents local veterinarians and maintains liaison with Charleston County EMD, animal controls agencies, and other humane societies. Charleston County Emergency Operations Plan 2012

D. The Charleston County Animal Control Officer will coordinate with all municipal Animal Control Officers, Humane Societies, South Carolina Department of Agriculture, and animal rescue groups.

E. The Charleston County Animal Control Officer will coordinate the Emergency Support Function for Charleston County to include the management of the ESF Position in the County EOC.

F. The Charleston Animal Society will coordinate on locations for evacuation and placement of agricultural animals with SC Department of Agriculture.

G. The Charleston Animal Society will coordinate the establishment of a central animal hospital with local veterinarians for emergency medical needs.

H. Animal Control Officials in the community provide for the safety and enforcement of animal related issues as they pertain to domestic animals and livestock as well as wildlife that become involved in inhabited area situations.

I. Charleston County EMD, Rescue Squad and Sheriff's Office provide for the emergency technical rescue of entrapped and entangled large animals with the establishment of a state ESF coordinate Large Animal Rescue Team.

J. Charleston County EMD, Rescue Squad and Sheriff's Office provide for the emergency response of disaster support equipment and personnel to incidents involving plant and animal emergencies to assist state and federal Department of Agriculture responders through establishment of a state ESF coordinate County Agriculture / Animal Response Team.

K. Organizations such as DART, Lowcountry Animal Rescue, Pet Helpers, the Charleston Animal Society and other volunteer animal care organizations provide for the Enforcement of animal care regulations and care of those animals that have been legally seized by court order or the surrendering of neglected animals. The Charleston Animal Society maintains a list of specific rescue organizations that deal with specific breeds and/or types of animals.

L. All ESF-17 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-17 planning and response operations.

IV. ESF ACTIONS

A. Preparedness/Mitigation

- a.** In coordination with Charleston County EMD develop plans and procedures, organize personnel, and outline duties and responsibilities
- b.** Determine which agencies will assist in search and rescue efforts for injured, stray, or abandoned animals.
- c.** Maintain liaison with Charleston County EMD and support organizations within the Animal Protection Service.
- d.** Develop a sheltering plan in the event of an evacuation of the area with Charleston County EMD.

- e. Develop a procedure for identification of lost or abandoned animals and establish a foster/adoption procedure in the event that lost animals cannot be reclaimed by their owners within a reasonable period of time.
- f. Develop information on pet care, known facilities (motels) which accept animals, livestock housing availability, and preparedness information for evacuation.
- g. Assist in the development of a procedure for the safe sheltering of essential personnel's animals.
- h. MOU's and other agreements pertaining to temporary hurricane shelters and animal collection facilities following a disaster are located in the ESF-17 plan. As well as re-location of animal shelter and care operations at remote locations such as the Exchange Park Fair Grounds or other location following a disaster. A separate plan also exists for the South Carolina Aquarium.
- i. Develop and train Disaster Animal Response Team (DART) personnel to assist in pet shelter operations.
- j. Plan and prepare to coordinate organizations and response teams deployed to assist following a disaster to include a Federal VMAT Team, and animal relief organizations such as; PetSmart, Nosh's Ark, Code 3, Animal Planet, etc.
- k. Working with public health, state and federal officials, assist in the response to the outbreak of a highly contagious animal/zootomic disease, an outbreak of a highly infective exotic plant, or an economically devastating plant pest infestation.

B. Response

Track the activities of animal shelter facilities and confinement areas before, during and after the disaster. This tracking will be based on information provided by the county animal control officials and relief organizations.

- a. Provide assistance in the following areas pertaining to animal emergency care:
 - i. Coordinate additional animal sheltering and stabling for both large and small animals.
 - ii. Coordinate capture, rescue and transport to designated shelters or pet care facility.
 - iii. Coordinate Veterinarian Medical Assistance Team (VMAT) assistance.
 - iv. Organize triage and follow-up medical care.
 - v. Coordinate public information.
 - vi. Organize lost and found data and publicize to achieve animal/owner reunion.

- vii.** Organize and manage animal response donations in coordination with ESF-18 (Donated Goods and Volunteer Services).
- viii.** Coordinate the credentialing, tasking and approval of out of town/state volunteers assisting in animal rescue/care operations.
- ix.** Coordinate evacuation issues with Charleston County EMD.
- x.** Provide ESF-5 with summarized information on the location and availability of shelter space, food and water for animals.
- xi.** Coordinate with ESF-7 regarding storage sites and staging areas for animal food and medical supplies.
- xii.** Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

- a.** Coordinate response activities of local and deployed agencies, as required.
- b.** Coordinate damage assessment of animal and pet related facilities
- c.** Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
- d.** Assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
- e.** Coordinate with ESF-1 (Transportation), ESF-3 (Public Works) and ESF-8 (Health and Medical) for the removal and proper disposal of animal waste and dead animals.
- f.** Maintain appropriate documentation to prepare an after-action report to Charleston County EMD.
- g.** Coordinate resources for transport, medical needs, and placement of affected animals.
- h.** It will be the responsibility of animal shelter facilities to assess their damages and report to the County ESF-17 any needs or assistance required following a disaster.
- i.** SC Department of Agriculture will work with Clemson Extension Agents and Charleston County Assessor's Office to assess the damages to farms and livestock care facilities to assess damages.

- j. Ensure ESF-17 team members or their agencies maintain appropriate records of costs incurred during the event.
- k. Ensure donated goods are handled through ESF-18 with appropriate guidance from ESF-17.

V. RESPONSIBILITIES

A. Charleston County Sheriff's Office Animal Control Officer

a. Preparedness and Mitigation

- i. Identify, train, and assign personnel to staff ESF-17 in the EOC.
- ii. Develop operating procedures to implement the Animal Emergency Response functions of ESF-17.
- iii. Including an alerting list of ESF-17 support agency response teams for the EOC and response teams.
- iv. Participates in meetings at the state and county level to facilitate development of the Regional County Animal Response Teams (CART), which will function in coordination with the Emergency Management Department.
- v. Participates in exercises to test operating procedures, and will see that all support agencies are included in training/test functions as appropriate.
- vi. Coordinate meetings as necessary of the Large Animal Response Team (LART) and the Disaster Animal Response Team (DART), made up of representatives of involved agencies or organizations, in which members will discuss their operational response and resolve problems, to ensure coverage of animal needs.
- vii. Develop plans for the safety and security of pets and livestock before and following an emergency or disaster.

b. Response

- i. Provides staff to EOC, as requested, alerts ESF-17 support agency responders, notifies all ESF-17 supporting agencies upon activation.
- ii. Coordinates with Regional CART agencies to assess and respond to animal needs in the emergency area, and compile a situation report for the County EOC and SEOC.
- iii. Relays and delegates assistance requests to proper agency through WEBEOC, and assures final disposition of tasks assigned. This may include, but is not limited to, providing emergency transportation, medical care, or shelter and food for animals in need through support of appropriate ESF's.

- iv. Coordinates activities of support agencies, and gathers pertinent statistics and data for compilation.
- v. Coordinates large animal emergency rescue team (LART) activation and assignment.
- vi. Coordinates animal disease education to responders.
- vii. Coordinate the influx of well-meaning volunteers coming to assist in animal rescue operations and respond to reports of “animal hoarding” or unauthorized reports volunteers taking animals from residents.
- viii. Coordinate the influx of well-meaning volunteers coming to assist in animal rescue operations and respond to reports of “animal hoarding” or unauthorized reports volunteers taking animals from residents.

c. Recovery

- i. Coordinates the phase-down of animal emergency services through various support agencies, and within framework of EOC and ESF guidelines.
- ii. Coordinates with counties involved to collect appropriate data on animal services rendered, and to compile such data for a final report.
- iii. Coordinates return to owner or final disposition of unclaimed animals.
- iv. Coordinates animal disease diagnosis, control, and eradication consistent with agency mission.

B. Regional County Agriculture Response Team

a. Preparedness and Mitigation

- i. Identify, train, and assign personnel to staff ESF-17 in the SEOC.
- ii. Develops operating procedures to implement Annex-17, including an alerting list of Clemson University Cooperative Extension Service responders.
- iii. Coordinates with agencies making up the CART in the tri-county to participate in and provide information for the Animal Emergency Response Committee to be developed in each county.

b. Response

- i. Coordinates through county extension agents to assess local situation and identify animal emergency coordinator in each county (assigned under the county emergency management director).

- ii. Supplies personnel for damage assessment teams, or observation teams, as requested by Clemson University Livestock-Poultry Health and County EOC.
- iii. Assists in producing and releasing public service information through Clemson University and the SC Emergency Management Division, the SEOC and County EOCs.
- iv. Assist with livestock relocation.

c. Recovery

- i. Assists by providing manpower on a local basis (county extension agents) to monitor recovery efforts and collecting data on damage assessment and ongoing needs and activities of livestock and equine.
- ii. Provides reports to Clemson University Livestock-Poultry Health of activities and assessments.

C. Charleston County Volunteer Fire-Rescue Squad

- a. Preparedness and Mitigation: Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-17 during periods of activation.
- b. Response and Recovery: Provide services and personnel to response to rescue and related missions.

D. Municipal Animal Control Agencies

- a. Preparedness and Mitigation: Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-17 during periods of activation.
- b. Response and Recovery: Provide services and personnel to response to rescue and related missions.

E. Trident Veterinary Medical Association

a. Preparedness and Mitigation

- i. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation.
- ii. Assures that a Veterinary Liaison Officer is designated for the county, such Officer to participate in developing a county animal emergency response plan through county government (county animal emergency response committee).

b. Response

- i.** Monitors veterinary medical care status in affected counties and provide status reports through South Carolina Association of Veterinarians to ESF-17.
- ii.** Coordinates requests for animal medical assistance (supplies or veterinary manpower) back to South Carolina Association of Veterinarians and ESF-17. Coordinate medical supplies with ESF-18.
- iii.** Coordinates with South Carolina Animal Care & Control Association to implement pet care/sheltering and assure adequate veterinary medical care in needed areas.
- iv.** Assists with public information dissemination of pet care and medical information.
- v.** Provides basic limited medical care for unclaimed animals in emergency temporary shelters in coordination with South Carolina Animal Care & Control Association volunteer staffing.

c. Recovery

- i.** Continues to provide veterinary medical care.
- ii.** Assists Clemson University Livestock-Poultry Health and DHEC in informing public of and carrying out proper public health protection measures.
- iii.** Collects morbidity and mortality figures as appropriate.
- iv.** Assists in return to owner or other disposition of unclaimed animals.

F. Charleston Animal Society

a. Preparedness and Mitigation

- i.** Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation.
- ii.** Under direction of ESF-17, serve as secondary contact in pet care/sheltering/rescue activation in emergencies, and will coordinate with South Carolina Association of Veterinarians to implement protocols.
- iii.** Coordinates with appropriate national humane and veterinary organizations to provide broad-based education/training materials to local animal emergency response volunteers and veterinarians.
- iv.** Maintains list of animal services available in the county to include government and non-profit animal shelters.

b. Response

- i.** Provides volunteer coordination to assist in setting up and staffing emergency animal shelters.
- ii.** Provides volunteer coordination to assist public in locating and utilizing animal emergency shelter (maps, checking water, lights, electricity, local human facilities, etc.).
- iii.** Disseminates public information produced by South Carolina Animal Care & Control Association, South Carolina Association of Veterinarians, and Clemson University Livestock-Poultry Health for animal emergency response guidance.
- iv.** Assist Clemson University Cooperative Extension Service and Department of Agriculture with large animal relocation and care.

c. Recovery

- i.** Assists in final return to owner or other disposition of unclaimed animals.
- ii.** Provides information and assistance to public concerning post disaster stress and recovery effects on animals.
- iii.** Assists in phasing down any temporary shelters/holding areas as need diminishes.

G. Local Animal Rescue/Care Organizations

a. Preparedness and Mitigation

- i.** Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation.
- ii.** Under direction of ESF-17, assist in coordination of pet care/sheltering/rescue activation in emergencies.
- iii.** Coordinates with appropriate national humane and veterinary organizations to provide broad-based education/training materials to local animal emergency response volunteers and veterinarians.
- iv.** Provides public service announcements/information throughout the year to encourage individual owner preparedness prior to emergency.
- v.** Maintains list of animal services available in the county to include government and non-profit animal shelters.

b. Response

- i.** Provides volunteer coordination to assist in setting up and staffing emergency animal shelters.
- ii.** Provides volunteer coordination to assist public in locating and successfully utilizing animal emergency shelter (maps, checking water, lights, electricity, local human facilities, etc.).
- iii.** Disseminates public information produced by South Carolina Animal Care & Control Association, South Carolina Association of Veterinarians, and Clemson University Livestock-Poultry Health for animal emergency response guidance.

c. Recovery

- i.** Assists in final return to owner or other disposition of unclaimed animals.
- ii.** Provides information and assistance to public concerning post disaster stress and recovery effects on animals.
- iii.** Assists in phasing down any temporary shelters/holding areas as need diminishes.

H. Department of Agriculture

a. Preparedness and Mitigation

- i.** Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the SEOC.
- ii.** Develop plans to respond to the outbreak of a highly contagious animal/zootomic disease.

b. Response and Recovery

- i.** Assist ESF-18 with donated hay, food, and non-medical large animal supplies.
- ii.** Collect samples for livestock hay and feed and perform laboratory tests for contamination and pesticide residue, if required.
- iii.** Coordinate locating food and arranging for and feeding distressed, disaster impacted, and evacuated animals. Coordinate with other large animal support agencies.
- iv.** Serves as a response point for livestock and equine related disaster assistance and assists with identification and location of housing and other related services for livestock. Coordinate with other large animal support agencies.

I. Department of Health and Environmental Control

a. Preparedness and Mitigation

- i.** Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the SEOC.
- ii.** Provide public health guidelines.

b. Response and Recovery

- i.** Office of Public Health Preparedness: Coordinate DHEC animal emergency response activities.
- ii.** Disease Control: Provide epidemiology and public health support.
- iii.** Environmental Quality Control - Waste Management: Provide agricultural waste and carcass disposal support.
- iv.** Environmental Health
 - 1.** Provide vector control and sanitation support.
 - 2.** Provide dairy product and producer support, and sampling.

J. Department of Natural Resources, Wildlife and Fresh Water Fisheries

a. Preparedness and Mitigation

- i.** Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-17 during periods of activation. On order, staff ESF-17 in the SEOC.
- ii.** Develop plans to respond to the outbreak of a highly contagious zootomic wildlife disease.

b. Response and Recovery

- i.** Provide native wildlife support within agency policy and statutory guidelines.
- ii.** Provide limited assistance, if available, to coordinate zoo/exotic situations.
- iii.** Provide transportation and equipment, if available.
- iv.** Provide personnel and equipment to conduct animal depopulation operations.

