AIKEN COUNTY EMERGENCY OPERATIONS PLAN

PREPARED BY: AIKEN COUNTY EMERGENCY MANAGEMENT DIVISION

IN COORDINATION WITH

THE SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION

Revised June 2015

AIKEN COUNTY EMERGENCY OPERATIONS PLAN

TO: SEE DISTRIBUTION LIST

FROM: Paul Matthews, Interim Coordinator
Aiken County Emergency Management Division

SUBJECT: Aiken County Emergency Operations Plan (ACEOP)

DATE: June 20, 2015

The Aiken County Emergency Operations Plan has been reviewed and updated in accordance with the provisions of State Regulation, State Emergency Management Standards 58-101. This printing supersedes all other copies. The plan is effective for planning purposes upon receipt and will be activated by the Coordinator of the Aiken County Emergency Management Division when directed by the County Council of Aiken County.

Original Signed
Coordinator, Aiken County Emergency Management Division

AIKEN COUNTY

Department of Emergency Services
Emergency Management Division

1930 University Parkway
Suite 1100
Aiken, SC 29801

Telephone: (803) 642-1623
FAX: (803) 642-2556

June 20, 2015

Mr. Kim Stenson
SC Emergency Management Division
2779 Fish Hatchery Road
West Columbia, SC 29172

Dear Mr. Stenson:

In accordance with Paragraph C-9, South Carolina Regulation 58-1, Local Emergency Preparedness Standards, I have reviewed, and as necessary, updated the Aiken County Emergency Operations Plan for compliance with FEMA Preparedness Guide 1-8.

Original Signed_____
J. Clay Killian, Administrator

Original Signed_____
Paul Matthews, Interim Emergency Management Coordinator

SIGNATURE PAGE

The following persons have reviewed and approved the June 2015 revision of the EOP.

Original Signed _____
Chairman, Aiken County Council Date

Original Signed _____
County Administrator Date

Original Signed _____

Coordinator, Aiken County Date
Emergency Management Division

PREFACE

1. This Emergency Operations Plan is developed for use by Aiken County Government Officials to ensure mitigation and preparedness, appropriate response, and timely recovery from hazards that may affect Aiken County. Further, this plan is designed to include the Emergency Support Function (ESF) identified in the State Response Plan. The Aiken County Emergency Management Division will guide the execution of this plan. The Emergency Management Division functions under the direction and control of the Aiken County Emergency Services Department.

2. This plan is predicated on the concept that emergency operations will begin at the level of government most appropriate to provide effective response. State assistance shall be provided upon request when emergency or disaster needs exceed the capability of county and municipal government. Federal assistance is supplemental to that of state and local governments and is available upon approval of a request by the Governor to the appropriate federal agency or to the President.

3. This plan has three major parts:
   - The letter of promulgation approves the plan and assigns responsibilities.
   - The Basic Plan outlines policies and general procedures that provide a common basis for joint county and municipal governments operations in a natural, technological, or purposeful harm disaster.
   - The Emergency Support Functions (ESFs) provide guidelines for the development of appropriate mechanisms to facilitate the prompt and efficient application of resources in any emergency or disaster situation. ESFs 1 through 25 correspond to the State and Federal Emergency Support Functions.

4. Aiken County agencies assigned functional responsibilities by this plan are required to develop Standard Operating Procedures (SOPs), which delineate their operational procedures for each assigned function. A copy of each SOP will be forwarded to the Coordinator of the Aiken County Emergency Management Division. An annual review date for each SOP will be determined by the Aiken County Emergency Management Coordinator and the responsible agency for each ESF.

5. It is intended that each participating county department, state agency, and other governmental entities will use this document for preparing and mobilizing resources and providing services as appropriate in an emergency or disaster situation. Insofar as possible, this plan shall also serve as a model for the development of emergency operations plans at the municipal level of government to facilitate uniformity, continuity, and coordination of all emergency services.

RECORD OF CHANGES

Change Number	Pages Changed	Date of Change	Date Entered	Change Made by (Signature)
1				
2				
3				
4				
5				
6				

DISTRIBUTION LIST

County Council
County Administrator
Aiken County EMD Coordinator
SC Emergency Management Division
Aiken County 911 Center Comm. Officer
Aiken County Public Information Officer
Aiken County Sheriff
Aiken County Attorney
Aiken County EMS Coordinator
Aiken County Coroner
Aiken Regional Medical Center
Aiken County EMS Medical Control Physician
Aiken County Health Department
Aiken Chapter of the American Red Cross
Aiken Electric Cooperative, Inc.
SCE&G
Aiken County Public Works Director
Salvation Army
Aiken County LEPC
Department of Social Services
Aiken County Finance Department
Aiken County Animal Shelter
Aiken County HazMat Team
Aiken County Tax Assessor
Center Fire Department
Graniteville/Vaucluse/Warrenville Fire Department
Langley Fire Department
Bath Fire Department
Clearwater Fire Department
Belvedere Fire Department
Beech Island Fire Department
Jackson Fire Department
Monetta Fire Department
Couchton Fire Department
Eureka Fire Department
Windsor Fire Department
Montmorenci Fire Department
Wagener Fire Department
Silver Bluff Fire Department
Hollow Creek Fire Department
Salley Fire Department
Sandy Ridge Fire Department
New Ellenton Fire Department

Aiken Public Safety
Aiken County Fire Service Team
North Augusta Public Safety
SRS Fire Department
Mayor, City of Aiken
Mayor, City of North Augusta
Mayor, Town of Wagener
Mayor, Town of New Ellenton
Mayor, Town of Jackson
Mayor, Town of Burnettown
Mayor, Town of Monetta
Mayor, Town of Salley
Mayor, Town of Windsor
Mayor, Town of Perry
City of Aiken Police
New Ellenton Police Chief
Jackson Police Chief
Wagener Police Chief
North Augusta Public Safety

AIKEN COUNTY EMERGENCY OPERATIONS PLAN RECEIPT DOCUMENT

DATE: _____

TO: _____

FROM: Paul Matthews,
Aiken County Interim Emergency Management Coordinator

SUBJECT: Aiken County Emergency Operations Plan

Enclosed you will find the 2015 printing of the Aiken County Emergency Operations Plan. This printing of the Aiken County Emergency Operations Plan replaces all other versions of this plan. Please replace the 2014 version of the plan with this printing and destroy the 2014 plan.

Aiken County Emergency Management Division maintains a listing of agencies receiving the plan. To ensure that each agency has a copy of the most recent Emergency Operations Plan we are requesting that you sign this document receipt and return the signed receipt to:

Paul Matthews
Aiken County Interim Emergency Management Coordinator
1930 University Parkway
Suite 1100
Aiken, SC 29801

AGENCY: _____

PRINT NAME: _____

SIGN NAME: _____

DATE: _____

ESF: _____

If you have any questions feel free to telephone the Emergency Management Office at 803-642-1623 or 642-1620.

INTRODUCTION

LETTER OF PROMULGATION

Pursuant to the authority granted in Aiken County Ordinance #75-3-19, dated March 19, 1975, the Aiken County Emergency Operations Plan is hereby adopted and promulgated. This county plan is coordinated with the South Carolina Emergency Operations Plan and sets forth the specific delegation of responsibility of county and municipal agencies in Aiken County in the event of an emergency or disaster situation. This EOP meets the requirement set forth in South Carolina State Law, Title 25, Chapter 1, Article 450, paragraph 2 and South Carolina State Regulations, Chapter 58, Article 1, paragraph C-1.

Every attempt has been made to identify and designate available forces and resources at all levels of government to be utilized in response to emergencies and disasters. Planning, preparation, and timely response must be the unified goal of all to ensure the people of Aiken County benefit from the services and protection of their government.

Tasks for specific emergency functions have been assigned, where feasible, to those governmental 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(ies) at hand. In so charging these officials, I strongly urge all citizens of Aiken County to render to their leaders and planners fullest support and cooperation to avert or mitigate effects of emergencies, and enhance rapid restoration of order and recovery when one does occur.

When County Council is unable to declare a state of emergency the authority to do so is delegated, in succession, to: County Council Chairperson or Vice Chairperson, any council member, County Administrator or Aiken County Emergency Management Division Coordinator.

The Aiken County Emergency Management Division is charged with the responsibility of implementing this plan through coordination with all county departments, agencies, and municipalities involved. When necessary or appropriate, modifications, additions, or deletions will be made to this plan and/or its ESFs.

Original Signed_____ _____
Ronnie Young Date
Chairman, Aiken County Council

Original Signed_____ _____
Clerk, Aiken County Council Date

AIKEN COUNTY, SOUTH CAROLINA, EMERGENCY OPERATIONS PLAN

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I. INTRODUCTION

A. General

It is the policy of Aiken County to be prepared for any emergency or disaster. Emergency response personnel, equipment, and facilities will be maintained in a state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all people who are threatened by an emergency or who become victims of any disaster. Emergency operations will be coordinated to the maximum extent with county government agencies, the South Carolina Emergency Management Agency and other state agencies, the federal government, and private agencies of every type. County and state representatives shall determine the level and duration of the state's commitment of resources.

This plan supports the National Incident Management System (NIMS) which is a nationwide template enabling federal, state, local and tribal governments, 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 structure 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 types of emergencies and is applicable to small as well as large and complex incidents.

B. Specific

1. This plan establishes the policies and procedures by which Aiken County will coordinate state and federal response to disasters impacting Aiken County and its citizens.

2. It describes how Aiken County will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation planning.

3. It utilizes the Emergency Support Function (ESF) concept to marshal and apply county resources and describes the responsibilities of county agencies in executing effective response and recovery operations.

C. Mission

Aiken County will provide for the protection of the people and resources in the county in order to minimize damage, injury, and loss of life resulting from any type of emergency or

disaster. Aiken County will also provide for the continuity of government and provide for survey of damage (private and public) and damage assessment resulting from such emergency or disaster. Aiken County government will accomplish the mission through a five-fold process:

1. Warn of impending danger;

2. When required, support local government disaster operations with timely, effective deployment of county resources;

3. Through the public information process, keep affected residents informed about the situation and how they can protect themselves;

4. Coordinate and direct restoration and recovery operations when local government resources are exhausted;

5. Assess local needs and coordinate support from adjacent county agencies, as well as state and federal government as necessary and appropriate.

D. Emergency Management Planning Responsibilities

1. 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.

2. 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 exercising are among the activities conducted under this phase.

3. Response involves activities and programs designed to address the immediate and short-term effects of the onset of a disaster or emergency. It helps to reduce additional casualties and damage and to speed recovery. Response activities include warning, direction and control, evacuation, and other similar operations.

4. Recovery involves returning systems to pre-disaster conditions. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may be continued for as long as necessary.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Vulnerability Analysis (Demographics)

Aiken County, located in the Central Savannah River Area (CSRA), has an estimated population of 150,181 and land area of 1,072 square miles. Based on population and land area, Aiken County has 132.9 persons per square mile (Source: U.S. Bureau of Census, 2005).

Special populations in Aiken County include the institutionalized, the mobility impaired, non-English-speaking persons, the handicapped, and the elderly. In addition to the permanent residential population, thousands of travelers visit or pass through the county each year. Aiken County could experience a loss of life and property due to an array of hazards.

Special populations in Aiken County include:

- Aiken Regional Medical Centers (302 University Parkway Aiken)
- Aurora Pavilion Behavioral Health Services (655 Medical Park Dr. Aiken)
- Carriage Hills Living Center 550 East Gate Dr. Aiken)
- Mattie C. Hall Health Care Center (830 Laurens St. Aiken)
- NHC Healthcare (350 Austin Graybill Rd. (North Augusta)
- Pepper Hill Nursing Center (3525 Augustus Rd. Aiken)

2. County Hazard Analysis

Aiken County is threatened by natural and technological hazards. The threat posed by these hazards is both immediate (e.g., hazardous chemical spill, hurricane, tornado) and long-term (e.g., drought, chronic 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., hurricanes, tornadoes, severe storms, floods, earthquakes). However, the continued expansion of chemical usage is raising the risk posed by technological hazards (e.g., hazardous chemical releases/spills) in South Carolina. A detailed hazard analysis by county can be found in the State of South Carolina Hazard Assessment, as amended. In addition, a county-specific hazards analysis has been developed for Aiken County, as referenced in Section X, Authorities and References. Possible hazards that could be experienced in Aiken County include:

a. Hurricanes and Tropical Storms. While not extremely vulnerable to hurricanes or tropical storms, some of the effects of these storms, including high winds, tornadoes, and inland flooding associated with heavy rainfall that usually accompanies these storms, could affect Aiken County. More information is provided in Attachment B, ESF-25, of this document.

b. Tornados. South Carolina has averaged 11 tornadoes each year since 1950, resulting in 47 fatalities and 1,057 injuries. Because 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, Aiken County is very likely to be affected by this type of disaster. 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 any time.

c. Flooding. In Aiken County, several variations of flood hazards occur due to the different effects of severe thunderstorms, hurricanes, seasonal rains, and other weather related conditions. Some low-lying areas of the county are vulnerable to flooding, which occurs when the flow of rainwater runoff is greater than the carrying capacities of the natural drainage systems.

d. Nuclear Facilities. Aiken County is within the Emergency Planning Zone for two nuclear facilities; one stationed in South Carolina, and one stationed in Georgia. The Department of Energy owns radiological facilities at the Savannah River Site (SRS) which are operated by Westinghouse Savannah River Company, and Georgia Power owns and operates Vogtle Electrical Generating Plant (VEGP), both of which could impact Aiken County. Aiken County is also within the 50-mile Ingestion Pathway Zone (IPZ) for three nuclear facilities: SRS, VEGP, and V.C. Summer Nuclear Station. V.C. Summer Nuclear Station is owned by South Carolina Electric and Gas Company (SCE&G). More detailed information can be found in ESF-25, Attachment A, of this document, as well as the South Carolina Operational Radiological Emergency Response Plan.

e. Earthquakes. Approximately 20 earthquakes (induced and tectonic) are recorded annually in South Carolina with 3 to 5 of them noticed by people. Earthquakes in South Carolina have the potential to cause great and sudden loss because devastation can occur in minutes. Forecasts indicate that there is a 40 to 60 percent chance of a magnitude 6 earthquake somewhere in the central and eastern United States within the next 30 years. While there have not been any large scale earthquakes in South Carolina in recent years, a 2001 study confirmed the state is extremely vulnerable to earthquake activity. A risk assessment performed by the South Carolina Emergency Management Division indicates that Aiken County would be moderately affected by a major earthquake in the Charleston area. The state's risk assessment was based on a scenario extracted from the 2002 South Carolina Seismic Risk and Vulnerability Assessment Study. The scenario is similar to the 1886 Summerville/Charleston earthquake that impacted the entire state. The accepted magnitude of the 1886 earthquake was M 7.3 and was an intensity X (ten) on the Modified Mercalli Scale (Johnston, 1996). This earthquake was the most severe earthquake to hit the Eastern seaboard. Per this assessment, Aiken County would have 115 minor injuries, 15 major injuries, and one death in a daytime event, and 134 minor injuries, 17 major injuries, and no deaths in a nighttime event. However, state emergency response assets would likely be overwhelmed in assisting other counties significantly affected by this catastrophe, and would probably be unavailable to assist Aiken County with any response needs. More detailed information can be found in Attachment C, ESF-25, of this document.

f. Hazardous Materials. The county's industrial capacity and the network of interstate highways and railways result in vulnerabilities to hazardous material releases from both stationary sites and transportation sources. The steady traffic of hazardous material transports along Interstate 20 through Aiken County, as well heavy railway traffic along major rail lines through the county that supply industries with chemical and petroleum products, could result in a moderate to large accidental release of hazardous materials.

g. Terrorism (WMD).

(1) While there have not been any successful acts of terrorism committed in Aiken County or the State of South Carolina in recent years, the county has many critical and high-profile facilities, high concentrations of population, and other potentially-attractive venues for terrorist activity. Recent nationwide terrorist activity and its continued threat continue to reinforce potential dangers.

(2) 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.

(3) Terrorist attacks may take the form of other hazards described in this section when 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.

(4) More detailed information concerning the county's response to a terrorist threat can be found in Attachment F, ESF-25, of this document.

h. Transportation

(1) Aiken County has a large transportation network consisting of major highways, an airport, and railroads. In many locations throughout the county, the potential exists that a major transportation accident causing numerous injuries and/or fatalities may occur.

(2) With the linear configuration of Interstate 20 and railways through Aiken County, it is also important to note that a major transportation accident could occur in a relatively rural area, stressing the capabilities of local resources to respond effectively.

i. Civil Disorder. Civil disorder may occur at anytime in Aiken County. However, civil disorder is often preceded by periods of increased tension caused by questionable social and/or political events such as controversial jury trials or law enforcement actions. More detailed information can be found in Attachment E, ESF-25 of this document.

j. Dam Failure. Aiken County has no federally regulated dams, but can be affected by the failure of federally regulated dams upstream on the Savannah River. The U.S. Army Corps of Engineers (USACE) regulates five dams, dikes, and locks along the Savannah River. At any time, one or more of these dams may be threatened by upstream flash floods, earthquakes, neglect, or any combination of the above, which can cause personal injury or death, significant water damage to property, or additional failures to dams located downstream. More detailed information can be found in Attachment D, ESF-25, of this document.

k. Severe Winter Weather. Snow and ice storms, coupled with cold temperatures, periodically threaten the county. 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. Snow and ice storms most recently struck South Carolina in 1989, 1993, 2000, and 2002. Aiken County was among the counties affected by some of these storms.

l. Droughts. South Carolina is not immune to drought periods, the most recent having occurred in 1983, 1986, 1993, and 1998 - 2002. The 1998–2002 drought is one of the longest and most severe in more than 100 years. The 1998–2002 drought has had a major economic impact on the state with significant effects on tourism, forestry, and agriculture. Losses continue to accumulate and are difficult to quantify because of the indirect impact it has on so many sectors. The farm loses alone from this drought totaled over $1 billion. Aiken County was among the counties affected by these drought periods.

3. Disaster Rating

Aiken County officials have analyzed various potential disaster situations by ranking the likelihood of occurrence and the danger each event poses, and then inserting these rankings into a formula that calculates a "disaster rating." Aiken County Emergency Management will prepare for all possible events, but will place greatest emphasis on preparing for the most dangerous events that are also most likely to occur. A Disaster Rating Summary, which is based on this assessment and provides a relative ranking of the hazards found in Aiken County, is shown in Figure 1 below.

Figure 1 – Disaster Rating Summary

	Probability of Occurrence			**Disaster Factor**			**Disaster Rating**
	Likely (3)	Possible (2)	Unlikely (1)	High (3)	Average (2)	Low (1)	(Probability x Disaster Factor)
Wildland Fire	x					x	3
Conflagration		x			x		4
Civil Disturbance		x				x	2
Tornado	x				x		6
Flood	x				x		6

Hurricane		x			x		4
Earthquake		x			x		4
Volcano			x			x	1
Chemical Spill	x				x		6
Industrial Disaster		x			x		4
Nuclear Attack			x	x			3
Terrorist Attack		x			x		4
Aircraft		x			x		4
Rail	x			x			9
Highway	x				x		6
Marine			x			x	1
Winter Weather	x				x		6
Other							

4. Areas Likely To Be Affected.

   Aiken County Emergency Management recognizes that disasters are likely to occur in the following areas:

   a. Interstate 20's corridor and other well-traveled truck routes through Aiken County.

   b. Railroad corridors through Aiken County.

   c. Severe weather (tornado, hurricane, winter storms, etc.) can impact the entire county.

   d. Low-lying areas near rivers/creeks.

   e. Terrorist events could affect critical facilities or high population areas.