VI. LOCAL, STATE, AND FEDERAL INTERFACE

A. County ESF-17 will contact state agencies, through State EOC, to coordinate any assistance needed in dealing with companion and domestic animals. At the state level, ESF-17 will be managed from the SEOC. ESF-17 does not exist at the federal level per se.

B. Medical, care and rescue efforts are supported by a variety of national agencies/organizations such as the American Veterinary Medical Association, the American Humane Association, the Humane Society of the United States, and the American Horse Protection Association; also by state agencies such as South Carolina Association of Veterinarians, the South Carolina Animal Care and Control Association, and Clemson University Cooperative Extension Service.

C. Charleston County ESF-17 will coordinate with State ESF-17 along with federal and national organizations to obtain state and federal assistance when required.

Attachment to ESF-17 Animal Services

DISASTER PREPAREDNESS FOR HORSE and LIVESTOCK OWNERS in CHARLESTON COUNTY

EMERGENCY SITUATIONS MAY FORCE OWNERS OR EMERGENCY PERSONNEL TO MAKE THE DIFFICULT BUT PRACTICAL DECISION OF PUTTING HUMAN LIFE ABOVE THAT OF AN ANIMAL.

BEFORE SITUATION;

- 1) Be prepared to identify and document ownership of each animal you own should you need to claim your horse or livestock.
- 2) Permanently identify each animal by tattoo, microchip or brand (either freeze or heat).
- 3) Have current photos of each animal (left, right, front, rear and with owner in at least one) be sure to include scars or odd markings on your animal that might help identify it, (if there were 35 bay mares in a pen, how would you prove which one is yours?).
- 4) Temporarily identify each animal by painting or etching hooves, neckbands, paint your telephone number or last four of your social security number on each side of the animal. Put your information in a plastic bag and seal it, then tape or zip tie it into the main, tail or onto the halter of each animal.
- 5) Each halter should have a tag or plate with up to date information, make sure tag or plate is on securely. Each tag should have your name, phone number and animals' name. Somewhere you should put and out of the area contact person and number should you not be able to be return or of phone and power lines are down.

- 6) Make sure before you leave, you have your horses current Coggins in your possession.
- 7) Be sure, when you leave, that you take all of the information on your animal with you. If you leave it you may not be able to return and get it or it could be destroyed!

POST SITUATION:

- 1) Animal will be taken to a holding facility where they will be processed and housed until claimed or if necessary fostered.
 - 2) The holding facility will be announced by the media, also you can contact the EOC or Sheriff's Office for location and whom you need to contact.
 - 3) Each animal (during processing) will be identified by number, area picked up, photo, color, breed, and sex. Brands, Tattoos and scars will be noted. All animals will be scanned for microchip.
 - 4) Each will be evaluated, if injured; treatment will be depending on extent of injury.
 - 5) Dead Animals will be photographed, scanned for microchips, tattoos and brands and then disposed of.
 - 6) You will be responsible for any medical bills accrued due to treatment of your animals for injuries incurred.
 - 7) Be prepared to prove documented ownership and identify yourself and your animal when claiming lost livestock (tattoo, brands, microchip, tag, scars, marks, photos of above [except the non-visible microchip] registration papers with color photo, coggins)
- * You will need your driver's licenses and a current Coggins in order to pick up your horse, if you do not have one. One will be drawn and you will be responsible for any costs from this process. The animal in question will not be removed without this test, transporting of equine over SC highways without a current Coggins test is illegal!**
- 8) When you leave carry proof of ownership, photos and medical records with you. They could be lost or destroyed if you leave them. They are your ticket to reclaim your animal.
 - 9) You can call for Animal Control to do a welfare check on your animal, if situation warrants they will be removed and taken to the facility.
 - 10) Be sure to check the area you plan to put them in before you bring them home or unload them, to include fences and barns that may have been severely affected by a hurricane.

ESF 18: DONATED GOODS AND VOLUNTEER SERVICES

I. INTRODUCTION

- A.** The function of this ESF consists of three components working hand in hand to complete a mission. First it must identify the post disaster needs of the community and fulfill those needs through the remaining two components of donated goods management and Volunteer services to fill manpower needs. The ability of local governments to perform a situational assessment accurately and within the first few hours after an incident is critical. It provides the foundation for the subsequent response of adequate resources to life-threatening situations and imminent hazards. Correct and effective assessments permit local governments to prioritize their response activities, allocate scarce resources, request mutual aid, and State and Federal assistance quickly.
- B.** Donated Goods and Volunteer Services are defined as follows; Donated Goods consist of commodities provided by public or private sources without charge to the government. Volunteer Services consist of assistance provided by personnel without charge to the government.

II. MISSION

To identify the emergency support functions and support agencies that will be needed to coordinate the rapid assessment of the post-disaster situation as it relates to casualties, hazards, and human needs. Then to coordinate the information rapidly and working through the Planning Section (ESF 5), disseminate it to decision-makers, the appropriate ESFs in the EOC, outside agencies and the SEOC to request the needed goods and volunteer resources that may be available from those agencies and resources wanting to assist. And to match the needed volunteers with appropriate tasks needing to be addressed.

III. CONCEPT OF OPERATIONS

- A.** Members of the Incident Management Team (IMT) and/or Disaster Response Services staff may be deployed to the forward impact areas or county satellite Service Centers to gather intelligence.
- B.** ESF-18 will not be activated in every event, rather only in response to verifiable need within the impacted area.
- C.** Offers of donated goods and volunteer services will be handled by The Donated Goods Unit Leader and the Volunteer Services Unit Leader. Calls received by the Citizens Information Center will be routed to the Volunteer Coordination Center.
- D.** Individuals will be encouraged to donate cash to local organizations of their choice. Under certain circumstances donated goods and volunteer services may not be accepted.

- E. The Recovery Division Supervisor will appoint and / or active the designed units of ESF-18 to coordinate for the human disaster assessment and meeting the basic resource requirements of this function.
 - a. **Donated Goods Unit Leader**, will be at the designed county warehouse upon activation, will answer to the Recovery Division Supervisor and will coordinate with the Planning Section, EMD and the Volunteer Services Unit Leader.
 - b. **Volunteer Services Unit Leader**, will be at the designed coordination center location upon activation, will answer to the Recovery Division Supervisor and will coordinate with the Planning Section, EMD and the Donated Goods Unit Leader.
- F. Donated Goods will be delivered to a central warehouse managed by the Warehouse Manager appointed by the Donated Goods Unit Leader. However, pre-certified state and local groups, including volunteer organizations will be allowed to request donated goods directly from the state warehouse.
- G. Volunteer Services will be managed by the Trident United Way.
- H. ESF-18 will coordinate with local municipalities and Public Service Districts to pre-establish designed locations to be used as distribution points for FEMA/USACOE disaster supplies and Donated Goods.
- I. ESF-18 will maintain communications with support agencies in the field and/or the EOC, municipal EOCs, damage assessment personnel, Disaster Welfare Services, ESF-14 (Recovery and Mitigation), CERT Members, and Air OPS, regarding the rapid acquisition of information needed for the assessment of the disaster.
- J. The Disaster Assessment Unit Leader will report information regularly to the Planning Section and Recovery Division for inclusion in Situation Reports (SITREPs) that will be published on a timetable set by the EMD. SITREPs will describe the general needs assessment of the affected community based on the disruption to the infrastructure, lifelines, general property damages and injuries or lives lost.
- K. All ESF-18 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-18 planning and response operations.

IV. ESF ACTIONS

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

A. Preparedness

- a. Disaster Recovery Division Supervisor
 - i. Coordinate with Trident United Way to maintain a listing of available support services and capabilities.

- ii. Train and exercise volunteer organization personnel.
 - iii. Participate in state exercises. Conduct, at least annually, an ESF-18 exercise to validate this annex and supporting SOPs.
 - iv. Annually review the Department of Homeland Security Universal
 - v. Task List and integrate tasks as appropriate.
 - vi. Ensure all ESF-18 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-18 agencies will complete FEMA's NIMS Awareness Course, or equivalent course.
1. **Volunteer Services Unit Leader** Develop procedures and data base for volunteer resources to be used during emergencies or disasters.
 2. **Donated Goods Unit Leader** Coordinate with Internal Services Division and Charleston Area Coliseum to identify prospective staging area warehouses available for lease before an event occurs.

B. Response

a. Disaster Recovery Division Supervisor:

- i. Activate and notify county and municipal agencies and volunteer relief organizations when an emergency or disaster is threatening or has occurred as directed by EOC Incident Commander.
- ii. Activate the Donated Goods and Volunteer Services Management System as directed by EOC Incident Commander
- iii. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
- iv. Assist Communications Group Supervisor with the establishment of radio communications for the support agencies still in need of radios and/or communications
- v. Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

b. Volunteer Services Unit Leader

- i. Activate the Volunteer Services Management System as directed by Recovery Division Supervisor
- ii. Coordinate delivery of volunteer services to the victims; maintain records of services being provided, the location of operations and requirements for support Charleston County Emergency Operations Plan.

- iii. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
- c. Donated Goods Unit Leader
- i. Activate the Donated Goods Management System as directed by Recovery Division Supervisor
 - ii. Implement agreement with United Way, Food Bank Associations and other organizations as required.
 - iii. Coordinate delivery of donated goods to the victims; maintain records of services being provided, the location of operations and requirements for support.
 - iv. Coordinate with ESF-1 (Transportations) for adequate transportation to deliver donated goods from the county warehouse or local reception centers.
 - v. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.

C. Recovery

- a. Coordinate field base of OPS for deploying team members with host municipal EOCs in the most heavily damaged areas.
- b. Scale down operations as requirements diminish and return to routine operations as soon as possible.
- c. Assess the requirements for continued donated goods and volunteer services for the disaster victims.
- d. Evaluate donated goods and volunteer services operations for effectiveness and revise plans to eliminate deficiencies.
- e. Provide recommendations to the EOC to determine appropriate distribution of remaining donated goods to County Agencies and/or volunteer groups.
- f. Assess unmet needs at the local level in providing resources and volunteers to meet those needs from available volunteer organizations.
- g. Coordinate licensing requirements for volunteers.
- h. Maintain Unit records required during a federal declaration.

D. Mitigation

- a. Provide assistance, as required.

V. RESPONSIBILITIES

A. Charleston County Community Services

- a. Identify, train and assign personnel to staff ESF-18 during periods of activation.
- b. Notify all ESF-18 supporting agencies upon activation.
- c. Coordinate training and operation of Donated Goods and Volunteer Services Call Center.
- d. Coordinate a location for the Call Center of ESF-18, which will include adequate space, computers, internet access, telephones, fax machines, copiers, etc.
- e. Maintain accurate records of personal services and operational expenditures related to the delivery of services during emergency operations.
- f. Develop procedures to scale down ESF-18 operations as requirements diminish and return to routine operations.
- g. Develop procedures to distribute remaining donated goods to County Agencies and/or volunteer groups.
- h. Prepare a list of “needed” and “not needed” goods for Telephone Operators at the Donated Goods and Volunteer Services Call Center.
- i. Assist Budget and Control Board with development of a list of “needed” and “not needed” goods for Telephone Operators at the Donated Goods and Volunteer Services Call Center.

B. Charleston County Emergency Management Department

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation to include volunteers CERT, Community Groups, etc.
- b. Coordinate and train primary and support agency personnel in the use of WEBEOC Resources Module.
- c. Coordinate and manage the pre-certification of local groups by County Emergency Operation Centers (local government) to request goods directly from Logistics Staging Area (LSA) warehouse or other sources.
- d. Maintain agreements with, United Way and other volunteer organizations as required.
- e. Coordinate with County Emergency Operation Centers (local governments) to establish ESF-18 or a Donated Goods and Volunteer Services point of contact at the local level.

- f. Identify pre-certified state level agencies to request donated goods from the LSA warehouse.
- g. Coordinate a location at the EOC for ESF-18, which will include adequate space, computers, internet access, telephones, fax machines, copiers, and any other necessary equipment.
- h. Charleston County Public Information Officer (PIO) will coordinate the news release of the telephone number for the Donated Goods and Volunteer Services Call Center to the appropriate news media.

C. Charleston County GIS Mapping

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Manage and develop procedures for mapping and estimating damages to impacted areas and assist with locating distribution centers for donated goods and volunteer services to assist.

D. City of North Charleston and Charleston Area Convention Center

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions of warehouse management in support of ESF-18 during periods of activation.
- b. Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.

E. American Red Cross

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.

F. Municipal Emergency Operations Centers (MEOC)

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Coordinate and manage requests for donated goods to include receipt and dispersal of donated goods to community distribution point.

G. The Salvation Army

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Request, Coordinate and manage operation of donated goods inventory to include receipt, sorting, storage, and dispersal of donated goods.

H. South Carolina VOAD

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Assist as requested by ESF-18 agencies.

I. SC Baptist Convention Disaster Relief

- a. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
- b. Assist as requested by ESF-18 agencies.

J. Trident United Way

- A. Identify, train and assign personnel to staff ESF-18 during periods of activation.
- B. Assist with unaffiliated/unsolicited volunteers from both within and outside the state during a disaster or emergency.
- C. Develop a Data base of volunteers to be deployed as needed during emergencies or disasters.

VI. LOCAL, STATE, AND FEDERAL INTERFACE

The County ESF-18 position does exist at the State level but not at the Federal level per se. The State may respond with an Emergency Support Team. At the local level, primary coordination will occur with the municipal EOCs, who will have their fire and police services gathering assessment information, as well as reports from utility work crews and others. Also, the other ESFs represented in the EOC will be providing information through their primary areas of responsibility. The bottom line is a rapid assessment of critical needs that are recorded in terms and sufficient explanation so as to be understood by local, State, and Federal forces.

ESF 19: MILITARY SERVICES

I. INTRODUCTION

Military support to Charleston County will be coordinated by the South Carolina National/State Guard (SCNG/SCSG), with assistance from other State and Department of Defense (DOD) agencies, in times of a threatened or actual major emergency or catastrophic disaster.

II. MISSION

Coordinate planning necessary to identify the capabilities and limitations of State Military and DOD services in advance of the emergency, so as to affect the effective and efficient utilization of military resources for assistance to civil authorities.