   Additional information regarding vulnerable facilities can be obtained in the Aiken County Critical Infrastructure Facilities Listing and Protection Plan.

   Maps indicating potential low-lying flooding areas, interstate highway system, natural and LP gas line, and railroad systems are available in the EOC.

B. Assumptions

A disaster may occur with little or no warning, and may escalate far more rapidly than the ability of any single local response organization or jurisdiction can handle. When an emergency exceeds local resource and response capabilities, local government will request assistance from the next higher level of government. Local government will utilize resources obtained by pre-arranged agreements with neighboring jurisdictions, states, and federal entities, and the local private sector prior to seeking the next higher level assistance. The state and federal government will be available with financial and

additional resources when response and recovery operations exceed the capabilities of local government in a state or presidentially declared disaster or emergency. In some instances, state agencies may provide direct assistance without a state declaration.

The possibility for a large-scale incident or disaster is very real in every community and becoming more possible every day. Terrorism, winter storms, hurricanes, earthquakes, floods, wild fires, etc are some of the real possibilities. Every entity can benefit from having the resources of the Statewide Mutual Aid Agreement available. This will be especially important during a terrorist event or a "no notice" large-scale event. Almost every emergency response system within this state will be immediately inundated in these events. The Agreement creates a tool to call for help immediately and before local and state EOC's can activate and begin to assist. The agreement offers protection of a mutual aid agreement during those critical times. The agreement does allow for entity-to-entity direct request and response. This offers protection to the entities that will do this without going through the State. This is not the preferred method of lending/requesting aid. At a minimum, SCEMD and county emergency managers want the parties to notify the county emergency managers that resources will be coming into or leaving the county. If a request is made directly to SCEMD, they will contact the requesting county emergency manager to either fill the request or verify that the county is unable to fill the request.

There is a framework for reimbursement so everyone will know beforehand how the money issue will be handled. This Framework is especially important in the event federal dollars become available. FEMA is tightening the purse strings and following their own rules more strictly. FEMA will offer reimbursement based on the existing or commonly used mutual aid agreement between entities. If entities use the agreement during large-scale incidents then they will have a framework for FEMA to follow for reimbursement. If no mutual aid agreement is used, or if it is "reciprocal" then FEMA will honor the reciprocal agreement and federal dollars will be more difficult to obtain. The important reason for the Statewide Agreement is that it offers a formal agreement to be followed when two entities that do not normally lend/receive aid with one another find themselves in a mutual aid situation.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Disaster response plans are based upon the principle that local authorities bear the initial responsibilities for disaster 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. In the event that a disaster affects two or more agencies, all resources, including the military, made available to the county from outside agencies will be assigned tasks and functions by the county on a mission-type basis, but will remain under the direction and control of their parent organization.

1. Municipalities

   Mayors of municipalities are responsible for the direction of emergency operations within their areas of jurisdiction and will make available to the county all resources not critical to the survival of their respective municipality. Municipal governments determine their essential requirements and apply all available local resources to their own needs before requesting support or assistance from the county. Municipalities also provide local coordination for resources furnished from outside agencies in response to requests for assistance, and make available to county government for employment in other areas such local forces and resources as local capability will permit.

2. Aiken County Government

   The county government will support disaster operations of the municipalities with county resources only after all local resources have been used or are inadequate to handle the situation. All resources, including the military, made available to the county from outside agencies will be assigned tasks and functions by the county on a mission-type basis, but will remain under the direction and control of their parent organization. Each county office, department, agency, service, etc., will coordinate as appropriate to ensure efficient utilization of all resources made available to it, and is responsible for annual maintenance of their assigned ESFs. County government will also assume responsibility for direction of combined emergency operations in areas where municipal capability has broken down or does not exist, or when the nature or magnitude of a disaster is such that county government direction of operations is required for effective response. The organization for emergency response is located at Table 1 (Organizational Responsibility Matrix) on page 15 of this section.

   All Aiken County Emergency Response Agencies utilize the Incident Command System to direct emergency response activities. Aiken County recognizes that the use of the ICS is critical when multiple agencies or jurisdictions are required to mitigate an emergency. Utilization of the ICS in Aiken County ensures that information from the incident scene is communicated to the EOC. More information pertaining to the Incident Command System is provided in Section IV, Concept of Operations.

3. State Government

   State agencies will support county emergency operations only after all local resources have been expended and/or are clearly inadequate to handle the situation. State support will be provided on a mission-type basis, as deemed appropriate by the Governor and as provided for in the South Carolina Emergency Operations Plan.

4. Federal Government

   The federal government will provide support upon request in accordance with the National Response Plan (NRP). Federal assistance provided under the NRP is to supplement state and local response efforts. Federal agency representatives will coordinate with the Federal Coordinating Officer and the affected state to identify specific federal response requirements and will provide federal response assistance based on state identified priorities.

5. Other Supporting Organizations

   a. American Red Cross (ARC) – Augments Mass Care.

   b. The Salvation Army - Augments Mass Care.

B. Assignment of Responsibilities

1. County Government

   The Aiken County Emergency Management Office will coordinate specific plan ESFs for the county offices, departments, agencies, services, etc. Immediately following any activity that tests or exercises this plan, each participating county office, department, agency, and service will provide a detailed critique of all operations observed with the objective of improving upon the county-wide response capability. Each county office, department, agency, and service will establish procedures to annually review, update, and improve such plans, procedures, and checklists. A specific priority in the review process is to address the peculiar needs of special populations, especially the institutionalized, the mobility impaired, non-English-speaking persons, the handicapped, and the elderly. These particular requirements exist in the areas of alerting and warning, evacuation, and lodging or sheltering.

2. County Council

   The Aiken County Council, the legislative branch of government, has overall responsibility for policy decisions affecting the pre-disaster activities, disaster response operations, and recovery operations of all county offices, departments, agencies, services, etc., and the coordination of emergency support to the municipalities and other resources made available to the county.

3. County Administrator

   The Aiken County Administrator, the executive branch of government, is responsible to the County Council and functions as their representative. He represents the County Council while directing and supervising all activities of county government during the pre-disaster, disaster, and recovery phases of operations.

4. Aiken County Emergency Management Coordinator

The Coordinator of the Aiken County Emergency Management Division is responsible to the County Administrator for coordinating the activities of county government and in assisting the municipalities, industry, and the public during disasters. He coordinates the operations of county government in implementing the emergency orders and decisions of the County Council. In addition, he is responsible for:

a. Development and publication of ESFs in conformity with this plan so that all facilities, equipment, manpower, and other resources available to the county are immediately used to prevent or minimize damage to persons or property, and to provide for the protection and restoration of government services and public utilities necessary for the public's health, safety, and welfare; maintenance of the plan and ensuring necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.

b. Preparation, staffing, activation, and operation of the Emergency Operations Center (EOC). Development of an all-hazards monitoring and reporting SOP to keep the EOC abreast of the situation.

c. Development of an effective system or procedure for communicating and disseminating warnings, official information, orders, and instructions from county government to the public in emergencies.

d. Organizing, manning, training, and equipping an effective radiological monitoring system and developing a plan for operating the system.

e. Coordinating the establishment of a shelter system and maintaining current and correct facility survey database by timely reporting deletions and changes of address to the SC Emergency Management Division.

f. Organizing, manning, training, and equipping an effective system for responding to hazardous materials accidents.

g. Coordinating the recruitment and training of volunteer personnel and organizations to augment the personnel and facilities of the county for disaster preparedness purposes.

h. Maintaining liaison with state and federal authorities and authorities of other nearby political subdivisions to ensure the most effective operation of the County Emergency Operations Plan.

i. Requesting assistance from the State of South Carolina when deemed necessary.

j. Coordinating and maintaining working relationships with industry and volunteer groups and organizations to develop emergency plans and capabilities in support of the County Emergency Operations Plan.

5. Communications Officer

   The County Communications Officer is responsible for the development, implementation, and maintenance of the Emergency Communications System. Maintenance of the system includes developing emergency measures to protect radio equipment.

6. Warning

   The Aiken County 911 Center will coordinate with all appropriate departments/agencies and organizations to ensure warning readiness in time of a man-made or natural disaster or emergency. In the event of an imminent or actual disaster, Aiken County 911 will initiate actions to warn county agencies and municipalities within the county by all means necessary. The Sheriff of Aiken County is responsible for maintaining a backup warning capability and disseminating warning information pertinent to severe weather conditions, natural and man-made disasters, and a hostile attack to the local warning points and throughout the county.

7. Public and Emergency Information

   The Public Information Officer is responsible for the assembly, preparation, and dissemination of public and emergency information.

8. Law Enforcement

   The Sheriff of Aiken County is responsible for the traffic control of routes during evacuation, maintaining law and order throughout the county, and coordinating all law enforcement resources made available to the county.

9. Fire Service

   The Aiken County Fire Service Team Chief is responsible for coordinating fire fighting resources when the EOC is activated.

10. Rescue Service

    The Aiken County Sheriff is responsible for search and rescue missions and with the recovery, transportation, and first aid of victims.

11. Medical Service (Health Service)

    The Aiken County Medical Service Coordinator is responsible for coordinating all health and medical resources and facilities throughout the county to provide for the health, medical, mental health, sanitation, and mortuary needs of the public. In conjunction with the County Coroner, coordinates the care of mass fatalities and the maintenance of records during emergencies.

12. Emergency Medical Service

    The EMS Coordinator of Aiken County is responsible for coordinating ambulance missions and the transportation and first aid of victims.

13. Mass Care

    The Aiken County Director of Social Services is responsible for the coordination of mass care, which is comprised of government and non-government agencies and provides for the needs of the populace of Aiken County.

14. Transportation Service

    The County School Transportation Director is the Chief of Transportation Service and is responsible for providing vehicles and drivers from county resources, for transporting personnel and materials required to meet the needs of the county, and for coordinating the utilization of all transportation resources made available to the county.

15. Engineering and Public Works

    The Aiken County Director of Public Works is responsible for the removal of debris and obstacles from transportation routes, waterways, and from public and privately owned lands when determined to be in the public interest. Assists, upon request, in the repair and restoration of public utilities and critical facilities. Coordinates with the South Carolina Department of Transportation in the repair and maintenance of critical highways and bridges within the county.

16. Supply and Procurement

    The Aiken County Purchasing Agent is responsible for requisitioning, procuring and issuing specialized equipment, medical supplies, food, fuel, and materials necessary to relieve suffering and to make emergency repairs in disaster situations.

17. Radiological Officer

    The Radiological Officer is responsible for establishing systems to minimize the effects of radiation on personnel and resources. Assists and coordinates with local,

state, and federal agencies in determining the procedures for decontamination following a radiological incident, accident, or nuclear attack.

18. Damage Assessment

    The Aiken County Tax Assessor is responsible for organizing a damage assessment capability for determining the extent of damages resulting from natural or man-made disasters or war.

19. County Treasurer

    The Aiken County Treasurer is responsible for advising the county government concerning financial matters in support of disaster operations.

20. County Attorney

    The Aiken County Attorney is responsible for advising the county government concerning legal aspects pertaining to emergency planning and operations.

21. Voluntary Organizations

    a. Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
    b. Provide and coordinate relief not provided by government on a complementary and supplementary basis.
    c. Develop mutual aid agreements and memoranda of understanding of duties and areas of responsibility to be performed during emergencies.

Table 1 - Organizational Responsibility Matrix

Emergency Function	County Office
ESF-1, Transportation	Aiken County Public Works Department
ESF-2, Communications	Aiken County Communications Officer
ESF-3, Public Works and Engineering	Aiken County Public Works Department
ESF-4, Fire fighting	Aiken County Fire Coordinator
ESF-5, Information and Planning	Aiken County Emergency Management
ESF-6, Mass Care/Emergency	Aiken County Department of Social Services
ESF-7, Resource Support	Aiken County Finance Department
ESF-8, Health/Medical and Mortuary Services	Aiken County EMS
ESF-9, Search and Rescue	Aiken County Sheriff's Office
ESF-10, Hazardous Materials	Aiken County Hazmat Team
ESF-11, Food Services	Aiken County Department of Social Services
ESF-12, Energy and Utilities	Aiken County Public Works Department
ESF-13, Law Enforcement	Aiken County Sheriff's Office
ESF-14, Recovery	Aiken County Emergency Management Division
ESF-15, Public Information	Aiken County Sheriff's Office
ESF-16, Evacuation Traffic Mgmt.	Aiken County Sheriff's Office
ESF-17, Animal Emergency Response	The Animal Services Division of the Public Works & Engineering Department
ESF-18, Donated Goods/Volunteer Services	Salvation Army
ESF-19, Military Support	Military Liaison Officer
ESF-20, Special Medical Needs	Aiken County Health Department
ESF-21, Reserved	
ESF-22, Reserved	
ESF-23, Reserved	
ESF-24, Reserved	
ESF-25, Specific Impact Hazards	Aiken County Emergency Management Division

IV. CONCEPT OF OPERATIONS

A. General

This plan is activated by Aiken County Council during an emergency. Mitigation, preparedness, response, and recovery are general 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. It is the objective of each emergency response agency to protect life, property, and the environment during an emergency. A listing of agencies involved can be found in Section III, Organization and Assignment of Responsibilities, of this plan.

B. Local Governments

1. Aiken County operates in accordance with Regulation 58-1, Local Emergency Preparedness Standards, their respective Emergency Operations Plans (EOPs) and Standard Operating Procedures (SOPs).

2. Aiken County shall be prepared to implement its EOPs when an emergency occurs or at the direction of the Director of the South Carolina Emergency Management Division (SCEMD), or upon a declaration of a State of Emergency by the Governor.

3. Aiken County will use all municipal resources to protect against and respond to an emergency or threatening situation to include activating pre-established mutual aid agreements.

4. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the county emergency management division or the county EOC.

5. When Aiken County determines that county resources are not adequate, they may request assistance through the SCEMD or, if activated, the SEOC.

6. Aiken County shall establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.

C. State Government

1. State resources will supplement local efforts upon request or in accordance with the ESFs described herein.

2. The Governor or his designee may execute the plan to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

3. When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the

emergency response, recovery, and mitigation aspects of state, local, and inter-jurisdictional disaster plans. The Executive Order is required for the deployment and use of state personnel, supplies, equipment, materials, and/or facilities. SCEMD will provide recommendations to the Governor and assist in formulating the Executive Order.

4. If disaster threatens prior to the ability of the Governor to issue an Executive Order proclaiming the existence of a State of Emergency, the Director of the SCEMD is authorized to activate the plan and implement any emergency response actions that may be necessary for the immediate protection of life and property.

5. Emergency Support Functions (ESFs) will be established with state agencies and volunteer organizations to support response and recovery operations. A county agency within each ESF will have primary responsibility for the coordination and implementation of the ESF. The designated primary agency will coordinate the development and preparation of Standard Operating Procedures (SOPs).

6. In the event of an emergency situation beyond local control, the Director of the SCEMD, 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. To ensure maximum response and efficient use of personnel and other resources, county Emergency Support Functions (ESFs) are designated as indicated.

7. Support agencies and volunteer organizations are incorporated in plan ESFs. Additional agencies may be required to support each state ESF.

8. Direction and control of a state emergency operation will be exercised by the Governor through the Director of the SCEMD and the SEOC. The Director of the SCEMD will coordinate all state agencies and departments mobilized pursuant to this plan.

9. Under certain circumstances a forward command post may be established for on-scene direction, coordination, and control.

10. In order to make maximum use of advance warning, the State has established a system of Operating Condition (OPCON) levels. These OPCONs increase the State's level of readiness on a scale from 5 to 1. Each OPCON level is declared when a predetermined set of criteria has been met. OPCONs will not necessarily progress sequentially from 5 to 1. The OPCON placed in effect will be appropriate for existing conditions at the time. The SCEMD director will assign OPCON levels. OPCONs are designated by numbers as shown:

OPCON LEVEL OF READINESS

5 Day-to-day operations to include normal training and exercises.

4 Possibility of an emergency or disaster situation that may require a partial or full activation of the SEOC.

3 Disaster or emergency situation likely or imminent. Full or partial activation of SEOC; activate South Carolina Emergency Operations Plan and the appropriate specific impact hazard emergency plan.

2 Disaster or emergency situation in effect; maximum preparedness level; full activation of the SEOC.

1 Disaster or emergency situation in effect; full-fledge emergency response operations on going; highest state of emergency operations.

11. In the event of an emergency situation beyond county government control, the Director of the SCEMD, under the direction of the Governor, may assume direct operational control over all or any necessary part of the emergency operations functions within a jurisdiction.

12. The Director of the SCEMD may order a partial or full activation of the SEOC and request representation of state agency coordinators and volunteer organizations. Upon request, FEMA, Region IV will dispatch a representative to the SEOC to coordinate with the Director of the SCEMD, and to provide assistance in accordance with the National Response Plan (NRP), as appropriate.

13. 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.

14. For major/catastrophic events, ESF-15, Military Support, in coordination with ESF-7, Resource Support, may be tasked by the Director of the SCEMD to establish, manage, and support a Logistical Staging Area (LSA). The LSA, normally located at or near a predetermined airport in the impacted area, will receive, support, and organize response resources for deployment.

15. 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 (2002), published by the National Emergency Management Association.

16. South Carolina is also a signatory to an Interstate Emergency Preparedness Compact between the states of South Carolina and Georgia, as well as an Interstate Emergency Preparedness Compact between the states of South Carolina and North Carolina.

17. Upon occurrence of an emergency or disaster clearly beyond the capabilities and resources of state and local governments, the Governor may request assistance from the federal government.

18. 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.

19. State agencies and departments will support hazard specific and other supporting plans, such as the South Carolina Hurricane Plan, South Carolina Emergency Recovery Plan, and the South Carolina Operational Radiological Emergency Response Plan, as referenced in this plan.

D. Federal Government

1. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.

2. To the extent that public law provides, any federal assistance made available to relieve the effects of an emergency or disaster in SC will be channeled through and coordinated by the Governor or his designated authorized representative.

3. Through the National Response Plan, the federal government provides assistance through twelve ESFs. These ESFs will establish direct liaison with South Carolina's ESF representatives in the SEOC. The five state-specific ESFs (13, 14, 15, 16, and 17) will establish liaison with members of the Federal Emergency Response Team (ERT) assigned federal coordination responsibility for that function.

4. If the disaster is of major or catastrophic classification, SCEMD will contact FEMA, Region IV, to request a FEMA liaison or alert them that the Governor may submit a formal request for federal assistance.

5. If the President authorizes federal assistance, he appoints a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act and to reimburse response and recovery claims.

6. To help ensure state/federal coordination, FEMA Region IV's Regional Response Plan contains an Annex detailing South Carolina's emergency management system. This Annex outlines the unique operational activities the state implements when responding to disasters.

E. Disaster Field Office (DFO)

1. Following a major or catastrophic disaster that exceeds the county's ability to respond, in which an Emergency or Major Disaster Declaration is granted by the President, federal assistance to disaster victims may become available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint federal/state effort in a DFO.

2. The Recovery Manager is responsible for information flow and coordination of all state activities regarding Individual Assistance and Public Assistance.

3. The State Hazard Mitigation Officer is responsible for the Hazard Mitigation Grant Program and coordinates with the Department of Natural Resources regarding National Flood Insurance Program activities.