III. CONCEPT OF OPERATIONS

- A.** The Military Support Group Supervisor will coordinate with their DOD counterparts in those services sent to assist with the recovery process. All agencies will follow their own chain of command. Requests for assistance will be coordinated with the state and federal coordinating officers appointed at the time of the disaster. The State Coordinating Officer (SCO) will coordinate with the Federal Coordinating Officer (FCO) regarding the missions assigned to the DOD/Defense Coordinating Officer (DCO).
- B.** Upon activation of the Emergency Operations Center (EOC), EMD will request that the S.C. National Guard provide a LNO for the Military Support ESF-19 desk.
- C.** ESF-19 will advise the EOC and Incident Commander of capabilities and resources, ongoing mission status, troop numbers, estimated costs, and any other operational considerations.
- D.** Local military installations are likely to be victims of the event, especially with natural disasters, and may not be in a position to offer assistance. The SCSG or other DOD or State Military function may be requested to provide a liaison to the EOC if necessary.
- E.** DOD forces from outside the area, who are assigned to help, will need to be tasked on a mission type basis, according to their function or specialty area.
- F.** The three phases of operations likely to involve DOD assistance are: Phase I- Relief and Phase II- Recovery. DOD will participate less in Phase III- Reconstitution, as they redeploy to their home bases.
- G.** All ESF-19 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-19 planning and response operations.

IV. ESF ACTIONS

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

A. Preparedness

- a. Assign LNOs to the County EOC who is available to attend periodic planning meetings, training, and exercises.
- b. Coordinate with ESF-19 in the State EOC on the current inventory lists of operational power generation equipment, light sets, and licensed operators available for deployment into disaster areas for sustained operations.
- c. Coordinate operational disaster response plans and SOPs, maintained under separate cover, with other uniformed services based out of the Charleston area.
- d. Keep EMD and other supporting agencies apprised of changes in the agency's mission, LNO personnel, or emergency contact information.
- e. Review copies of other agency SOPs to maintain a high level of coordination.
- f. Update SOP with State EMD so those plans reflect the current procedures used by EMD and FEMA for Phase I and II operations.
- g. Be familiar with the civilian Incident Command System (ICS) and its application to the military command and control structure.

B. Response

- a. ESF-19 will be activated by EMD, the SCNG, or as required by the emergency or in the anticipation of an event.
- b. As the situation develops, the primary agency will coordinate with the County EMD to determine EOC operational status and the requirement for shift coverage.
- c. Provide SITREPs as required by the primary agency, EMD, or the State EOC [SEOC].
- d. Maintain individual agency logs, records of actions supporting the missions assigned, as well as that required for reimbursement, when authorized.
- e. Develop a stand-down plan in anticipation of concluding Phase II operations, or when requested by the primary agency.
- f. Coordinate with ESF 4 & 9 on Search and Rescue missions as needed.
- g. Coordinate with ESF 18 to assist with warehouse and distribution missions.

- h.** Support or carry out response operations in the following areas as available:
- Support evacuation operations.
 - Support search and rescue operations.
 - Transportation of supplies and services.
 - Provide and operate power generation equipment.
 - Provide engineering support.
 - Coordinate and conduct aviation operations.
 - Support law enforcement, security, and homeland defense operations.
 - Conduct debris clearance/removal operations.
 - Conduct water supply/purification operations.
 - Support feeding operations.
 - Communications support.
 - Support logistics staging area operations.
 - Support firefighting and HAZMAT operations.
 - Maintain labor, equipment and materials forms used for possible reimbursement, if authorized.

C. Recovery

- a.** Continue assigned missions in support of law enforcement, SAR, damage assessment, debris removal, transportation services, medical support, and warehouse operations, and other tasking as assigned.
- b.** Notify the Group Supervisor of any unmet needs, communications requirements, or problems, etc. that needs SCNG or EMD intervention.
- c.** Coordinate all components of the ESF and adjust SOPs accordingly.
- d.** Coordinate the standing down phase so that appropriate representation is maintained in the Group at the EOC at all times.
- e.** Recommend changes to the agency SOPs, based on lessons learned.

- f. Participate in After-Action Report writing and any critiques held, once Phase II operations have concluded.

V. RESPONSIBILITIES

A. South Carolina National Guard

- a. Identify, train, and assign SC National Guard personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
- b. Provide personnel support.
- c. Notify all ESF-19 supporting agencies upon activation.
- d. Maintain Position Log and appropriate status boards in WEBEOC.
- e. Submit copies of all tasking to the Adjutant General.
- f. Supervise and provide personnel to assist the EOC with Air Operations Unit.

B. South Carolina State Guard

- a. Identify and assign SCSG personnel to staff ESF-19 in the EOC.
- b. Provide military support for functions as assigned by TAG or as acceptable.

C. U.S. Coast Guard

- a. Identify, train, and assign US Coast Guard personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
- b. Provide personnel support during EOC activation.
- c. Monitor Marine Band Radios within the EOC, coordinate Search and Rescue missions with ESF 4, 9, 13, and 22 as necessary.

D. U.S. Air Force – Joint Base Charleston

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
- b. Provide personnel support during EOC activation.

E. U.S. Army Corps of Engineers

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-19 during periods of activation.
- b. Provide personnel support during EOC activation.

- c. Assist in Urban Search and Rescue Operations as available.
- d. Assist with damage assessment of waterways and relate infrastructure.

V. LOCAL, STATE, AND FEDERAL INTERFACE

This Emergency Support Function does exist in the State EOP. The services are represented at the state level by the SCNG at the SEOC. Depending on the magnitude of the event and, whether or not a federal declaration is made, the DCO will work under the FCO out of the designated Disaster Field Office (DFO).

APPENDICES:

Appendices are used in this plan for specific threats, hazards, emergency response actions or overarching policies that affect the entire City i.e. Training (Appendix X) and Emergency Classifications – (Appendix W). They are specifically tailored to identify the area of focus, outline Primary and Support responsibilities by City Departments and if appropriate the corresponding County ESF they would work with during an emergency. In addition, it is expected that the Department with primary responsibility will establish a working relationship with appropriate County personnel, ensure training for personnel and work with the Emergency Preparedness Coordinator to ensure appropriate personnel are assigned to the various positions as per the MEOC Roster and Departmental COOPS. Primary Departments are responsible for accurate and up to date information in the respective Appendices and should work with the EMD during the annual review process to ensure they are up to date. Each Appendix will be updated annually by December 1st and submitted to the EPC who will update this plan and make the entire updated EOP available for review January 1st.

Appendix A	Civil Disturbance	Police Department
Appendix B	Dam Failure	Emergency Management
Appendix C	Earthquake Preparedness	Emergency Management
Appendix D	Hurricane Preparedness	Emergency Management
Appendix E	Hazmat Emergencies	Fire Department
Appendix F	Terrorism Response	Police Explosive Device
Appendix G	Municipal Emergency Operations Center (MEOC)	Emergency Management
Appendix H	Spent Nuclear Fuel Shipments	Emergency Management
Appendix I	Urban Search and Rescue (USAR)	Fire Department
Appendix J	Search and Rescue (lost or abducted personnel)	Police Department Fire Department
Appendix K	North Charleston Disaster Warehouse Staging Area	Logistics Section
Appendix L	Recovery	All Departments
Appendix M	Charleston County Emergency Council	Emergency Management
Appendix N	Warning	Public Information
Appendix O	Mass Fatality Incident (MFI)	Fire Department
Appendix P	Aircraft Crash Response	Fire Department
Appendix Q	Evacuation Management	Police Department
Appendix R	Tornado Preparedness	Emergency Management
Appendix S	Tsunami Preparedness	Emergency Management
Appendix T	Critical Incident Media Plan (CIMP)	Public Information
Appendix U	Damage Assessment	Building Department
Appendix V	Flooding	Police Department
Appendix W	Personnel Emergency Classification and Re-Entry	Human Resources Department
Appendix X	Personnel Training Requirements	Emergency Management
Appendix Y	Icing On Bridges And Roadways	Emergency Management
Appendix Z	Emergency Management Council (EMC)	Emergency Management
Appendix AA	Active Threat	Police Department

City of North Charleston Emergency Operations Plan

Appendix A, CIVIL DISTURBANCE

Responsible Department: Police

Assisting Department: Fire

ESF-13

I. SITUATION

Civil disturbances are a public crisis which occurs 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 isolated 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 lose 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. As an example, in 1969 Charleston County experienced several violent 'civil rights' demonstrations during the hospital worker strikes.

II. CONCEPT OF OPERATIONS

In South Carolina, the State Law Enforcement Division [SLED] maintains a Civil Disturbance Plan. This document establishes operating responsibilities and procedures to ensure preparedness and orderly activation of state resources in response to civil disturbances that may go beyond our county's capabilities. Refer to Section V of the Charleston County Sheriff's Office Unusual Occurrence Manual for potential County actions.

Federal assistance, obtained through State EMD and FEMA Region IV, is likely following a Presidential Declaration of Emergency or Disaster. State agencies, with law enforcement personnel, along with SLED, and the SC Highway Patrol will coordinate with the Law Enforcement Liaison Officer [see ESF-13] at the County EOC and the North Charleston Police Department for providing local police assistance. This federal assistance may be in the form of personnel, equipment, training, or intelligence.

III. LOCAL PREPAREDNESS

In preparing for Civil Disturbance, the City of North Charleston Police Department maintains a Policy and Procedure Manual for Civil Disturbance. In addition, NCPD should be familiar with County and State SOGs, which may address, but are not limited to the following areas:

- A.** Interagency mutual aid agreements amongst law enforcement agencies,
- B.** Familiarization with procedures for obtaining police assistance through County EMD.
- C.** System for timely notification to SLED upon occurrence, or recognition of the potential for civil disturbance,
- D.** Coordination with local SLED representative regarding intelligence and information gathering,
- E.** Operational readiness for quick and orderly response to civil disturbances, including coordination with agencies which may share in the response.

City of North Charleston Emergency Operations Plan

Appendix B, DAM FAILURE

Responsible Department: Emergency Management

Assisting Departments: Police, Fire

ESF – 6, 13

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 [EAPs]. This is done in coordination with State EMD, SC Public Service Authority, and the Federal Energy Regulatory Commission [FERC]. EAPs are republished at least every five years. Two public dams managed by Santee Cooper which can impact Charleston County are the Pinopolis Dam and the North Santee Dam.

II. CONCEPT OF OPERATIONS

The EAPs maintained by Santee Cooper outline the actions required to identify, mitigate, and respond to emergencies that, although are rare, could occur. Copies of these plans and maps are maintained by County EMD and the North Charleston Emergency Preparedness Coordinator. Unlike the 'walls of water' depicted in the movies, our greatest concern revolves around the disruption of the local infrastructure and evacuation due to the relatively slow flooding scenario. The County Mass Care Coordinator (DSS) and the Lowcountry Chapter of the American Red Cross will be notified by County EMD of the need to open and support shelters for evacuees.

The Santee Cooper System Controller is responsible for notification to the County Warning Points of actual or potential dam failures. **Condition-B** is set when a potentially hazardous situation is developing. For Condition-B, no evacuation is required 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 EMD 'Red Book' SOG maintained by the County Warning Point. For Condition-A, all areas affected by the incident will be evacuated due to deteriorating conditions at the dam. More detailed information can be found on **The SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

A. NORTH SANTEE DAM

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

B. PINOPOLIS DAM

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

City of North Charleston Emergency Operations Plan
Appendix C, EARTHQUAKE PREPAREDNESS
Responsible Department: Emergency Management
Supporting Departments: All Departments

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 a mid-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.

The South Carolina Earthquake Education Program [SCEEP] at The College of Charleston records and tracks the 12-15 relatively small seismic events we have in our area each year. Our last major quake occurred on 31 August 1886, 9:51 PM and was felt over a 2.5 million square mile area of the U.S. and would have measured 7.6 on the Richter Scale had it existed then. If such an event were to occur, it has been estimated that 500-1000 people would be immediately killed with thousands more seriously injured. This will be due to the partial or total collapse of un-reinforced masonry structures or from the non-structural hazards within structures even if they are built to proper seismic codes. Total disruption of lifelines and the infrastructure will simultaneously occur without warning.

II. CONCEPT OF OPERATIONS

When a moderate to major earthquake occurs, local authorities will immediately be in the response and recovery phase of the emergency. All available resources within our City and County 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 MEOC will be manned as personnel are able to report in after being self-activated since most, if not all communications will be knocked out. The County Mass Care Coordinator (DSS) and the Lowcountry Chapter of the American Red Cross will be notified by County EMD of the need to open and support shelters for evacuees. Local law enforcement agencies will secure evacuated areas, including safeguarding critical facilities and shelters, and control entry and exit to the disaster area as required. State and federal resources, coordinated by State EMD from the State EOC [SEOC] and by the State Emergency Response Team [SERT] will be similar to other natural disaster response but more demanding due to the loss of communications and other infrastructure. A Presidential Disaster Declaration and federal assistance would be immediately requested by State EMD through FEMA Region IV. Lastly, associated events such as dam failures, conflagrations, and hazardous materials spills would be expected and made worst due to the interruption or complete destruction of lifelines such as the water supply system.

III. LOCAL PREPAREDNESS

Preparedness before the event is paramount due to the lack of any warning. Individuals and agencies need to develop action plans and SOGs based on the presumed losses of resources including the death and injury of key personnel. Furthermore, individuals must fully understand their organization's plan and their potential expanded role in conducting limited operations.

City of North Charleston Emergency Operations Plan
Appendix D, HURRICANE PREPAREDNESS
Primary: Emergency Management
Supporting Departments: All City Departments

I. SITUATION

The City of North Charleston is considered at great risk from tropical storms and hurricanes. The inland counties toward Columbia are considered as host counties for evacuation assistance and possible sheltering. The City has a vulnerable population approximately 10% of which will require public sheltering. 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

Charleston County serves as the lead county for the eight county **Central Coastal Conglomerate** in the State's Hurricane Plan which was developed to serve as the County's Tropical Storm and Hurricane Plan. Berkeley and Dorchester County are a member of the Central Conglomerate as well. To ensure that all responding counties will be able to coordinate response activities, the **Operating Conditions [OPCONS]** listed below were developed by the S.C. Hurricane Task Force and are utilized in each county's SOP and followed by the City of North Charleston. An abbreviated description is as follows:

OPCON 3- Hurricane season opens, plans reviewed, alert lists verified.

OPCON 2- SC threatened by a storm, EOCs on Monitoring Activated.

EOC on Stand-by and Partially Activation, pre-evacuation conferences.

OPCON 1- EOC Full Activation, Shelters prepared Emergency Council meets.

Evacuation Orders announced to the public.

III. LOCAL PREPAREDNESS

The City of North Charleston will follow the State Hurricane Plan. The EMD Department will maintain a series of tropical storm/hurricane checklists to ensure the City's actions are in alignment with both the county and state. This Plan, including its numerous Appendices, support operations that will be followed during the Preparation, Response and Recovery phase of a hurricane. All City Departments with hurricane responsibilities will have department plans and policies that support their actions located in their Department's COOP and SOGs. Hurricane operations will be coordinated from the City's MEOC. The focus of hurricane operations is to provide information and warnings to citizens and employees, provide constant and accurate updates on the storm's progress, recommend and initiate appropriate actions with City personnel and resources before the storm, ensure their safety during the storm and be positioned, ready and available post storm to perform those actions included in the Recovery Appendix. Likewise, take actions that ensure for citizens safety, including evacuation, shelters, transportation, mass feeding and information distribution. Preplanning and individual preparedness will be the key to successful hurricane operations.

City of North Charleston Emergency Operations Plan

Appendix E, HAZARDOUS MATERIALS [HAZMAT] EMERGENCIES

Primary: Fire

Secondary: Police

ESF- 10

I. SITUATION

Radiological emergencies generally pose a minimal risk to the citizens and emergency workers of the City of 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 breakup of the Soviet Union. However, the use of nuclear materials in weapons of mass destruction [WMD] 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. Firefighting 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 City of North Charleston Fire Department and supported by other City Departments as required. Activation of the MEOC may be required depending on the size and scope of the incident. When an emergency is observed an evacuation may be ordered by the incident commander. The incident commander or his representative, in coordination with the MEOC, shall direct appropriately trained and equipped staff to evacuate the area. Law enforcement shall secure the perimeter as defined by the incident commander.

III. LOCAL RESPONSE CONSIDERATIONS

In preparation for Hazmat incidents, the City of North Charleston Fire Department will maintain Departmental Plans as well as the locations of significant holders of hazardous material within the City limits, including site specific contingency plans required by the South Carolina Hazardous Waste Regulation R.61-79.264 Subpart D – Contingency Plans and Emergency Procedures. In addition, the Fire Department will maintain plans or SOGS in support of the following actions:

- A.** Hazardous Materials response and recovery operations.
- B.** Coordinate with other local and State counterparts, as may be practical, to assure the most effective interface at the time of the incident.
- C.** Maintain agency supplies and equipment in a ready condition. d. Be familiar with the full county SOP for Hazmat incidents.
- D.** Be familiar with radiation monitoring equipment and other related items.

City of North Charleston Emergency Operations Plan

Appendix F, TERRORISM RESPONSE

Primary: Police for Explosive Device and Fire for Chemical or Biological

Secondary: Police and Fire

I. SITUATION

Terrorists have the capability to strike anywhere in the world. Recent events such as the World Trade Center bombing, Oklahoma City bombing, illustrate the variety of targets and the diversity of the terrorist's groups. The sarin gas attack in Tokyo and the foiled attempt to illegally ship anthrax, demonstrates the willingness of terrorists to use weapons of mass destruction [WMD]. Although any community can come under attack, victims are often targets of opportunity. Basic countermeasures may force the terrorist to seek out another community that took preparedness less seriously.

II. CONCEPT OF OPERATIONS

Experts suggest that there are 5 categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical, and Explosive. Additional hazards may include, but are not limited to-armed resistance, booby traps, and secondary events. Seventy percent 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 Interagency Intelligence Committee on Terrorism [IICT], and the FBI supply information to assist first responders in assessing whether or not an incident involves a chemical, biological, or radiological [CBR] agents as part of the Presidential Decision Directive [PDD-39]. Additionally, State/County SOPs and training on terrorism response will assist local planners in the development of their individual action plans. Both North Charleston Police and Fire Departments have SOPs and policies on responding to and dealing with these types of events.

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 [anthrax and cholera], viruses [Marburg viruses], rickettsia [Ebola and smallpox], and toxins [ricin and botulism]. The problem with biological indicators is that they vary and may be delayed for hours to weeks. Lastly, nuclear materials such as cesium may be incorporated into conventional explosives i.e. radiological dispersal device [RDD] where alpha/beta particles and gamma rays are generated.

III. LOCAL RESPONSE CONSIDERATIONS

All events must be handled on a case-by-case basis but personal safety and treating the area as a crime scene is paramount. Personal protective equipment [PPE] and time/distance/shielding [TDS] will help protect the responder from physical injury. Strategic goals, tactical options and resource assessment should be executed in conjunction with SLED, County, FBI, ATF and agency SOPs for crisis and major consequence management while addressing detection, decon, casualty treatment, incident command, and NCPD OPS.

City of North Charleston Emergency Operations Plan
Appendix G, MUNICIPAL EMERGENCY OPERATIONS CENTER
(MEOC)
Primary: Emergency Management
Secondary: Police, Fire

I. SITUATION

The City of North Charleston is subject to disasters that could affect the public health and result in a large number of deaths and or injuries and damage. The City of North Charleston has the capability and adequate resources to meet routine needs. However, some problems during a disaster are multiplied and more complex. The MEOC is the focal point for City emergency operations during a disaster and the critical link to county, state and federal resources.

II. CONCEPT OF OPERATION

The MEOC will be permanently located at 2500 City Hall Lane in the Training Room at City Hall. The mission of the MEOC is to provide centralized direction and control of any or all disaster situations. The activation of the MEOC will be ordered by the Mayor based on the best available information. The levels of activation are as follows:

- A **Monitoring Activation** is primarily staffed by EMD and Public Safety personnel and may be in conjunction with a stand-up of the MEOC.
- A **Partial Activation** will be EMD and key agency representatives. Other MEOC personnel will be placed on stand-by.
- A **Full Activation** will be the necessary personnel to manage a full disaster including warning, evacuation, sheltering, response, and initial recovery.

III. LOCAL PREPAREDNESS

Departments tasked in this plan are the Municipal Emergency Operations Center (MEOC) will develop and maintain plans in accordance with their mission assignment included in their COOP and Department SOGs. Personnel in Category A are designated to report to the MEOC as directed by the Incident Commander to perform duties as outlined on the Master MEOC roster maintained by the North Charleston Emergency Preparedness Coordinator. Category A personnel should report and be prepared for an initial 72-hour deployment, including linens for sleeping and food. Departments are encouraged to make sure their employees are personally prepared at home for their possible long-term stay at the MEOC. The MEOC Roster will be updated annually by the North Charleston Emergency Preparedness Coordinator. More detailed information can be found on **(The SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan)**

City of North Charleston Emergency Operations Plan
Appendix H, SPENT NUCLEAR FUEL SHIPMENTS
Primary: Emergency Management
Secondary: Police and Fire

I. SITUATION

Nearly forty years ago the United States began a program to provide assistance in the peaceful application of nuclear technology to various countries that had agreed not to develop nuclear weapons. Highly enriched uranium was provided for use in research reactors. After being irradiated, the spent nuclear fuel (SNF) was transported to the United States for reprocessing. This control by the United States, through the Department of Energy (DOE), helps reduce the danger of nuclear weapons proliferation. The US Navy Weapons Station, at the Port of Charleston, has been selected by DOE as the primary port of entry for the product being returned to the United States for reprocessing and/or storage at Savannah River Site.

II. CONCEPT OF OPERATIONS

In South Carolina, State EMD is responsible for coordinating the development of the State SNF SOG [maintained under separate cover]. The State SOP provides guidelines for the alert and notification procedures as agreed to by Charleston County. Advanced notification of a SNF shipment is considered SAFEGUARD information, which is protected by federal law and given out only on a "need to know" basis. SLED is the primary state agency for coordinating security issues with local law enforcement officials.

The State Warning Point [SCEMD] will notify the County Warning Point once a shipment has arrived. Local police and fire, EMS, the County HAZMAT Office, EMD, and the Communications Department will all be notified. Subsequent notifications will reflect the passage of the shipment, either by railway or highway, through pre-designated 'Check Points' as follows:

RAILWAY MOVEMENT

Check Point

- | | |
|----------|---|
| 1 | Arrival at the Naval Weapons Station (NWS) Docks / Harbor |
| 2 | Shipment departs NWS |
| 3 | Shipment crosses the Ashley River |
| 4 | Shipment clears the County line |

City of North Charleston Emergency Operations Plan
Appendix H, SPENT NUCLEAR FUEL SHIPMENTS
Primary: Emergency Management
Secondary: Police and Fire

Highway Movement

Check Point

- | | |
|----------|-----------------------------------|
| 1 | Arrive at NWSC |
| 2 | Leaving NWSC |
| 3 | Dorchester/Orangeburg County Line |

As soon as practical following the final check point notification, the County Warning Point will fax an after-action report to Charleston County EMD which will document all of the operators and times of notification associated with the event. Problems if any will be addressed in the Charleston County SOG which is maintained under separate cover by those agencies involved. .

a. LOCAL PREPAREDNESS

In preparation for SNF Shipments City Departments should keep current their own SOG's which address, but are not limited to, the following areas:

- A.** National Incident Management System training and understanding.
- B.** Hazardous Materials response and recovery operations.
- C.** Coordinate with other local and State counterparts, as may be practical, to assure the most effective interface at the time of the incident.
- D.** Maintain agency supplies and equipment in a ready condition.
- E.** Report alert and notification problems to EMD as soon as possible following a shipment.
- F.** Familiarize them with the full county SOP for SNF shipment.
- G.** Familiarize them with radiation monitoring equipment and other related items

More detailed information can be found on **the SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

City of North Charleston Emergency Operations Plan

Appendix I, URBAN SEARCH AND RESCUE (USAR)

Responsible Department: Fire

Assisting Departments: Police

ESF Liaison: 9

I. SITUATION

Should a natural or man-made incident occur which causes the collapse of a structure or structures within our community or a neighboring community and cause victims to be trapped within the collapse area, a specialized rescue effort would be required. Thus in response to the SCEMD's undertaking to develop state USAR teams; South Carolina Task Force Team 1 was organized to begin the planning and response process to respond to such incidents.

It is the State's intent to assist in the development of twelve 25-person teams throughout the state that would basically constitute 6 task forces. The City Charleston Fire Department is the Program Manager for Regional Response Team 3, which is one of 5 FEMA Type II USAR teams in South Carolina. The City of North Charleston Fire Department also has a Technical Rescue Team (TRT) made up of 30 members of NCFD personnel. TRT members are divided equally into 3 shifts with a shift commander for each shift. There is also a Charleston County team made up of approximately 70 members from surrounding agencies.

II. CONCEPT OF OPERATIONS

The City of North Charleston Fire Department will maintain local and regional capabilities to respond to the need for USAR type resources. NCFD will maintain policies and procedures for staffing, training, activating and operating teams as necessary to conduct USAR type duties to the limits of their capacity. NCFD, as part of the Operations Section within the MEOC, will work with ESF-16 at the County EOC to activate regional, state and federal resources as needed to conduct operations.

III. LOCAL PREPAREDNESS

In response to an incident requiring a USAR type mission, the City of North Charleston Fire Department will be the lead department to provide or access the following capabilities:

- 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 SCTF-1 assistance through EMD.
- C.** Familiarization with procedures for obtaining FEMA Task Force assistance through EMD.
- D.** Operational readiness for quick and organized response to collapse structures with the necessary personnel and equipment to carry out such a mission.

City of North Charleston Emergency Operations Plan

Appendix J, SEARCH AND RESCUE (lost or abducted personnel)

Primary: Police

Secondary: Fire

ESF: 9

I. SITUATION

The City of North Charleston, although heavily populated, does have jurisdiction over areas of forests, marshes, rivers, and creeks. Even in the larger metropolitan areas there are places where people of all age groups can get lost. Additionally, the City has numerous nursing homes, residential care, and hospital-type facilities. Alzheimer, mental health and other patients reside in these facilities and the potential exists for them to wander away from the staff and become lost. Regardless of the circumstances, search management practices are applicable and should be utilized.

II. CONCEPT OF OPERATIONS

The City of North Charleston Police Department has primary responsibility for lost persons within the City and may be called upon to assist the county in the unincorporated areas. There are numerous agencies that can assist with water Search and Rescue, land and even Air resources. Regardless of which law enforcement agency is in charge, they will be expected to manage the scene and coordinate with other responding emergency services that may also have responsibilities on scene. Searching for lost persons is an emergency. Individuals responsible for the lost individual, as well as those called upon to help search, must realize this so that a sense of urgency prevails. From the time of the first notice until a decision is made to call the mission off, control of the operations and the way it expands must be properly handled.

III. LOCAL PREPAREDNESS

In preparation for an incident involving a Search and Rescue of lost person mission, the City of North Charleston Police Department maintains the NCPD Field Guides for Area Searches and Missing Persons. In addition, search personnel should be aware of guidance and documents that address the following areas:

- A.** Management skills required to conduct an organized search for lost victims.
- B.** Promote and track resources and trained personnel with SAR skills.
- C.** Familiarization with procedures for obtaining specialized assistance through EMD.
- D.** Be familiar with the National Incident Management System (NIMS), duties of the Incident Commander and how the Unified Command applies to lost person missions.
- E.** Review the County SOG on Rural SAR.

City of North Charleston Emergency Operations Plan
Appendix K, NORTH CHARLESTON WAREHOUSE DISASTER
RECOVERY STAGING AREA

Primary: Logistics

Secondary: Logistics

I. SITUATION

Property within the City of North Charleston is subject to both man-made and natural disasters. Disasters brought about by hurricanes, tornadoes, earthquakes, and hazardous material incidents, will all create a need for relief supplies. These supplies would be brought to a staging area for warehousing within the County and from there taken to recovery centers and distributions points within the City.

II. CONCEPT OF OPERATIONS

Should the State not active a State Receiving Distribution Center, The Charleston Area Convention Center Complex will become the County's primary Receiving Distribution Center. Purchased and donated goods will be brought here for temporary storage. From the Convention Center, distribution will be to the municipal and public service district Recovery Centers. Should the state establish a Receiving Distribution Center, the county will activate a receiving location for those unsolicited goods and donations that will come into the county. County EMD is the coordinating agency for various County departments, municipalities, voluntary service organizations, federal and state agencies, and private industry during an emergency, and is accountable to Charleston County Council and the County Administrator for its activities. The City of North Charleston has multiple MOU's with surrounding jurisdictions concerning the use of the Charleston Area Convention Center.

III. LOCAL PREPAREDNESS

Upon notification from County EOC to Charleston Area Convention Center (CACC) of an impending hurricane or other disaster, and an activation of a storm OPCON-4, North Charleston will alert their city and complex staff to the possible activation of the Convention Center as a warehouse staging area.

CCEMD will coordinate with State EMD to provide assistance for the purpose of conducting warehouse operations for disaster relief supplies. They will assist in inventory control, limited distribution, and operation of the CACC kitchen to feed staging area personnel.