F. Preparedness

1. Plan Development and Maintenance

   a. This plan is the principal source of documentation concerning the county's emergency management activities. This plan is revised annually. Revision bars are typically used to indicate updates, but are not included in this revision because it is a total rewrite of the plan following the state model. This EOP revision includes gray highlighting to indicate compliance with the state's County EOP Review Checklist. All managers of Aiken County offices, departments, agencies, services, etc., are responsible to the County Administrator for directing and controlling the emergency operations of their respective agencies in the implementation of emergency orders and decisions of the county council. In addition, they are each responsible for:

      1. Annually developing or reviewing and testing (in coordination with Aiken County Emergency Management) the required Emergency Operations Plan ESF, Appendix, and Checklists or SOPs in conformance with this plan.

      2. Coordinating with other agencies before, during, and after an emergency or disaster to ensure the most effective utilization of personnel and resources.

      3. The recruiting and training of volunteer personnel and/or agencies to augment their agencies for emergency management purposes.

      4. Staffing and operating their agency in the Emergency Operations Center whenever it is activated.

      5. Maintaining a current agency key personnel alert notification roster and necessary communications systems to perform the alert.

      6. Maintaining a current agency resource list.

7. Developing mutual aid agreements with like agencies of adjoining counties or political subdivisions.

8. Administratively and logistically supporting other agencies to the maximum extent possible.

b. The Aiken County Emergency Management Coordinator will coordinate the efforts of all responsible departments and agencies for plan development and timely update/revision. As a minimum, this plan will be reviewed and updated on an annual basis. Such reviews will be administered by the Aiken County Emergency Management Division in cooperation with each assigned ESF primary responsible agency. All organizations that have emergency-oriented missions or support roles are required to prepare supporting documentation (i.e. standard operating procedures).

c. Following each emergency, Aiken County EMD will conduct after action critiques to identify problems or areas requiring corrective actions. Steps will be taken to address any problem identified and to ensure current policy and procedures are implemented effectively.

2. Strategic Planning

a. Five-Year Strategic Planning

Aiken County EMD maintains a five-year strategic plan which identifies items Aiken County EMD will focus on (e.g. mitigation, training, sheltering, recovery), and outlines activities to guide preparedness. The strategic plan is based on a local self-assessment.

b. Hazard Mitigation Strategic Planning

(1) SCEMD maintains a hazard mitigation plan (The South Carolina Hazard Mitigation Plan, revised annually) which establishes a comprehensive program to effectively and efficiently mobilize and coordinate the state's services and resources to make South Carolina's communities more resistant to the human and economic impacts of disasters.

(2) Aiken County assists the Council of Governments (COG) in the development and maintenance of a Hazard Mitigation Plan designed to mobilize and coordinate county services and resources in the event of a disaster.

3. Training and Exercise

a. Aiken County’s emergency management program conducts periodic training activities for emergency responders, including drills and exercises. When possible, Aiken County EMD participates in state-wide disaster drills and exercises to

ensure the county can coordinate effectively with SCEMD and other state and county agencies.

b. Local governmental responders participate in professional development seminars and workshops, and hazard specific exercises (e.g., annual state exercise, radiological emergency preparedness exercises for commercial nuclear facilities, etc.) to test established plans and procedures that are activated during an emergency situation at all levels of the emergency management system.

G. Response

1. County/Municipal Response

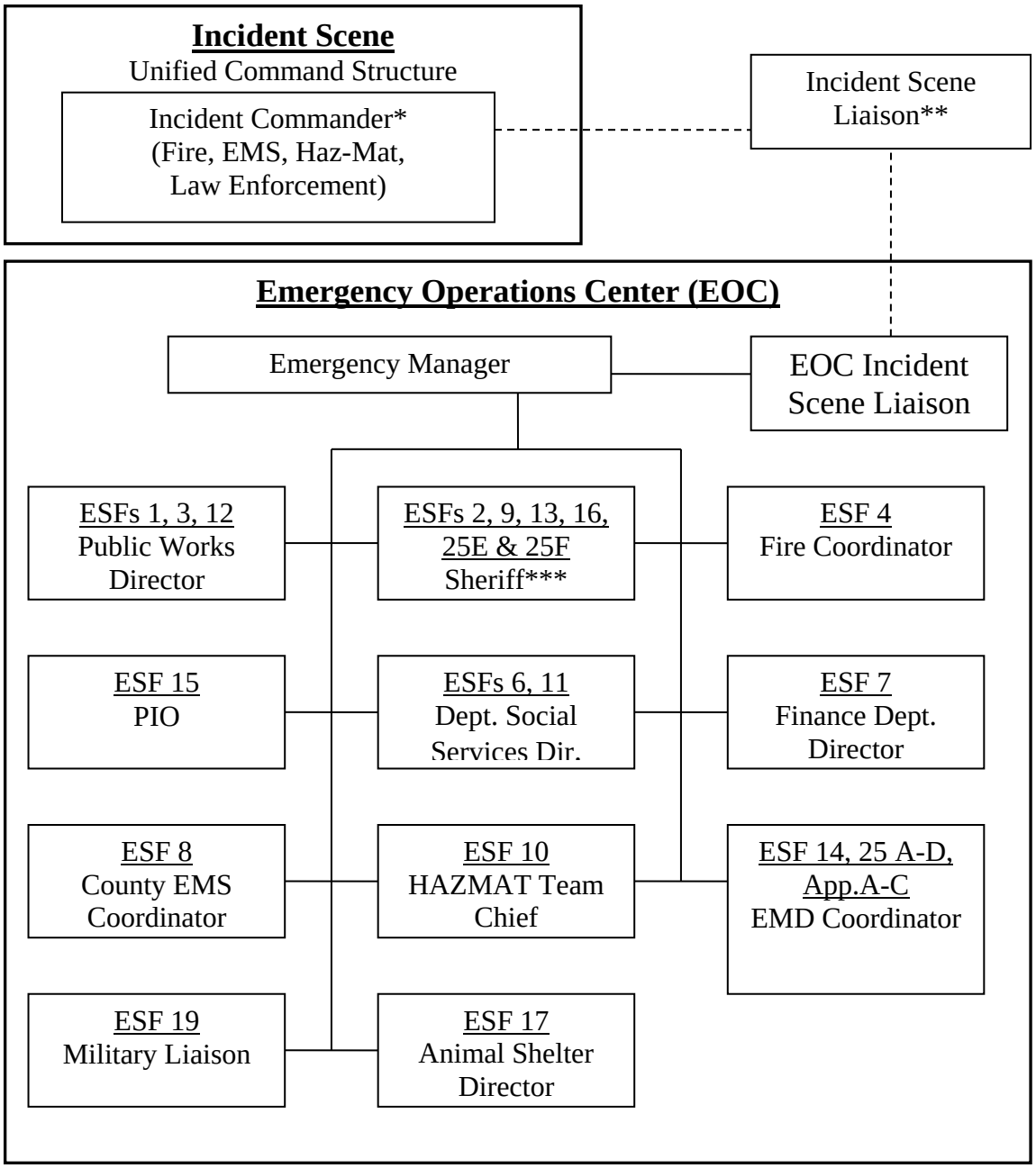
Municipal units of government call upon their county government or other municipalities in coordination with their county for assistance during events in which their own capabilities are overwhelmed. Counties provide assistance to municipalities and turn to mutual aid agreements or the state for assistance when their capabilities are overwhelmed.

2. Incident Command System

All Aiken County Emergency Response Agencies utilize the Incident Command System to direct emergency response activities. Aiken County recognizes that the use of the ICS is critical when multiple agencies or jurisdictions are required to mitigate an emergency. Utilization of the ICS in Aiken County ensures that information from the incident scene is communicated to the EOC.

The Aiken County Emergency Operations Center organizational chart and interface with the ICS is illustrated in Figure 2:

Figure 2 – EOC Organization Chart with ICS Interfaces



* Incident Commander (IC) could be Sheriff or Municipal Police Chief in a security event or Fire Dept. Chief in a fire or EMS in an EMS event.

** Incident Scene Liaison will be appointed from the primary response agency and work within that assigned ESF (fire event will be ESF 4, EMS will be ESF 8, etc.

*** ESF2 Primary is Sheriff Dept. Communication Officer. ESF-25F primary could be Sheriff or Municipal Police Chief.

3. Local State of Emergency

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

4. County Emergency Operation 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. During a major or catastrophic emergency in South Carolina, counties not impacted may also be requested to activate their EOCs. This action allows the SEOC to coordinate the delivery of intra-state mutual aid in an organized manner through the county network.

   The Coordinator of the Aiken County EMD may order a partial or full activation of the EOC.

   a. Location

      The Aiken County Emergency Operations Center (EOC) is located at the Aiken County Sheriff's Office, 420 Hampton Avenue, NE. Aiken, SC 29801.

   b. Capabilities

      The EOC is equipped with emergency power for lighting and radio communications. This structure is a hardened facility (refurbished detention facility) and would be habitable in severe weather conditions. Power to run computer equipment, heating, ventilation, and air conditioning are available and would require a minimum amount of setup time as it is a dedicated facility. There are dining, dormitories, and shower facilities available at this location as well as adequate emergency power.

      Aiken County has designated an alternate EOC located in the basement of the Aiken County Complex at 828 Richland Avenue, West, Aiken, SC 29801. Capabilities and work space are also limited at this location. The alternate EOC location has emergency power available however; sufficient telephone lines and radio communication are not available. There are no dining or shower facilities at this location. There is no centralized operations area therefore, EOC operations would need to be scattered throughout the basement area.

   c. Activation Options

      In the event the EOC needs to be activated, the EMD Coordinator has several options available:

(1) **Limited Activation** will occur during small-scale events requiring minimal resources and personnel. During Limited Activation, the EMD Coordinator will determine which ESFs are needed and the hours of operation.

(2) **Partial Activation** is for larger events, but still not requiring full activation of the EOC. The EMD Coordinator will determine which ESFs are needed and the hours of operation.

(3) **Full Activation** occurs when the EOC 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 county when activated.