The City of North Charleston will maintain city personnel at the CACC for the purpose of coordinating relief supplies to its established distribution points as well as facility security. Warehouse floor space area will be shared among the various municipalities and their staffs will coordinate and direct their staffs to work together to provide services for the distribution of relief supplies. More detailed information can be found on **The SHARE-Drive, Emergency Operations Plan: Exhibits: Charleston County Plan.**

City of North Charleston Emergency Operations Plan

Appendix L, RECOVERY

Primary: All Departments (EMD to Coordinate)

Secondary: All Departments

I. SITUATION

The City of North Charleston is vulnerable to many natural hazards, as well as man-made disasters, which have impacted our citizens. We experience flooding, tornadoes, tropical storms, hurricanes, earthquakes, and hazardous materials incidents, all threatening life and producing property damage. Effective recovery following any of the above events is critical to local governments and the communities they serve. 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

Operations will address the immediate emergency and short-range recovery periods only, not long-range restoration. The City of North Charleston will take actions which directly support restoring City operations and are consistent and supportive of efforts of Charleston, Berkeley, and Dorchester counties to include the enactment by City Council of emergency ordinances as required. Normal sequence of assistance should be requested from the next higher level of government, only after the City of North Charleston has committed the full efforts of its own resources. The MEOC should request assistance from the County EOC, which will be responsible for coordination with the Governor's representative at the State EOC (SEOC). The MEOC Executive Group will be responsible for approving the strategy for execution by the MEOC Operations Section.

III. SCOPE

The City of North Charleston will generally follow the below timeline and corresponding Recovery Periods for a disaster that causes significant damage to property and/or significant loss of life. It is the intent of this plan to address the immediate recovery and short-term recovery periods only.

A. Humanitarian Relief Period (1-7 Days) – The goal of this period is successful emergency recovery operations, initial damage assessment and shelter and feeding.

a. Intra-City and County Recovery Operations – Search & Rescue, Debris Clearance, Security, Medical Care of the injured, Sheltering, Mass Feeding, Outreach.

b. Damage Assessment Operations – Damage Assessment Teams, work to support the development of a Preliminary Damage Assessment (PDA) by the County for a Presidential Declaration; will likely be a joint effort by City, County, FEMA, State EMD. Consider using a fly over with video recording to develop a general impact statement. The goal is to get accurate information to the County as quickly as possible.

c. Inter-Governmental Resource Distribution - Coordination and distribution of resources through the establishment of State, County, Municipal Staging area, Recovery Centers and Commodities and Neighborhood distribution points.

B. Short Term Recovery Period (1-4 Weeks) The goal of this period is to focus on the repairs to lightly and moderately damaged structures and returning the City of North Charleston to as close to normal operations as possible. The major activities include the commission of formal written Damage Assessment Reports, the request for a Presidential Disaster Declaration by the County through the Governor and the initiation of Federal Disaster Assistance Programs.

a. Damage Assessment Operations – support the development of a County Consolidated Damage Assessment report and support to State Assessment and FEMA Field Assessment Teams.

b. Presidential Disaster Declaration- Sequence of events in support of include: Disaster Occurs>Local/State emergency actions>to jurisdictional county for more assistance>Joint Damage Assessment>FEMA Region for Recommendation>FEMA Director for Recommendation>Presidential Decision>Disaster Declaration>Individual Assistance.

c. Federal Disaster Assistance Operations – in two categories Emergency (Debris Removal and Protective Measures) and Permanent (Road Bridges, Water, Buildings, Parks etc.)

C. Long Term Restoration Period (3-10 Weeks or longer)

X. LOCAL PREPAREDNESS

Recovery operations will be coordinated by the Operations Section and are dependent upon support by other Sections within the MEOC. It is important that actions taken by the City of North Charleston are aligned with those of the respective County to ensure the most efficient and effective operations possible. Use of the Charleston County Recovery Plan is strongly encouraged. The items below should be considered in executing Recovery Operations:

- A.** Use of the Re-Entry Plan
- B.** Recovery period phases and activities,
- C.** Search and rescue operations following a major storm or disaster, consisting of locating, treating, and removing victims from the hazardous situation,
- D.** Debris removal operations (see Charleston County Recovery Plan for Priorities)
- E.** Emergency Commodities Distribution Points, including PODS and NDIPS
- F.** Security for the Search and Rescue Teams, in heavily damaged areas, all re-entry check points, and at shelters,

G. Restoration of services, emergency transportation, and intergovernmental resources distribution.

XI. Responsibilities of City Departments

In most cases, City Departments will have the expertise and resources to support one or more activities associated with the Recovery Phase of Operations. Although the overall Recovery Operation will be coordinated and managed by the MEOC Command and General Staff, specific City Departments have responsibilities for leading ESF related activities based on expertise and relevancy. The specific actions and staff personnel needed to execute those activities will be included in their COOP Plan. Assignment of personnel will be reflected in the Master MEOC roster maintained by the EPC.

County, State and Federal Operations Centers will be organized in accordance with the Incident Command System (ICS) structure and recovery functions executed by Emergency Support Functions (ESF's). The City of North Charleston MEOC will be organized in accordance with ICS structure, supported by predominantly City departments performing similar ESF functions based on expertise and relevance. Appendices to this plan further illustrate organizational relationships and describe, in more detail, the responsibilities associated with each function. City Department Heads responsible for ESF type functions as depicted below are encouraged to establish liaison with respective County ESF personnel and review the respective County EOP tab for a further description of expected functions and responsibilities. Appendices to this document have more information to ESF type duties.

Activity	City Department Lead City Departments Support	County ESF(s)	City EOP Appendix
Urban Search & Rescue	Fire Police EMS	9	1
Civil Disturbance Security	Police CCSO	13	A
Preliminary Damage Assessments *	Public Works (City Property)	20	U
Sheltering **	DHCD, MOCYF Police for Security & Animal Control	6	L
Public Works and Engineering Services, including Debris removal and reduction	Public Works	3	L
Mass Feeding including PODS and NDIPS *****	Recreation Police for security	6	L

Evacuation Traffic Management including Reentry	Police	16	Q
Damage Assessment	Public Works (City Buildings) Building, Fire Marshall, Code Enforcement, Planning/Zoning, and Finance	20	U
Presidential Declaration Support	Public Works (City Buildings) Building, Fire Marshall, Code Enforcement, Planning/Zoning, and Finance		L
Federal Disaster Support	Finance, (All City Departments)		I

*City of North Charleston Fire Department will conduct initial windshield surveys of the areas around City Fire Houses following a storm and report findings up their Chain of Command for development of initial Rapid Needs Assessment and resource requests to the MEOC.

** Sheltering will be in accordance with the respective County sheltering and evacuation plan. All approved Charleston County shelters are in the City of North Charleston. City residents may be placed in shelters in Charleston, Dorchester or Berkeley Counties depending on the severity of the storm, number of citizens needing shelters and timing. If shelters in the tri-county area cannot accommodate the needs locally, City residents may be bused and sheltered even further west depending on South Carolina State resources.

***Charleston County maintains debris pick up and removal contracts of which the City of North Charleston participates. There are several debris staging and reduction sites throughout the City, predominantly located at City Parks which will be managed by Charleston County Public Works Department.

****POD and NDIP locations are listed in the Charleston County Recovery Plan.

City of North Charleston Emergency Operations Plan
Appendix M, CHARLESTON COUNTY EMERGENCY COUNCIL
Primary: Emergency Management
ESF: None

I. SITUATION

The Charleston County Emergency Council was organized to ensure the coordination of activities and to foster the cooperation between Charleston County government, Municipal, and public service districts located within Charleston County during an emergency.

II CONCEPT OF OPERATION

The Charleston County EMD will keep the Emergency Council, through the County Administrator, advised of any potential disaster that may threaten the County. If it is the opinion of the EMD that emergency operations may be necessary, a recommendation will be given to the County Administrator asking him to call the Emergency Council into session.

The EMD will brief the Council on the situation, actions taken thus far, and provide technical information from the state and federal authorities. The Operations Group may provide additional information. The Executive Group will provide advice to the Chairman as to the recommended course of action. Once a decision is made, the EOC staff will be advised. Scheduled briefings will be set up to keep the Emergency Council apprised of the current situation. Special meetings may be called also to enact ordinances for re-entry, curfews, debris removal, water usage, etc.

Post-event daily planning meetings are encouraged for the coordination of recovery activities.

III. LOCAL PREPAREDNESS

The Emergency Council is considered the advisory body of the EOC. The Chairman of the Charleston County Council serves as the Chairman of the Emergency Council. The Emergency Council is comprised of two groups: The Executive Group which serves as the policy advisory body of the council and the Operations Group which provides technical information to the Executive Group to aid them in the decision-making process. The Executive Group is made of the mayors and elected public service district chairmen located in Charleston County. The City of North Charleston Mayor will represent the City on the Executive Group. The Operations Group is made of operational representatives from the municipalities and the County. A senior representative from the MEOC Command and General staff will be the City of North Charleston representative to the Operations Group.

City of North Charleston Emergency Operations Plan
Appendix N, WARNING
Primary: Public Information
Secondary: Emergency Management
ESF-15

I. SITUATION

Providing a warning system to alert citizens, tourists and municipal officials is the key to effectively managing a disaster. Residents and tourists must be notified through the media and the Emergency Alert System (EAS), in time to take necessary precautions and actions to minimize casualties, evacuate if necessary, and prepare for the event. The NOAA weather alert radio is also an effective means of receiving warning information.

II. CONCEPT OF OPERATIONS

The City of North Charleston will rely on the County Warning Point(s) to initiate warnings county-wide as per the county EOP. In addition, the City of North Charleston will take additional actions, in concert with County warning point(s) to notify City of North Charleston constituents using existing City of North Charleston media resources (including social media), protocols and procedures. ***It is imperative that any and all City issued warnings are consistent with County issued warnings*** Alert warnings will be announced to two categories of people:

A. Internal or select City of North Charleston personnel; the Mayor, City Council members, City Department Heads and MEOC personnel.

B. Citywide residents and businesses.

Dissemination is made through the County Warning Point and MEOC using existing telephone, alpha pager, and fax systems, as long as they are functional. Warning to residents will be through the broadcast media, social media, emergency vehicles, sirens, and public-address systems.

III. LOCAL PREPAREDNESS

Preparing for alert warnings requires:

- A.** City of North Charleston participation and utilization of the County Warning Point in addition
- B.** Taking actions to notify City of North Charleston residents utilizing all means available.
- C.** Maintenance of current alert lists by all departments, most especially EMD and County Warning Point, including critical and sensitive facilities;
- D.** Creation of properly worded, pre-scripted messages for all forms of media
- E.** Development of agreements and working relations with appropriate agencies
- F.** Early and frequent communication with County officials to ensure the City messaging is consistent with the County.

City of North Charleston Emergency Operations Plan

Appendix O, MASS FATALITY INCIDENT (MFI)

Primary: Fire

Secondary: Police

I. SITUATION

The Low Country area is subject to a number of natural and man-made disasters that could result in a large number of fatalities. A disaster resulting in mass fatalities will rapidly expend local personnel, equipment, supplies, and facilities thus bringing about the formation of the Mass Fatalities Incident Team (MFIT).

II. CONCEPT OF OPERATIONS

The Coroner has responsibility for the care, identification, and disposition of human remains. Once the initial hazards have been eliminated and the live casualties have been removed, the incident command will shift to the County Coroner. Temporary morgues, and the equipment needed to support them, will be set up in facilities, fixed or mobile, so that the process of identification can be started. Once identification has been made, the Coroner will make notification to the next of kin. If there is no next of kin, the deceased will be buried according to state and local guidelines under the coordination of Probate Court. Once identified and if one exists, the responsible party will be requested to contract space with local hotel(s) to host arriving surviving family members and uninjured survivors so as to keep them in a more controlled area to deal with the trauma of the situation. The Charleston Area Critical Incident Stress Management Team (CISM), with assistance of the area chaplains, will provide counseling and Critical Incident Stress Debriefing (CISD) to responders.

III. LOCAL PREPAREDNESS

City of North Charleston personnel who are likely to be first on-scene and most affected during the early phase of the operation should be familiar with these protocols. However, many personnel who show up on scene to help may have had no prior training or experience. Accessing the County MFIT quickly is paramount. MFIT leaders must be prepared to do expedient field training that will get first responders and volunteers through the critical first few hours, especially those assigned to the field identification unit/morgue.

City of North Charleston Emergency Operations Plan

Appendix P, AIRCRAFT CRASH RESPONSE

Primary: Fire

Secondary: Police

ESF: 4, 13

I. SITUATION

Locally based airline and general aviation operators and the Charleston Air Force Base share the runways and many supporting facilities at the Charleston International Airport. Additionally, many other aircraft transit through the airspace over this airport as well as those located on Johns Island and east of the Cooper in the general Charleston Metro area.

In spite of safe operating practices all of these airport locations and the general airspace activity pose the threat of a major aircraft accident resulting in numerous casualties and the destruction of property. If the victims of these catastrophic events are going to survive beyond the immediate crash period, a preplanned coordinated effort of all responders is necessary.

II. CONCEPT OF OPERATIONS

The initial response to save lives and mitigate damages is the primary responsibility of local responders. While the fires are being put out and survivors are rescued the scene remains a potential crime scene until proven otherwise. With this in mind, all those arriving first into the crash site must be cognizant of the needs of the investigators that will follow.

Management of this type of complicated event will require the rapid implementation and utilization of the Incident Command System and Unified Command under the designated Incident Commander [IC]. Additionally, under Unified Command and ICS the IC may change agency hands as the phases of the response move from hazard control to the final investigative wrap up. Federal agencies such as the Federal Aviation Authority (FAA) and the National Transportation Safety Board [NTSB] have clear guidelines and the necessary authority to determine the cause of the crash, if possible, while coordinating closely with local officials.

Contained in the County EMD Red Book is designated protocols for aircraft incident response to include; In-flight emergencies, Large and Small aircraft crash both on and off site as well as aircraft crash into bodies of water.

III. LOCAL PREPAREDNESS

One of the most important tasks assigned to local officials is the alert and notification of those required to initially respond to aircraft crashes where lives are in the balance. FAA Air Traffic Control personnel understand the complexities of an off-base crash and the role of the civilian community. Use of 911 and the activation of the Alert Warning Notification system at the County Warning Point are key to an effective response of the right resources.

Also, agencies tasked in aircraft crash response have the responsibility to pre-plan their actions and be as prepared as possible. General guidance provided in the County's SOG and other documents will mean more when supporting agency SOGs are developed and practiced for this purpose

City of North Charleston Emergency Operations Plan
Appendix Q, EVACUATION MANAGEMENT
Responsible Department: Police
Assist Department: Fire
ESF Liaison: 16

I. SITUATION

The aggressive management of evacuating motor vehicle traffic during the threat of an emergency or disaster is critical to the life safety of all City of North Charleston 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 safety. Evacuations may occur as a result of natural or technological hazards or acts of terrorism faced by the City and counties and will require planning and coordination within all geographic areas of the state.

Effective evacuation traffic management will be accomplished by multiple cooperating agencies led by the South Carolina Highway Patrol (SCHP), which has overall responsibility for this emergency support function for the State, in coordination with the County Sheriff and City of North Charleston Police. Transportation system and communication management is vitally important to successfully execute this function; therefore, transportation (ESF-1) and communications (ESF- 2) at the MEOC and EOC will play a major role in the preparedness and execution phases. Aggressive public awareness, education, and communication efforts are essential to the success of this function.

II. CONCEPT OF OPERATIONS

The SCHP is the County's coordinating agent for all emergency traffic management issues before, during, and after any required evacuation brought on by a major disaster. The SCHP is responsible for all Evacuation (ESF-16) administrative, management, planning, preparedness, mitigation, response, and recovery activities to include coordinating and maintaining standard operating procedures to support these actions. All supporting agencies will support the SCHP in the planning and execution of the above.

The SCHP will provide overall leadership during County EOC activations involving evacuation/re-entry actions and will serve as the primary advisor to Charleston County EMD and Administrator concerning all evacuation/re-entry or emergency traffic operations. The City of North Charleston Police Department plays a critical role in manning Traffic Control Points (TCPs) in accordance with the State Evacuation Plan maintained under separate correspondence in the MEOC and exercised annually by SCHP and NCPD personnel. Staffing and communications for an evacuation will be in accordance with the State Evacuation Plan. During recovery operations ESF-16 will support ESF-13 as requested.

III. LOCAL PREPAREDNESS

In preparation for an incident involving evacuation management, NCPD and EMD will participate in the annual SCHP Evacuation Drill held each spring and other exercises when conducted.

City of North Charleston Emergency Operations Plan
Appendix R, TORNADO PREPAREDNESS
Primary: Emergency Management
Assist Departments (Police & Fire)

I. SITUATION

Charleston County has a 95-mile coastline and is considered at risk from severe weather and tornadoes. When a tornado is actually coming, you 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 for the southern states and most likely to occur between 3 and 9 p.m. but can happen at any time. The average tornado moves SW to NE, but have been known to move in any direction and are capable of destroying homes and vehicles with great personal injuries and even fatalities.

II. CONCEPT OF OPERATIONS

The Charleston County coastline has had waterspouts (Tornadoes) that form over water and move onto land. Tornadoes accompany severe weather (Lightning storms), 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 more than 250 mph. Occasionally, tornadoes develop so rapidly that warning is not always possible. The National Weather Service issues a tornado watch when they are probable in an area. Remain alert for approaching storms. A tornado warning is issued by the NWS from an actual sighting or is indicated on radar. The system for linking tornado damage potential to wind speed is by the Enhanced Fujita-Pearson Scale. This scale system rates the intensity of the tornado as follows:

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

III. LOCAL PREPAREDNESS

Preplanning and individual education/preparedness will be the key to successful outcomes in tornado alerts. Don't get under an overpass/bridge; you are safer 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 and not near windows, go to the center of the room. Use the phone only for emergencies. Always seek the lowest building floor and put as many walls as possible between you and outside. Help injured/ trapped persons and give first aid as appropriate. When the tornado has dissipated local City of North Charleston first responders will respond to perform Response and Recovery Operations in accordance with this Emergency Operations Plan, normal protocols and SOGs

City of North Charleston Emergency Operations Plan
Appendix S, TSUNAMI PREPAREDNESS
Responsible Department: Emergency Management
Assist Department: Police

I. SITUATION

Historically, earthquake and tsunamis incidents along South Carolina coastal areas have been very infrequent, but if they were to occur could produce devastating effect in our community. Since 1977, there have been about 41 earthquakes with a magnitude greater than 3.6 within 100 miles of Charleston County. The County of Charleston is bordered to the east by the Atlantic Ocean. Along this coast line are several low-lying barrier islands, separated by marsh land between the low lying inland areas of the county. The decision to evacuate, as well as the scope of the evacuation will depend on the intensity and height of the tsunami and anticipated time of arrival, assuming it hasn't already happened.

II. CONCEPT OF OPERATIONS

The Governor of South Carolina is responsible for issuing the order to evacuate. However, in the event of an actual event of observation of severe water draw-back by local officials on scene, an evacuation order may be given by the local law enforcement or fire official in charge. The Emergency Preparedness Coordinator will coordinate the evacuation effort. The Police Department, assisted by the Fire and Rescue Agencies, is responsible for implementing evacuations, in coordination with other city/county departments. Evacuation response teams will be organized for warning, traffic control, and security of the evacuated areas, if necessary. Should an evacuation become necessary, warning and evacuation instructions will be put out via Emergency Alert System (EAS) and Reverse 911 through municipal, county, and state warning points.

III. LOCAL PREPAREDNESS

Preplanning and individual education /preparedness will be the key to successful outcomes in tsunami alerts. Listen to radio and television while carrying out your pre-plan for weather bulletins. If able go to a safe elevation or evacuate inland in response to a tsunami threat. Stay out of flood water at all times. Help injured/ trapped persons and give first aid as appropriate. Avoid unsafe situations.

City of North Charleston Emergency Operations Plan
Appendix T, CRITICAL INCIDENT MEDIA PLAN
Responsible Department: Public Information
Assist Department: Emergency Management
ESF Liaison: 15

I. SITUATION:

The Public Information and Media Relations function is performed by a member of the City of North Charleston Public Information staff, designated as the Public Information Officer (PIO) is part of the Command Staff. The City's PIO will be the lead PIO and will work with other trained Public Information personnel to assign personnel and designate responsibilities. The assigned PIO will be either a single entity or part of a larger Joint Information Center (JIC) when working with other City or external entities. The PIO will typically respond to inquiries from the local media and ensure the public is appropriately (accurate and timely) informed during an incident. Occasionally, large and newsworthy incidents will exceed the capacity and capability of City's PIO staffing and resources and will require the implementation of a Critical Incident Media Plan (CIMP). Key concepts contained in this plan will guide the implementation and conduct of a CIMP for the City of North Charleston. Incidents that are multi-jurisdictional and include Charleston, Berkeley, or Dorchester County, their resources and staff may assume the lead role within the JIC and will implement portions of their CIMP as needed.

This plan addresses those incidents confined to the City of North Charleston that rise to the CIMP threshold. In order to be effective, the CIMP must be flexible enough to handle a variety of incident types and be successful in responding to inquiries from a large and diverse media audience. The critical success factors for the CIMP are the ability to expand or contract and meet the needs of any media audience for the time necessary, including extended periods.

II. CONCEPT OF OPERATIONS

The City of North Charleston is responsible for managing information given to the media involving a disaster or critical incident that occurs within the City's boundaries. The City's PIO is the lead spokesperson for the City and will manage the City's Public Information activities, including interactions with the media and activating this plan. Likewise, close and careful coordination with surrounding communities for the release of information is a critically important for success.

- A. Small Scale Incidents:** Small scale incidents generally will not exceed a 24hr period and will predominantly be limited to the local media market. The PIO will operate from either the MEOC and utilize all forms of communications to inform the public with accurate and timely information regarding the incident.
- B. Large Scale Incidents:** Large scale incidents are those incidents that generally exceed 24 hrs, involve more than one agency and jurisdiction, will likely involve the establishment of a JIC and will need to be responsive to news media outlets

from outside the normal City of North Charleston market. Large Incidents pose a number of challenges related to the physical capacity and ability to host large numbers of news organizations, address concerns from diverse national and international interests, and staff to the capacity for a continuous 24 hr. news cycle that typically accompanies a large-scale incident. Normally, whenever a County JIC is activated, a City of North Charleston PIO liaison will be sent to the County JIC to ensure the efficient flow of information. It is extremely important that information released by governments at all levels is both accurate and consistent.

III. CONSIDERATIONS AND PLANNING FACTORS:

All information being provided to the press will be coordinated with the IC prior to release to ensure it's the most recent and accurate information. In order to be prepared for a wide range of incidents and corresponding media challenges, the following planning factors have been developed:

- A. Staffing:** The City's PIO Staff will be supplemented by the PIOs from Police, Fire and other government entities.
- B. Social Media:** The advent of social media and the proliferation of both Facebook and Twitter accounts throughout government, including the City of North Charleston, mandates specific planning and use restrictions on the use of multiple accounts during a large-scale event and the "one voice" of government is both required and a best practice. Therefore, when an event reaches the threshold of opening the MEOC with activation of the PIO staff, all official City of North Charleston correspondence with the media, especially social media, will be through the PIO staff exclusively.
- C. Special Staff Competency Considerations:** The City's growing Spanish speaking population will require a Spanish speaking interpreter to ensure critical messages are conveyed a sign language interpreter as well for individuals that are hearing impaired, will be made available. The City PIO staff will keep a resource list of these individuals.
- D. Locations:** Many factors to include the number of media personnel, weather and the condition of the City following a major disaster will determine where and when media briefing will be held. Additional factors to be considered include access to and available parking for large trucks and vans as well as access to electric power and comfort facilities. The City of North Charleston has numerous options to meet the need for a media location and the specific details surrounding the incident will determine the appropriate location.

City of North Charleston Emergency Operations Plan
Appendix U, DAMAGE ASSESSMENT
Primary: Building Department
Secondary: Public Works, Fire, Planning
ESF: 20

I. SITUATION

A disaster condition can vary from an isolated emergency affecting a small part of the City, to a catastrophic event that impacts the entire City. An accurate and rapid assessment will help determine human needs as well as that required for restoration of the infrastructure. Follow on assessments in support of federal declarations and relief efforts will ensure the City is poised to re-build as quickly and efficiently as possible. Close coordination and familiarity with Charleston, Berkeley, and Dorchester County personnel and related SOGs is absolutely essential.

II. CONCEPT OF OPERATIONS

The City of North Charleston has a workforce of experienced professionals who know our City and its unique make-up of buildings and infrastructure. The Building Department Official for the City of North Charleston is the designated lead for Damage Assessments within the City. Damage Assessment Teams (DATs) are made up of experienced professionals from several departments including Building Inspections, Code Enforcement, Recreation Department, Public Works/Engineering, Fire Marshall and Geospatial Information Services (GIS). The Building Department Official is responsible to coordinate the make-up of Damage Assessment Teams to ensure appropriate disciplines and geographic expertise. The City has been divided into sectors based on the numbers of structures; Capital Projects will lead the assessments on all City of North Charleston owned buildings and GIS staff will help to coordinate the plotting and recording of damage as reports are received. Pictometry technology will be used along with Aircraft over flights to record damage as soon as practical. The City will coordinate with the County and ensure the use of approved FEMA forms for documentation and will report to the County EOC, ESF-20 as required. The Building Department Official is responsible to coordinate with County and State officials to ensure our efforts are being appropriately utilized to support the particular phase of operation i.e. Rapid Needs Assessment (In conjunction with fire and police), Preliminary Damage Assessment, Damage Assessment and efforts to support a federal declaration. All Damage Assessment reports are consolidated at the County level for further submission to the State and Federal governments.

III. LOCAL PREPAREDNESS

The Building Department Official is responsible to ensure DAT teams are designated in writing, assigned to appropriate geographic areas, adequately trained and supplied with the necessary equipment. Regular coordination with County Building Officials will yield better outcomes during an actual disaster.

City of North Charleston Emergency Operations Plan

Appendix V, Flooding

Primary: Police

Secondary: Fire, Public Service

I. SITUATION

The City of North Charleston is at risk for flooding from tropical storms, hurricanes, river flooding from a series of rivers that make their way through and around the City of North Charleston as well as significantly higher tides and extreme precipitation events. Flooding can range from minor or nuisance flooding (more frequently) to major damaging floods (rarely). It is important that the City of North Charleston prepares for the full range of flooding and events not associated with any tropical activity. Early warning and public notification are the key to minimizing the loss of life and damage to critical infrastructure.

II. CONCEPT OF OPERATIONS

The primary means of notification about a potential or actual flooding situation is received from the National Weather Service via numerous means including text alerts, NOAA Weather Radio, local media, e-mails and through the County Consolidated Dispatch Centers (CDC). The CDC will then follow protocols located in the Red Book to disseminate information using a variety of means depending on the circumstances and timeline. The City of North Charleston is the recipient of all weather information and alerts, primarily from NWS directly as well as the CDC. Depending on the severity of the flooding, the City of North Charleston Emergency Preparedness Coordinator along with the City PIO, Police and Fire Command personnel will take appropriate and sufficient actions to notify the public to prevent loss of life and property and respond to incidents appropriately.

III. LOCAL PREPAREDNESS

The City of North Charleston will assume a pro-active, yet scaled response, to the threat of flooding that has the potential to cause loss of life, disruption of vital services, access to emergency healthcare facilities and normal business practices. Rising Sea Levels, extreme precipitation and changing weather patterns will result in increased nuisance flooding in the future. A scaled, measured and sustainable posture with regards to all types of flooding is important and critical to success. City Police, Fire and County Rescue Squad all are critical to the City responding to flooding.

IV. ACTIONS IN RESPONSE TO FLOODING:

A. Awareness: Situational awareness may be the approach for mild to moderate nuisance flooding that does not pose a threat to life, access to healthcare or disrupt normal business practices. Typically, this type of flooding will be caused by shallow salt water inundation from tides higher than 7', such tides are normally known well in advance and occur in the same locations. The City will normally monitor the event, notify public safety personnel to keep a vigilant watch in known locations. Normally, the only notifications will be internal to public safety and service personnel. The NWS watches and warnings and local media will suffice for the external audience.

B. Active Management: Active management is appropriate for moderate to severe nuisance flooding that results in roadways being closed, traffic, businesses and public institutions being impacted and forced to deviate from their normal routines. The City of North Charleston Police will take action in accordance with their Field Guide – “Weather Related Events & Street Flooding”. The City will activate a Public Information effort to advise and warn motorists and residents about flooding and road closures. Notifications will normally be internal to public safety and City employees, if appropriate, to help them conduct business safely. External notifications will be from NWS, local media and City Of North Charleston PIO staff via traditional and social media.