5. County Damage Assessment Teams

   a. It is imperative that disaster impact assessments be made quickly to determine the necessary county response or federal assistance following any major or catastrophic disaster. To accomplish this, one or more County Assessment Teams (CATs) may be deployed to evaluate immediate needs and report the findings to the EOC.

   b. County teams typically consist of two or three county personnel who will evaluate immediate victim needs (food, water, medical, shelter, etc.) and impact to infrastructure (utilities, communications, transportation, etc.). Reports are made as soon as possible to the Aiken County Emergency Management Coordinator.

   c. An initial report will be transmitted to the EOC as soon as practical after arrival of the team followed up by a detailed report within 6-8 hours. Detailed procedures are outlined in the County Assessment Team Standard Operating Procedures, and are listed in ESF-3, Public Works and Engineering Services/Damage Assessment.

6. 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 17 Emergency Support Functions (ESFs). Primary and support organizations are designated for each of these ESFs.

7. State Emergency Operations Center (SEOC)

   a. The SEOC serves as the central clearinghouse for disaster-related information and requests for deployment of assistance. As the situation dictates, an alternate SEOC may be activated.

   b. The SEOC will be activated and staffed in accordance with the SEOC SOP. Upon notification that the SEOC is being activated, members of the SERT will report to

the SEOC. The primary agency designated for a particular ESF has the responsibility to ensure supporting agencies are informed and their actions coordinated. In the absence of the Director of the SCEMD decisions will be made by the Chief of Operations.

c. The SEOC will be organized into the following groups:

(1) Executive Group: Comprised of the Governor, Director of the SCEMD, constitutional officers, and cabinet/department directors as directed by the Governor. Additional officials may be added as required.

(2) Operations Group: Comprised of the Chief of Operations, operations staff, and ESFs.

(3) Administrative/Logistics Group: Comprised of the SEOC facility manager, communications officer, information resource officer, and staff.

(4) Public Information Group: Comprised of the SCEMD PIO and state agency augmenters.

d. Activation levels utilized by the SEOC are:

(1) Full - All ESFs will be activated. Activation will occur at OPCON 1 and 2 and may occur at OPCON 3.

(2) Limited - Selected ESFs will be activated. Activation will normally occur at OPCON 3.

(3) Partial - Only selected SCEMD personnel will be activated. Activation will normally occur at OPCON 3, but could occur at OPCON 4.

8. State Liaison Officer/Team

A State Liaison, typically a SCEMD Area Coordinator, may be dispatched to the county(ies) 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.

9. State Assessment Teams

a. It is imperative that disaster impact assessments be made quickly to determine the necessary state response or federal assistance following any major or catastrophic disaster. To accomplish this, one or more State Assessment Teams (SATs) may be deployed to evaluate immediate needs and report the findings to the EOC.

b. State teams consist of 10-12 state personnel from the following organizations: the South Carolina Emergency Management Division, SC National Guard, Department of Transportation, Budget and Control Board (General Services

Division and Office of State Chief Information Officer), Department of Health and Environmental Control, Department of Social Services, Public Service Commission, Department of Natural Resources, and the State Law Enforcement Division. An initial report will be transmitted to the SEOC as soon as practical after arrival of the team followed up by a detailed report within 6-8 hours. Detailed procedures are outlined in the State Assessment Team Standard Operating Procedures.

10. Logistical Staging Areas (LSAs)

    Logistical Staging Areas - For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area (LSA) may be established near the impacted area. This LSA will receive, classify, and account for emergency relief and sustainment supplies and goods, solicited by the county and, upon request, make distribution to distribution sites within the disaster area.

H. Recovery

1. Recovery operations in Aiken County will be executed in accordance with the Aiken County Emergency Recovery Plan. The Recovery Plan is designed to identify a range of specific actions to be taken by county agencies to support local citizens, organizations, and agencies and to coordinate emergency recovery activities.

2. Recovery activities are those actions that enable disaster victims to begin the process of rebuilding their homes, replacing property, resuming employment, restoring businesses, permanently repairing, rebuilding, or relocating public infrastructure, and mitigating future disaster losses.

3. Initial planning for recovery operations begins before the disaster occurs. The EOC will have been staffed according to EOC procedures and necessary actions to protect the public will have been implemented. Initial recovery activities will begin after the disaster assessment has been completed.

4. When conditions allow, rapid and thorough assessments must be conducted to identify the immediate unmet emergency needs of disaster victims; to assess the overall damage to homes and to businesses; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

5. The decision to deploy county damage assessment teams will be made in coordination with the Aiken County Emergency Management Coordinator. 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 Initial Damage Assessment Teams, and Preliminary Damage Assessment Teams. If applicable, State Assessment Teams may also be deployed to assist in damage assessment.

6. Depending on the results of the damage assessment, the Aiken County Council may seek state assistance, up to and including a disaster declaration by the Governor of South Carolina.

V. WARNING

A. Warning includes information and reports, surveillance of threatening conditions, 24-hour radio, special telephone (NAWAS) capability, and operations of the Emergency Alert System (EAS). State assistance under this function consists of the utilization of equipment and personnel essential to coordinate and disseminate information before and during an impending or actual disaster situation. The County Warning Point is located at the Aiken County 911 Center. This location serves as primary Warning Point for all incidents. The Aiken County Emergency Operations Center serves as the Alternate Warning Point for Aiken County.

B. The Aiken County 911 Center will coordinate with all appropriate departments/agencies and organizations to ensure warning readiness in time of a man-made or natural disaster or emergency.

C. In the event of an imminent or actual disaster, the Aiken County 911 Center will initiate actions to warn county agencies and municipalities within the county by all means necessary.

D. A variety of warning systems are available for use during emergency operations. Weather advisories will be made throughout state and local communications networks as appropriate to alert local governments to conditions. These advisories will be received from the National Weather Service (NWS) using the National Warning System (NAWAS) and other electronic means. Emergency information may also be received and transmitted using the SLED National Crime Information System (NCIS) teletype terminal. The Emergency Alert System (EAS) will be used to notify the general public of emergency conditions. The State Warning Point maintains a capability to use numerous radio systems and networks to provide a statewide emergency warning system including the SCEMD Local Government Radio (LGR) network, the 800 MHz state radio system, satellite connections, high frequency radio, and amateur radio.

As part of Aiken County's severe weather plan, programs are being implemented that should minimize injuries and reduce property damage in the event of any severe weather event. Aiken County was recently certified as a "Storm Ready Community" by the National Weather Service.

One program outlined in the Emergency Management Five Year Plan and being implemented in Aiken County is called "Project Impact," which encourages citizens to prepare for severe weather events by installing features such as storm shutters over windows, hurricane clips to reinforce roofs, slats to reinforce garage doors, and to move or secure objects that could become damaging projectiles during a severe weather event.

Another program Aiken County will implement is called "SKYWARN." The purpose of "SKYWARN" is to recruit and train "Storm Spotters" throughout the county who will receive severe weather watches and warnings via NOAA Alert Radios, email, Emergency Alert System, pager, county radio system, or amateur radio. Spotters will then watch for various weather conditions such as funnel clouds, rotating wall clouds, tornados, flooding, hail, high winds, and other conditions. These conditions, along with location and time of sighting, direction and speed of travel, intensity, and destructiveness, would then be reported to the Aiken County Emergency Management Division Office during office hours or to the 911 Center after office hours. Aiken County Emergency Management will then relay this information to the National Weather Service Office in Columbia, SC, which issues watches and warnings based on this information in addition to information detected by radar. Aiken County has been designated as a StormReady community by the National Weather Service.

E. The Aiken County 911 Center will maintain surveillance of storms using NWS Weather Wire Service and information resource programs. NWS weather information is also available through both internet and direct satellite feed.

F. Aiken County shall prepare plans and procedures for employment of local warning procedures utilizing all available systems and networks. Personnel and facilities shall be organized and exercised to provide warning capability on a 24-hour basis.

G. Agreements and contracts shall be made to ensure equipment and system maintenance on a 24-hour basis. Alternate warning systems shall be maintained and tested for use in the event that the existing primary system is damaged and rendered inoperable.

VI. EVACUATION

A. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or man-made disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the state's road network. Therefore, a major evacuation of personnel must be initiated as soon as feasible with direction, control, and coordination with all appropriate departments/agencies conducted through the Aiken County Emergency Operations Center (EOC), in coordination with the SCEMD.

B. Aiken County will monitor conditions that have the potential to require the evacuation of any area(s) of the county and implement evacuation procedures. The Aiken County EOC will coordinate with affected municipalities and appropriate agencies in developing evacuation recommendations.

C. Aiken County will coordinate for evacuation routing to shelters, provision of transportation, shelter and congregate care, and provide public information.

D. The Aiken County Sheriff's Office will coordinate all traffic control issues before, during, and after an evacuation operation. Evacuation operations will be conducted under the auspices of ESF-16, Emergency Traffic Management, as delineated in ESF-16 of this plan.

E. Aiken County School District Transportation Office will assist in evacuating the residents of Aiken County in an emergency situation if requested, as delineated in ESF-1, Transportation Services, of this plan.

F. Emergency conditions and affected areas that may require evacuation include:

1. Hurricanes: low-lying areas around streams in the county and mobile home areas.

2. Nuclear Facilities: Areas inside the 50-mile ingestion pathway zone (IPZ) surrounding nuclear facilities, if required, due to contaminated soil or drinking water supplies. Unlike evacuations in the 10-mile EPZ, which do not apply to Aiken County, an evacuation in the IPZ would not be time urgent.

3. Hazardous Materials Incidents: Densely populated areas throughout the county.

4. Dam Failures and Floods: Inundation areas below dams and low-lying areas around rivers, streams, and swamps.

5. Earthquakes: Densely populated areas throughout the county.

6. Weapons of Mass Destruction Incidents: Densely populated areas throughout the county.

G. Depending on circumstances, one of three types of evacuation may be employed:

1. Voluntary Evacuation. In the event a threat is posed to population centers, local officials or the Governor may recommend that those citizens who feel threatened leave the vulnerable area. This evacuation normally, but not always, occurs prior to a mandatory evacuation order being issued. Selected shelters will be opened.