C. Emergency Actions: Emergency actions may be appropriate for severe nuisance flooding that results in motorists being trapped in cars needing rescue, emergency vehicles that are unable to access facilities, traffic being diverted and the normal course of business within the City being disrupted. This would also include actions taken for tropical storms and hurricanes. Public Information actions will be aggressive and aligned with those of the NWS, State, County and local media. City PIO Staff will be intimately involved and informed of all action taken by City of North Charleston Departments to prepare and respond. County Rescue and City of North Charleston Fire Department assets will perform rescues based on expertise and resources. For tropical storms and hurricanes, actions will be coordinated with County EOCs and in accordance with the State Hurricane Plan.

City of North Charleston Emergency Operations Plan

Appendix W, Personnel Emergency Classifications and Re-Entry Procedures

Responsible Department: Emergency Management

Assisting Departments: Human Resources

I. SITUATION

All City of North Charleston employees are considered “Essential” and may be required to report to work to support emergency operations. As part of this classification, each employee may be required to report to work to support emergency operations. As part of this classification, each employee is assigned to one of four Emergency Classifications. As such employees are expected to know their classification, take appropriate precautions and be prepared to report to work should a disaster occur and know required re-entry procedures. Each employee is assigned to one of four Emergency Classifications as outlined below:

II. EMERGENCY CLASSIFICATIONS

Fly Away – Currently this classification is used only by the Finance, Human Resources, Purchasing, and Management Information Services (MIS) to designate a small group of employees which may be required to travel to a designated location before, during, or after an emergency to run the City’s core financial and information systems remotely. Should travel not be necessary in any given emergency, these employees are expected to follow the requirements of the Essential B category.

A-Employees in this classification are designated members (primary or alternate) of the Municipal Emergency Operations Center (MEOC). These individuals will be required to remain on duty and be located at a designated location within the City during the emergency, especially in the case of a hurricane. These are essentially the core staff who will be the primary coordinators of our emergency response efforts.

B-Employees in this classification are required to remain on duty during the initial stages of an emergency. They are essentially the core group of employees in the field assessing damage and conducting initial response efforts.

C-Employees in this classification are allowed to temporarily leave the immediate area, but they are required to remain in a safe yet close proximity to the workplace in the event they may be required to report to work. These employees must call the Employee Emergency Information Line (EEL) at 843-740-5880 for instructions on reporting to work and other important information. This line will be updated continually. Employees are also encouraged to monitor the local media. When prompted by the EEL to contact their supervisor, or designated contact person, employees must do so within 12 hours. If it is determined that employees should return to work, this information will be communicated via the EEL or someone will contact them directly, and they will be expected to report to work within another 12 hours of notification.

III. RE-ENTRY PROCEDURES

A. The City of North Charleston will follow the Concept of Operations outlined in Annex 2 to the Charleston County Comprehensive Recovery Plan (Re-Entry Plan). Department Heads and Section Leaders will need to identify those personnel that may need to return to the area post storm and ensure that:

a. Personnel have a valid City of North Charleston employee ID card as this will be required for re-entry.

b. A list of personnel required re-entry into the City following a disaster is provided to the Planning Section of the MEOC for further submission to the County EOC. This should be done before an evacuation is ordered if possible.

B. Following an evacuation, the City will conduct an immediate needs assessment to determine re-entry restrictions. It will determine if the City is safe to permit re-entry of residents, property/business owners. County, state or federal assistance may be requested. The results of the needs assessment will be communicated to the County.

C. Once the threat has passed; return to risk area will be based on three (03) scenarios:

a. Storm has passed and there are little to no damages that affect communities.

b. Effects are isolated to a localized area, operational area with minimal damage to other parts of the City.

c. Total devastation with significant infrastructure damages over a wide spread area of the City.

D. The decision when to permit residents to return to the affected area will be made cooperatively between the County EOC and the MEOC Command Staff based on the three scenarios outlined above and following procedures as outlined in the County Re-Entry Plan.

E. City Essential Personnel shall, once directed to report to work or in the absence of reliable communications, and when safe, report to their pre-designated location or the nearest fire station that they can safely access for assignment to recovery work. They should report to the leader at the fire station who will notify the MEOC of their location and availability.

City of North Charleston Emergency Operations Plan
Appendix X, Personnel Training Requirements
Responsible Department: Emergency Management
Assisting Department: Human Resources

I. TRAINING

The City of North Charleston will comply with national standards for the training of emergency personnel in accordance with the National Incident Management System (NIMS) Training Program (2011). The NIMS Training Program identifies those courses critical to train personnel capable of implementing all functions of emergency management. The program establishes the NIMS core curriculum to ensure personnel are adequately trained on core concepts and principles. Personnel classified by their position and duties within the City's EOP will complete the following courses to be considered adequately trained and prepared to perform their duties. Completion of required training shall be documented and submitted by departments annually on May 1st of each year and submit results to the Emergency Preparedness Coordinator. There are many other Emergency Management related courses that are not part of the NIMS Training Program and can increase an individual's expertise in support of this Plan.

C. Baseline Courses:

- **Category (1)** - All City of North Charleston Employees:
 - IS-700 NIMS, an Introduction (on-line)
 - ICS-100 Introduction to the incident Command System (on-line)

D. These additional courses based on position and responsibility:

- **Category (2)** - All City of North Charleston Employees that may be assigned supervisory incident positions and all City Fire, Police and MEOC personnel:

- IS-200 ICS for Single Resources and Initial Action Incidents (on-line)

- **Category (3)** - Employees from the Fire and Police Departments beginning at Captain and Lieutenant respectively and Section Leaders in the MEOC:

- Category 1 and 2 requirements
- ICS 300 Intermediate ICS for Expanding Incidents
- ICS 400 Advanced ICS
- ICS 800 National Response Framework, An Introduction

- **Category (4)** - MEOC Command Staff and Section Leaders:

- Category 1, 2 and 3 requirements
- G-191- Incident Command System/Emergency Operations Center Interface
- G-775- Emergency Operations Center (EOC) Management and Operations
- IS-800 National Response Framework (NRF), an Introduction (on-line)
- Position Specific Training

E. Elected and Senior Appointed officials: G-402- Incident Command System (ICS) Overview for Executives/Senior Officials

City of North Charleston Emergency Operations Plan
Appendix Y, Icing on Bridges and Roadways
Responsible Department: Emergency Management
Assisting Departments: All Departments

I. SITUATION:

The City of North Charleston enjoys warm weather most of the year with average monthly temperatures above freezing. When winter weather does occur, the City has numerous vulnerabilities. Transportation interruptions are the biggest concern since the City is connected via bridges and over-passes to Mt. Pleasant, and the City of Charleston. The amount of resources available to clear roadways of ice and snow is extremely limited.

II. CONCEPT OF OPERATIONS:

When severe winter weather threatens, The City of North Charleston will activate the MEOC in Monitoring Activation mode at least 12 hrs., before the storms expected arrival. Depending on the forecasted intensity of the storm, EMD and the IC will determine which City Departments are represented. When it appears that the storm is certain to impact the area EMD and the IC will likely make the decision to upgrade the status to Partial Activation and prepare staff for the expected duration. In rare situations, that have the potential to last for several days or weeks, affect large segments of the population, and require outside resources the MEOC will go to Full Activation.

III. SPECIFIC RESPONSE ACTIONS:

A. Early collaboration with relevant City, County and State departments or agencies, as well as large City employers, is essential for successful storm management. Lessons learned from the 2014 Ice Storms indicate that early and regular meeting with stakeholders is important for success. A good list of stakeholders', although not all inclusive, include: City Police, Fire, Public Works, Parks, Public Affairs; Charleston County EMD, Sherriff's Office, EMS, Public Works; State of South Carolina DOT, Highway Patrol; Charleston County Schools, Berkeley County Schools, Berkeley County EMD; Charleston Police, Mount Pleasant Police; MUSC and Roper. Some collaboration will be intra-City and some will occur with County EOCs. Early dispatch of liaison officers to County EOCs and strong alignment with respective School Boards and the National Weather Service is important. City of North Charleston Public Works Department will maintain close liaison with SCDOT and Charleston County for de-icing operations.

B. Public Information: As decisions are made, getting accurate and timely information out to City employees and the public is critical. Information must be consistent amongst all stakeholders and the formation of a Joint Information Center may be appropriate. The City PIO will be the City lead. Close coordination with neighboring jurisdictions, county and key City employers including government, healthcare and private industry will

insure consideration of workforce transportation and business consequences of any decisions.

C. Bridge closing and opening: The procedures for closing and opening a bridge are different. Law Enforcement can close a bridge based on public safety. The decision to re-open a closed bridge is a collaborative decision between Law Enforcement agencies having jurisdiction and SCDOT officials. Specifically – a patrol officer, in conjunction with their supervisor, can close a bridge when they determine that public safety is at risk. A bridge is re-opened based on recommendations from Law Enforcement to SCDOT or County Public Works who will then take the lead in making the announcement. It is important for all parties to agree when a bridge is to be re-opened. Likewise, close coordination between agencies with concurrent jurisdiction is critical. It is extremely important that when a decision is made to close any bridge, the Consolidated Dispatch Center is notified and requested to make notification to other public safety entities in the area e.g., fire, EMS etc.

1. SCDOT Strategy for resource allocation, anti-icing and de-icing Bridges
2. SCDOT has 18 trucks for the Charleston District. 5 of 18 are subject to be called upstate.
3. SCDOT priorities are I-26, 526, Bridges, ramps and over-passes.
4. SCDOT will brine the roadways ahead of storm (anti-icing) – challenge is rain can wash off.
5. Following anti-icing, SCDOT will shift to de-icing mode.
6. SCDOT does not have a solution for ice forming on the cables. Temperature monitoring and visual assessment are the best strategies.
7. County and City resources will be used to handle their own bridges.

8. Points of Contact:

SCDOT			
Michael Black	843-746-6715	843-834-9044	BlackJm@scdot.org
Roger Bowers	843-740-1655	843-514-9858	Bowersrc@scdot.org
Brian Holt	843-746-6718	843-709-7440	holtbn@scdot.org
James Law	843-214-5967		Lawjn@scdot.org
Robert Clark	843-740-1665		clarkrt@scdot.org
Traffic Management Center	843-740-1621		6355 Fain Blvd, NCHS
SCHP			
J. T. Manley	843-953-6004	803-308-2080	JTMANLEY@SCDPS.GOV

City of North Charleston Emergency Operations Plan
Appendix Z, Emergency Management Council (EMC)
Primary: EMD
Secondary: All Departments

I. SITUATION

The City of North Charleston is at risk from numerous natural and man-made hazards. Our offices and employees are separated geographically and organizationally for most day to day duties. Before, during and after times of crisis all departments within the City must come together to work as one team to prepare and protect the citizens and visitors to our City and manage the response and recovery to help quickly repair and re-build our critical infrastructure and neighborhoods.

II. CONCEPT OF OPERATIONS

The Emergency Management Council is comprised of members representing all City of North Charleston Departments and select ad-hoc members representing key stakeholder groups. The purpose of the EMC is to ensure the City's employees and resources are ready to execute responsibilities outlined in the North Charleston NCEOP and supporting documents. The EMC members are the critical link between their specific department and its responsibilities in support of the City's overall readiness posture. Members will be appointed by the Department Head and serve at their discretion. Department Heads are encouraged to appoint individuals with an interest in Emergency Management, will be afforded time to participate in EMC activities and whose position will enable them to liaison with other members in their respective Departments. The EMC will elect a chair, co-chairperson and the Emergency Preparedness Coordinator will provide administrative, logistical and planning support.

III. SPECIFIC TASKING

- A.** The EMC will meet quarterly in the City of North Charleston Municipal Emergency Operations Center (MEOC) and prepare a report of its deliberations, recommendations, actions completed and items to be completed.
- B.** An EMC members will appear before the EPC not less that once quarterly.
- C.** EMC members are the critical link between individual departments and the City's larger Emergency Operations Plan. The EMC focus will be to ensure that the personnel and equipment necessary to prepare, respond and recover from a natural or manmade disaster are available and prepared.
- D.** Provide advice and counsel to the Emergency Preparedness Coordinator on the City's Emergency Operations Plan and supporting documents and necessary activities to ensure proficiency.

City of North Charleston Emergency Operations Plan
Appendix AA, Active Threat Program
Primary: Police
Secondary: All Departments

I. SITUATION

An Active Threat person(s) is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active threat use firearms, knives, and any other object with no pattern or method to their selection of victims. Active threat situations are unpredictable and evolve quickly. Typically, law enforcement is required to stop the threat. Active threat situations are generally over within 10-15 minutes therefore City of North Charleston employees must be prepared both mentally and physically to deal with an active threat situation.

The City of North Charleston's Active Shooter Program is focused on our employees in their daily work environment. It has been compiled using the latest information from the Department of Homeland Security's Critical Infrastructure Security program which includes input from numerous professional law enforcement organizations. The program is based on the principals of "Avoid, Deny, and Defend" and is supported with training material and resources to assist individuals and supervisors. Multiple levels of City of North Charleston government have responsibilities to provide training and resources that make up the program. The most important part of the program requires the individual employee to become familiar with the material available, take the required training and to have a plan in place and in advance should an Active Threat incident occur in their workplace.

II. PROGRAM COMPONENTS:

B. Training requirements and resources:

All employees are required to take an active Shooter awareness course either on-line through the Emergency Management Institute's (EMI) online academy. For those without internet access the City of North Charleston's Special Weapons and Tactics Team (SWAT) will provide on-site training at the respective workplace upon request. 1) EMI link for on-line course:
<https://emilms.fema.gov/IS907/curriculum/1.html>.

Supervisors are responsible to ensure their employees have access to take the EMI Course or to make arrangements for the Police Department Training Division to provide in person. It is the Department Head of employee that will ensure Active Shooter training for the new employee is completed.

B. Emergency Action Plans (EAP):

Supervisors are required to ensure that all departments have an Active Threat Plan, either stand alone, or part of a larger plan addressing numerous emergencies. As a minimum, it must contain the following components:

- a. Preferred method for reporting emergencies.
- b. Evacuation policy and procedure.
- c. Emergency escape procedures and route assignments (i.e. floor plans, safe areas).
- d. Contact information for responsible individuals to contact under the EAP.
- e. Information concerning local hospitals.
- f. Emergency notification system and/or protocols.
- g. A good resource for supervisors when developing an EAP is the OSHA website at:
<https://www.osha.gov/SLTC/etools/evacuation/checklists/eap.html>.