2. Mandatory Evacuation. Under the terms of Section 25-1-440, SC Code of Laws, the Governor is the only person authorized to mandate and compels evacuation in South Carolina. During a mandatory evacuation, all citizens are expected to leave the affected area. Under a mandatory evacuation order, nursing homes and residential care facilities are required to evacuate. However, hospital administrators are given the discretion to assess the situation and make a determination with regard to what is in the best interest of their patients. They may decide to shelter patients in place.

3. Protective Relocation. This form of evacuation is normally associated with hurricanes. Inland counties are not vulnerable to storm surge; however, they are at risk to the high winds associated with hurricanes. In order to protect this population, it might be necessary to relocate those living in vulnerable structures to facilities more resistant to

high winds. The decision to issue a protective relocation order is the responsibility of each inland county.

H. Information is essential to a successful evacuation. In order to effectively manage a major evacuation, every involved organization must have timely and accurate information regarding the current characteristics of the evacuation, support operations, resource availability, and the hazard itself. To accomplish this, a process for routine communications and coordination will be initiated by the Aiken County EOC upon determining that a major evacuation must be executed. Examples of such information regarding evacuations include:

1. Characteristics of the hazard and associated events.
2. Designated evacuation area, initiation times, and resource mobilization status.
3. Current status of evacuation routes.
4. Progress of resource pre-deployment.
5. Status of available public shelter.
6. Estimated time to complete evacuation.

I. After the threat that caused the evacuation has passed, Aiken County EMD, in coordination with appropriate county agencies, will assess the situation and make a recommendation to the Council Chairman to control the timing for re-entry/ return of citizens as the situation and public safety considerations allow. Aiken County Sheriff's Office will develop and execute a return traffic management plan.

J. Post evacuation activities will also include a review and critique of the regional evacuation and associated procedures to determine the need to modify the plan.

VII. PUBLIC INFORMATION

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

B. The information provided before, during, and after a disaster/emergency shall provide clear, concise, and accurate information on the existing situation in the disaster area, actions being taken by the authorities, and those to be taken by the population. Every effort shall be made to prevent and counter rumors, hearsay, and inaccurate information.

C. Coordination with all appropriate departments, agencies, and organizations will be performed to ensure proper emergency public information coverage.

D. Standard Operating Procedures will be developed and maintained by the Aiken County Public Information Officer.

E. The Aiken County Emergency Management Coordinator and Public Information Officer are responsible for informing the public of emergency and disaster operations within the county. During 2003 Aiken County and the Local Emergency Planning Committee (LEPC) partnered to purchase a Community Alert System. The Coordinator utilizes the Community Alert System to notify county residents of natural or other type disasters. This system allows the Coordinator the ability to contact residents—by telephone— in predetermined evacuation areas or at a street, neighborhood, or community level. This system uses a prerecorded message to give residents information on evacuation routes, shelter locations, or other pertinent emergency information.

F. Public Information Officers from other municipalities or private industries may provide assistance in informing the public. The Aiken County Public Information Officer will keep the Aiken County Emergency Management Coordinator informed of media-related events as they unfold and will provide such information on a continuing and timely basis.

G. All public information actions will be conducted upon approval and full knowledge of the Aiken County Public Information Officer and the Aiken County Emergency Management Coordinator.

H. The Public Information Officer will identify qualified personnel from other county agencies for use as media liaisons either at the scene of the emergency or at the Emergency Operations Center (EOC). Heads of all departments and agencies shall provide public information personnel and equipment resources when requested. Agencies shall be prepared to transport support personnel and equipment whenever and wherever an emergency or disaster occurs in Aiken County, regardless of the time.

I. The South Carolina EAS shall be utilized through the joint cooperation of the Federal Communications Commission, the Federal Emergency Management Agency, SCEMD, the National Weather Service, the South Carolina broadcast industry, and local government officials in South Carolina's EAS operational areas. The South Carolina EAS will be considered part of the National EAS and will be activated appropriately according to established area, state, and national EAS procedures.

J. A coordinated effort to report and document emergency/disaster operations will be conducted at the Aiken County EOC and at the scene of operations.

K. Situation briefings, press conferences, taped messages, photographs, news accounts, statistics on injuries and fatalities, and other information shall be provided to the news media as appropriate.

L. The state will provide similar materials and briefings for state and federal officials and coordinate state and local information/news releases with related federal, state, and local agencies and officials. The Aiken County Public Information Officer will coordinate with

the Aiken County Emergency Management Coordinator and Aiken County Administrator regarding such activities.

VIII. ADMINISTRATION AND LOGISTICS

A. General

A large-scale emergency or disaster will place great demands on resources of the county. Distribution of required resources may be made difficult by such emergencies. Initially, priority for distribution of supplies will be given to food, water, and medication. Resources will be identified and provided as soon as a need has been established. Coordination with appropriate departments and agencies will be performed to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing rules and regulations.

Aiken County will periodically report to state government during an emergency on the status of activities and resource availability. This report will be submitted by the most expedient means to the South Carolina Emergency Management Division. Aiken County and SCEMD will utilize internet based WebEOC/EM COP. This system will be used to report county status and to request support from SCEMD. The SITREP form used to submit reports to the state is provided by the State of South Carolina, and is on file in the county EOC. It should be submitted at 0800 and 1600 hours daily. In the event that major events occur, or if the state requests additional reports, updated report forms should be sent to the state immediately. All resource orders will go through the County Emergency Operations Center (EOC) when activated. These orders must be approved by the Emergency Management Coordinator or by the County Administrator.

The Aiken County Fire Services have established automatic mutual aid agreements to support emergency responses. Aiken County Rescue Service and Aiken County EMS also have automatic mutual aid agreements. These mutual aid agreements can be found on file in the Aiken County EMD Office. Aiken County will utilize services of the Volunteer Organizations Active in Disaster (VOAD) in order to supplement emergency response and recovery activities.

Policies on augmenting the response staff are stated in the Aiken County Resolution.

B. County Funding and Accounting

Expenditures of county funds for emergency operations will be conducted in accordance with county and state law. Aiken County will use a system that collects, reports, and maintains records of obligation and expenditures incurred during a response to an emergency or disaster situation. These records shall serve as a database in assessing the need and preparation of requests for state assistance.

Aiken County has a responsibility to track and record expenses associated with disaster mitigation. Expense tracking will include costs associated with labor, fuel, equipment rental and replacement, recovery contracts, etc.

IX. CONTINUITY OF GOVERNMENT

Continuity of government and direction of emergency functions are essential during emergency operations. The following lines of succession are specified to ensure availability of a service coordinator/head of county offices. Permanent replacements shall be made as required or authorized by law.

Decision-making authority for each county office is listed in decreasing order. The pre-delegated authorities will assume command when the primary decision maker is deceased, incapacitated, or absent at time of emergency.

1. Aiken County Council Chairman or Vice Chairman
2. Other councilman in order of seniority
3. Aiken County Administrator
4. Emergency Management Division Coordinator

A. Emergency Actions

1. The Aiken County Emergency Operations Plan assigns primary and support agency responsibility to the various Emergency Support Functions (ESFs) and other support activities. Specific emergency delegations are contained in this plan. The head of each department has designated an individual as the emergency point of contact for that ESF.
2. Immediate emergency action response to ensure continuity of government direction and control, human services, economic affairs, communications, energy, transportation, and law and public safety may require the following:
   a. Relocation of the seat of government from current location.
   b. Replacing primary officials with alternates if they are unable to fulfill their responsibilities.
   c. Relocation of vital records to sites less vulnerable to ensure greater safety and survival.

B. Delegation 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.

C. Preservation of Records

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

2. Heads of each agency/department are encouraged to inventory and prioritize vital records in his/her custody. Each agency retains copies to work with day to day while the master copy is preserved in a central storage facility. Each agency/department should arrange safekeeping for those records it deems important, but which were not selected for the priority protection.

3. Agency personnel must have access to and be able to use these records and systems in conducting their essential functions. Plans should account for the identification and protection of vital records, systems, and data management software and equipment, to include classified or sensitive data as applicable, necessary to perform essential functions and activities, and to reconstitute normal agency operations after the emergency. To the extent possible, agencies should regularly update duplicate records or back-up electronic files.

D. Protection of Government Resources

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

E. Emergency Operations Center

1. Primary Emergency Operations Center: The Aiken County Emergency Operations Center is the facility from which the county's response to emergencies is directed and controlled. It is the designated headquarters for the County Emergency Management Coordinator when he is directing county response to disasters. The EOC is staffed by representatives of county agencies and other personnel as required. The coordination of a county response will come under the direction of the Aiken County Council Chairman.

2. Alternate Emergency Operations Center: Aiken County has designated the Aiken County Complex basement as the alternate EOC location. The facility is capable of limited support operations.