C. Resources:

Additional resources associated with the program include:

- a. Supervisors shall ensure up-to-date evacuation plans and posted placards are placed in accordance with OSHA and City standards.
- b. City of North Charleston Employee Assistance Program (EAP) that addresses workplace violence and after-action activities following an Active Threat Situation.
- c. Active Shooter Supervisor Desk Reference:
<https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-508.pdf>.
- d. Active Shooter Quick Reference Guide:
<https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-508.pdf>.
- e. Active Shooter Poster: <https://www.dhs.gov/publication/active-shooter-poster>.
English Version https://www.dhs.gov/sites/default/files/publications/active-shooter-poster-spanish_508.pdf. Spanish Version
- f. Active Shooter Pocket Card:
https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf. English Version
- g. https://www.dhs.gov/sites/default/files/publications/active-shooter-pocket-spanish_508.pdf. Spanish Version

- h. “Options for Consideration” is a video produced by DHS that can be used by Supervisors to generate discussion and training.
<https://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>.

D. Responsibilities:

- a. Emergency Preparedness Coordinator: ensure this Appendix is kept up to date, coordinate with relevant Department Heads and make adjustments and changes as required.
- b. Human Resources: responsible for the Employee Assistance Program and training of new employees during new employee training.
- c. City of North Charleston Police Department through the Training Division:

 - 1. provide training to employees who do not have access to a computer. b). assist supervisors in developing an Emergency Action Plan.
 - 2. upon request train with departments on law enforcement response and expected actions.
- d. City of North Charleston Facilities Department: will ensure that evacuation routes are appropriately posted in accordance with OSHA and City policy.
- e. Supervisors: shall ensure:

 - 1. ALL employees meet the training standards listed above and maintain accountability for compliance.
 - 2. Attend at least one Supervisor Training session provided by CPD SWAT.
 - 3. Develop and maintain an Active Shooter EAP for their employees.
 - 4. Ensure their employees know evacuation routes and designated safe areas for an Active Shooter situation.
- f. City of North Charleston Employees shall:

 - 1. meet the minimum training requirements outlined above.
 - 2. develop a plan for an actual active shooter situation (Avoid, Deny, Defend)
 - 3. ask questions and bring issues concerning fellow employees or other Active Threat related topics to their supervisors immediately.

ACRONYMS

ARC - American Red Cross

ARES - Amateur Radio Emergency Service

ATC - Air Traffic Control

BOO - Base of Operation

CAP - Civil Air Patrol

CART – County Agricultural Response Team

CAT – Crisis Action Team

CCSO - Charleston County Sheriff's Office

CDC – Consolidated Dispatch Center

CERT – Community Emergency Response Team

CHMO - County Hazard Mitigation Officer

CISD - Critical Incident Stress Debriefing

COE - Corps of Engineers

CONOPS- Concept of Operations

COOP- Continuity of Operations Plan

CP - Command Post

DART – Disaster Animal Response Team

DAT - Damage Assessment Team

DCO - Defense Coordinating Officer

DFO - Disaster Field Office

DHEC - Department of Health and Environmental Control

DMAT - Disaster Medical Assistance Team

DMORT - Disaster Mortuary Operational Readiness Team

DoD - Department of Defense

DOT - Department of Transportation

DSR - Damage Survey Report

DSS - Department of Social Services

DWI - Disaster Welfare Inquiry

EAS - Emergency Alert System

EOC - Emergency Operations Center

EPA - Environmental Protection Agency

EMAC – Emergency Management Assistance Compact

EMD - Emergency Management Department

EPC – Emergency preparedness Coordinator

EPI - Emergency Public Information

ERT - Emergency Response Team

ESF - Emergency Support Function

EWS - Emergency Welfare Service

FAA - Federal Aviation Administration

FCO - Federal Coordinating Officer

FEMA - Federal Emergency Management Agency

FEOC - Field Emergency Operations Center

GAR - Governor’s Authorized Representative

HMGP - Hazard Mitigation Grant Program

IAP - Incident Action Plan

IC - Incident Commander

ICS - Incident Command System

IMT - Incident Management Team

ITS - Information Technology Services

JCC – Joint Communication Center

JFO – Joint Field Office

JIC - Joint Information Center

JIS - Joint Information System

LART – Large Animal Response Team

LE - Law Enforcement

LEM - Labor, Equipment, and Materials form

LNO - Liaison Officer

LZ - Landing Zone

MACC - Multi-Agency Command Center

MARS - Military Affiliated Radio System

ME - Medical Examiner

MEOC - Municipal Emergency Operations Centers

MFT - Mass Fatality Team

MOU - Memorandum of Understanding

MRE - Meals, Ready to Eat

NAWAS - National Warning System

NIMS - National Incident Management System

NTSB - National Transportation Safety Board

NVOAD - National Voluntary Organizations Active in Disaster

NWS - National Weather Service

PIO - Public Information Officer

POC - Point of Contact

PSC - Public Service Commission

PWD - Public Works Department

RACES - Radio Amateur Civil Emergency Service

REM - Regional Emergency Manager

SAR - Search and Rescue

SAT - State Assistance Team

SCDA - South Carolina Department of Agriculture

SCDSS - SC Department of Social Services

SCEEP – SC Earthquake Education Program

SCEMD - SC Emergency Management Division

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

SCNG - SC National Guard

SCSG – SC State Guard

SCTF-1 - SC Task Force - One

SITREP - Situation Report

SLED - State Law Enforcement Division

SOP - Standard Operating Procedure

TF - Task Force

TVMA - Trident Veterinary Medical Association

USACOE - US Army Corps of Engineers

USAR - Urban Search and Rescue

USCG – US Coast Guard

USDA - US Department of Agriculture

VMAT - Veterinary Medical Assistance Team

VOAD - Voluntary Organizations Active in Disasters

VOLTAG - Volunteer Engineer and Architect Technical Assistance Group

VRC – Volunteer Reception Center

GLOSSARY

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

ALERT (WARNING & NOTIFICATION) - A system of radios, phones texting and pagers used in conjunction with land line telephone system to alert county and municipal officials. This system provides local governments warnings and alerts the public of actual or impending disasters

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

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

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

CHARLESTON COUNTY DISASTER RESPONSE SERVICES (DSR) GROUP - The group composed of the Coordinator of the DRS, School District Superintendents, School Lunch Supervisor, Executive Director of the Carolina Low Country Chapter of the American Red Cross (ARC), Commander of the Salvation Army. These individuals or their alternates will be located in the Emergency Operations Center (EOC) when the center is activated. This function is under the direction of Emergency Support Function 16 – Mass Care.

CITIZENS BAND (CB) - A radio service authorized by the Federal Communications Commission to provide short range communications for individuals.

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

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

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

CONTINUITY OF OPERATIONS PLAN (COOP) – An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

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

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

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

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

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

DISASTER CATEGORIES:

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

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

· **Catastrophic Disaster** - A catastrophic incident, as defined by the NRF, is any natural or manmade incident, including terrorism that produces extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions. A catastrophic incident may result in sustained national

impacts over a prolonged period of time, and interrupt public and private operations, emergency services, and infrastructure to such a significant extent that national security is threatened. Such an event would immediately exceed resources normally available in state, local, tribal, and private sectors and therefore urgently require federal/national assistance.

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

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

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

DISASTER RESPONSE SERVICES (DRS) - Organization composed of the Charleston County Department of Social Services (DSS), and its personnel, facilities and resources at State and County levels; the County School Districts and their personnel, facilities and resources; other State, County and Local governmental agencies; appropriate Federal agencies; and supporting

private and religious organizations. This function is under the direction of Emergency Support Function 6 – Mass Care.

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

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

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

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

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

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

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

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

EMERGENCY REPATRIATION - Mass evacuation of noncombatant U.S. citizens and their dependents to the continental United States from foreign countries under emergency conditions.

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

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

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

ETHICAL TREATMENT OF DEAD - Treatment of dead bodies with respect and dignity both in actions and thoughts.

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

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

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

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

- **Natural Hazards** or "Acts of God" such as earthquakes, tornadoes, floods, hurricanes, wildfires, landslides, or avalanches.
- **Technological Hazards** or man-made incidents such as toxic chemical releases, nuclear power plant accidents, dam failures or bridge collapses.

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

HEALTH AND MEDICAL SERVICE COORDINATOR - The SC DHEC Director is designated to coordinate all elements of Health and medical into a functional emergency organization. To include Health, Emergency Medical, Hospitals, mental health and mortuary services.

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

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

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

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

KEY ALERTERS - Those individuals responsible for notifying personnel in their Emergency Support Function, Unit or groups.

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

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

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

MASS FATALITIES INCIDENT (MFI) - Any situation where there are more bodies than can be handled using local resources. See the Carolina Low Country Mass Fatalities

Emergency Response Plan (not a part of this annex). This function is under the direction of Emergency Support Function 8 – Health and Medical.

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

MFI TEAM - Planning, Response, and Recovery group responsible for the successful conclusion of a Mass Fatalities Incident. Team members will normally be comprised of various operations and logistics personnel such as the Coroner, Medical Examiner, EMD, Funeral Directors, Morticians, Hospital and Morgue Facilities, ARC, PIOs, FBI, Rescue, EMS, Fire, Police, NTSB, Anthropologists, Dentists, and numerous other local, state, federal and private agencies.

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

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

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

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

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

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs -- whether terrorism or natural disaster. In addition, national preparedness and readiness in responding to

and recovering from an incident is enhanced since all of the Nation's emergency teams and authorities are using a common language and set of procedures.

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

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

OPERATING CONDITIONS (OPCONS) - Increasing levels of preparedness (from 5 to 1) requiring performance of predetermined actions in response to a real or perceived threat.

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

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

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

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

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

PUBLIC SAFETY COMMUNICATIONS - A radio service that provides for the reception of emergency requests for assistance through 911, other telecommunications lines, radio, or alarm boxes which provides the dispatching of proper emergency services to furnish assistance as requested. Emergency services may include, but not limited to, EMS, Rescue, fire, EMD, PWD, or law enforcement.

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

RADIO EMERGENCY ACTION TEAM (REACT) - A group of private individuals which use the citizen band for their operations.

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

REGIONAL EMERGENCY MANAGEMENT (REM) - The mission of the regional emergency management program is to represent the state emergency management program at

the local level, enabling effective preparation for, and efficient response to, emergencies and disasters in order to save lives, reduce human suffering and reduce property loss. The REM staff coordinates with county emergency management personnel on plan enhancement, training, exercise development and evaluation.

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

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

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

RURAL SEARCH & RESCUE (RS&R) - The effort of attempting to locate, locating, stabilizing, and removing to a secure area, such persons who are lost, stranded, injured, or in areas of danger. This involves searching by air, ground, and waterborne vehicles for missing persons. This function is under the direction of Emergency Support Function 8 – Search and Rescue and supported by ESF-4 Fire Fighting.

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

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

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

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

SUPPLY AND PROCUREMENT - The acquisition, use, and payment for those commodities and services necessary during and after a disaster.

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

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

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

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

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

UTILITIES - As used in this annex, pertains to the buildings and equipment associated with the services of the public, such as lights, power, water, gas, and telephone. This function is under the direction of Emergency Support Function 12 – Energy.

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

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

WARNING POINT - The Consolidated Dispatch Center is designated as the Primary Warning Point for Charleston County and is the alternate.

Distribution List

Mayor’s Office _____ 1

Legal _____ 2

Clerk of Council _____ 3

Finance Department _____ 4

Human Resource Department _____ 5

Police Department _____ 6

Fire Department _____ 7

Public Works Department _____ 8

Building Department _____ 9

Recreation Department _____ 10

MIS/GIS Department _____ 11

Facilities Department _____ 12

Planning Department _____ 13

Cultural Arts Department _____ 14

Clerk Of Court _____ 15

North Charleston Housing _____ 16

Purchasing Director _____ 17

Charleston Area Convention Center _____ 18

Charleston County EM _____ 19

Dorchester County EM _____ 20

Code Enforcement Director _____ 21

Signature Page

Mayor (1) _____ Date _____

Legal (2) _____ Date _____

Clerk of Council (3) _____ Date _____

Finance Department (4) _____ Date _____

Human Resource Department (5) _____ Date _____

Police Chief (6) _____ Date _____

Fire Chief (7) _____ Date _____

Public Works Director (8) _____ Date _____

Building Director (9) _____ Date _____

Recreation Director (10) _____ Date _____

MIS/GIS (11) _____ Date _____

Facilities Director (12) _____ Date _____

Planning Director (13) _____ Date _____

Culture Arts Director (14) _____ Date _____

Clerk of Court (15) _____ Date _____

North Charleston Housing Director (16) _____ Date _____

Purchasing Director (17) _____ Date _____

Charleston Area Convention Center (18) _____ Date _____

Charleston County EM (19) _____ Date _____

Dorchester County EM (20) _____ Date _____

Code Enforcement Director (21) _____ Date _____

EXHIBITS

EXHIBIT NUMBER	SUBJECT
1	<u>MEOC COMMAND STAFF CHART</u>
2	<u>OPERATIONS SECTION STAFF CHART</u>
3	<u>PLANNING SECTION STAFF CHART</u>
4	<u>LOGISTICS SECTION STAFF CHART</u>
5	<u>FINANCE SECTION STAFF CHART</u>
6	<u>RECOVERY SECTION STAFF CHART</u>
7	<u>MEOC ASSIGNMENT ROSTER</u>
8	<u>CRITICAL INFRASTRUCTURE MAP</u>
9	<u>HURRICANE PREPAREDNESS GUIDE</u>
10	<u>SPANISH HURRICANE PREPAREDNESS GUIDE</u>
11	<u>SENIOR PLANNING HURRICANE PREPAREDNESS GUIDE</u>
12	<u>SCEMD EARTHQUAKE GUIDE</u>
13	<u>SCEMD WINTER WEATHER GUIDE</u>
14	<u>EVAC ROUTES/ PICK UP SITES/ LOCATIONS MAP</u>
15	<u>PRE LANDFALL CHECKLIST</u>
16	<u>CITY OF NORTH CHARLESTON WINTER WEATHER GUIDE</u>
17	<u>CHARLESTON AREA CONVENTION CENTER PLAN</u>
18	<u>CITY OF NORTH CHARLESTON DEBRIS PLAN</u>
19	<u>DEBRIS PICK UP FLYER</u>
20	<u>ICS FEMA FORMS/ USE SEQUENCE</u>
21	<u>PLANNING “P”/FORMS/ LETTERS</u>
22	<u>CITY HALL EMERGENCY PROTOCOL PLAN</u>
23	<u>CITY OF NORTH CHARLESTON COOP PLAN</u>
24	<u>CHARLESTON COUNTY PLAN</u>
25	<u>DORCHESTER COUNTY PLAN</u>
26	<u>PRIMARY POINTS OF CONTACT</u>
27	<u>CHARLESTON COUNTY HAZZARD MITAGATION PLAN 2017-2018</u>

The Exhibits on the above list are not included in the printed Emergency Operations Plan. They are however available on each departments perspective SHARE/I Drive via hyperlink. To access simply right click in the exhibit you wish to see and click open hyperlink.