X. AUTHORITIES AND REFERENCES

AUTHORITIES

A. County

1. Letter of Promulgation for Aiken County Emergency Operations Plan.

2. Aiken County Resolution, as amended.

3. Aiken County Code of Laws – Chapter 11, Article III, Section 11-46

B. State

1. South Carolina Constitution.

2. South Carolina Act 199, as amended.

3. South Carolina Act 519 Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations, as amended.

C. Federal

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

2. Code of Federal Regulations (CFR), Title 44, as amended.

3. Presidential Executive Order 12148 - Federal Emergency Management.

REFERENCES

1. Aiken County Hazards Analysis, as amended.
2. "General Highway Map, Aiken County, SC" SC DOT.
3. "South Carolina State Highway Primary System" SC DOT.
4. South Carolina Emergency Operations Plan, as amended.
5. South Carolina Emergency Alert System (EAS).
6. Annex Q1, Savannah River Site Emergency Response Plan.
7. Annex Q2, Plant Vogtle Emergency Response Plan.
8. Emergency Action Plans for FERC Dams affecting Aiken County.
9. South Carolina Emergency Recovery Plan.
10. South Carolina Operational Radiological Emergency Response Plan, as amended.
11. South Carolina Hurricane Plan.
12. The South Carolina Hazard Mitigation Plan.
13. State of South Carolina Earthquake Plan.
14. State of South Carolina Logistics Plan.
15. State of South Carolina Hazard Assessment.
16. National Response Plan, as amended.
17. State and Local Guide (SLG) 101, as amended.
18. South Carolina Technical Radiological Emergency Response Plan, as amended.
19. State of South Carolina Terrorism Plan.
20. State of South Carolina Drought Response Plan
21. South Carolina Department of Health and Environmental Control Mass Casualty Plan
22. Midlands Region Catastrophic Resource Plan

Attachments:

1. Acronyms and Abbreviations.

ATTACHMENT 1 – ACRONYMS AND ABBREVIATIONS

ARES	Amateur Radio Emergency Services
BNICE	Biological, Nuclear, Incendiary, Chemical, Explosive
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
COE	Corps of Engineers (federal)
CP	Command Post
DFO	Disaster Field Office (federal)
DHEC	Department of Health and Environmental Control (state)
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DNR	Department of Natural Resources (state)
DOT	Department of Transportation (state)
DRC	Disaster Recovery Center
DSS	Department of Social Services (state)
DTN	Data Transmission Network
EAS	Emergency Alert System
EM	Emergency Management
EMP	Electro-Magnetic Pulse
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EMD	Emergency Management Division
ESF	Emergency Support Function

FEMA	Federal Emergency Management Agency
FEOC	Forward Emergency Operations Center
FERC	Federal Energy Regulatory Commission
FOSOP	Field Operations Standard Operating Procedures
HAZMAT	Hazardous Materials
JIC	Joint Information Center
JOC	Joint Operations Center
MOU	Memorandum of Understanding
NAWAS	National Warning System
NG	National Guard (state)
NHC	National Hurricane Center
NIIMS	National Interagency Incident Management System
NIMS	National Incident Management System
MMRS	Metropolitan Medical Response System
NOAA	National Oceanic and Atmospheric Administration
NPS	National Pharmaceutical Stockpile
NWS	National Weather Service
OPCON	Operating Condition
OSC	Operations Support Center
OTAG	Office of the Adjutant General (state)
PEP	Prepositioned Equipment Program
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SA	Salvation Army

SCEMD	South Carolina Emergency Management Division
SCEOP	South Carolina Emergency Operations Plan
SCOREPP	South Carolina Operational Radiological Emergency Response Plan
SCTRERP	South Carolina Technical Radiological Emergency Response Plan
SEOC	State Emergency Operations Center
SITREP	Situation Report
SLED	State Law Enforcement Division
SOP	Standard Operating Procedures
SOU	Statement of Understanding
USAR	Urban Search and Rescue

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ESF-1 TRANSPORTATION SERVICES / AIRPORT INFORMATION

PRIMARY: Aiken County Public Works Engineering

SUPPORT: Municipal Public Works Departments
Aiken County School District Transportation Office
Aiken County Council on Aging
Aiken Municipal Airport
SC Department of Transportation

I. INTRODUCTION

The County's emergency responsibility will primarily include providing for transportation infrastructure repair in the event of damaged roads, bridges, runways, etc., in the county, and to provide transportation assets, to include processing all transportation requests from state agencies and local government. Further, the ESF-1 will provide transportation damage assessment information.

All ESF-1 personnel will be trained on the principles of the National Incident Management System (NIMS) and will integrate those principles into all ESF-1 planning and response operations.

II. PURPOSE

To provide for transportation infrastructure essential to support emergency response and to temporarily replace or augment services affected in a disaster area.

III. CONCEPT OF OPERATIONS

A. The Aiken County Public Works Director is responsible for developing, coordinating, and maintaining the ESF-1 SOPs that outline: (1) requirements such as inspecting county bridges and roads, moving supplies, equipment, and personnel; (2) procedures for maintaining and reporting transportation infrastructure; (3) transportation resource list; (4) driver status and availability list.

B. The Aiken County Public Works Director is responsible for coordinating with all appropriate departments/agencies and organizations to ensure continual operational readiness.

C. The Aiken County Public Works division is responsible for the implementation and administration of emergency transportation services to support the emergency operations of Aiken County.

D. The Aiken County Public Works Director is responsible for ensuring essential immediate transportation needs are identified and actions are taken to provide for these needs. The Director also ensures future continuing needs for transportation service and expected future transportation capabilities are estimated.

E. The Aiken County Public Works Director is responsible for the development, annual maintenance, and annual testing of this ESF.

F. The Aiken County Public Works Director is responsible for ensuring all ESF-1 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-1 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

G. The Aiken County School District Transportation Office will assist in evacuating the residents of Aiken County in an emergency situation if requested.

IV. ESF ACTIONS

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

A. Preparedness/Mitigation

1. Maintain current inventories of transportation facilities and equipment which are available at the county level of operations.

2. Maintain directories of all commercial and industrial transportation assets and transportation facilities within the county.

3. Establish and maintain liaison with the state and federal government.

4. Plan for supporting all types of evacuation(s) to include suspension of state highway construction and maintenance, lane reversal on evacuation routes, and Department of Public Safety/Highway Patrol traffic management plans and operations.

5. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications). Conduct planning activities and exercises, as required.

6. Exercise, as required, appropriate actions to include civil transportation priorities and allocations.

7. Develop and maintain electronic and paper maps that can be displayed in the EOC to show road closures, evacuation routes, and damaged bridges.

B. Response

1. Identify and obtain required resources. Prioritize and allocate available supporting resources.

2. Report the locations of possible damaged areas, degree of damage, and other available information to the Aiken County EOC.

3. Determine the most viable, available transportation networks to, from, and within the disaster area; coordinate with law enforcement in the regulation and use of transportation networks as appropriate.

4. Coordinate emergency information for public release through the Aiken County Public Information Officer.

C. Recovery

1. Continue to render transportation support when and where required as long as emergency conditions exist.

2. Coordinate the repair and restoration of transportation infrastructure.

3. Return to normal day-to-day operations.

V. RESPONSIBILITIES

A. Aiken County Public Works Engineering

1. Coordinate evacuation and requests for resources with Aiken County School District Transportation and other neighboring agencies/jurisdictions.

2. Coordinate the emergency transport of material and equipment.

3. Provide inspections of County roads and bridges to determine damage and safety.

4. Remove debris and wreckage from roads and bridges.

5. Designate usable county roads and bridges.

6. Provide temporary repair of damaged County roads and bridges, if possible.

7. Establish and/or maintain evacuation routes as directed by EOC or law enforcement.

8. Provide road block barricades, signs, and flaggers as requested.

9. Coordinate public information releases with the Public Information Coordinator.

10. Provide fuel storage.

11. Repair equipment.

12. Provide sand and gravel.

13. Provide trucks and drivers to transport debris and wreckage.

14. Provide flood control support.

15. Coordinate drainage activities.

16. Coordinate with private contractors and suppliers.

17. Recommend priorities for restoration of local streets and roads.

18. Assign transportation resources.

19. Arrange for emergency fuel sources.

20. Arrange for vehicle maintenance and support.

21. Provide record keeping of expenses incurred under emergency conditions.

22. Request supplemented resources from the State EOC if local emergency capabilities are exceeded.

B. Aiken County School District Transportation Office

Coordinate the provision of District transportation assets to assist in meeting emergency transportation needs.

C. Municipal Public Works Departments
SC Department of Transportation
Aiken County Council on Aging
Aiken Municipal Airport

Provide transportation resources and support as requested and available.

VI. AIRPORT INFORMATION

The Director of Aiken County Airport will keep the EOC informed of the airport's status. It is critical that the airport be returned to an operational status as soon as possible following a disaster. The Airport Director, based on local information and operational considerations, will control the cessation and resumption of airport operations. The airport is uncontrolled, meaning there are no routine ground communications. Runway lights are activated through standard known radio frequencies and a "keying sequence."

Airports:

Aiken Municipal Airport (attended but uncontrolled daylight to dark)
Identification Code - AIK
Elevation (ft) 529'
Lat. N32 38'97"
Long. W81 41'06"
(803) 648-7803

High intensity runway lights

Airport Runways: 5000' X 100' Main
3800' X 75' Alt

Airports (Continued)

Twin Lakes Airport (Graniteville, SC)

Identification Code – S17
Elevation (ft) 540
Lat. N33 38.74
Long. W081 52 .02
Airport Runways: 4008' X 60'
Note: Unattended, Residential Airpark

ESF-2 COMMUNICATIONS / WARNING

PRIMARY: Aiken County 911 Center Communications Officer (Sheriff's Office)

SUPPORT: Aiken County EMD
Aiken County PIO
Aiken County ARES/RACES
Aiken County Communications Board
Aiken County Fire Team Chief
Aiken County HAZMAT Team
Aiken County Public Works
Aiken County EMS
Aiken County Law Enforcement

I. INTRODUCTION

County will provide communication support of equipment and personnel essential to coordinate and disseminate information before, during, and after an impending or actual disaster situation. See Appendix D for the Aiken County Communications Plan.

All ESF-2 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-2 planning and response operations.

II. PURPOSE

To provide a means of defining, specifying, and performing the functions of communication and warning through coordination with the Public Works Department, Law Enforcement, Fire Service, Emergency Medical Service, the Aiken County Public Information Officer, and HAZMAT organizations to alert citizens and minimize loss of life and property in the event of an emergency or disaster.

III. CONCEPT OF OPERATIONS

A. The Aiken County Communications Officer will develop, coordinate, and maintain the ESF-2 SOPs that outline: (1) communication methods to all nodes; (2) detailed list of county-wide communication information systems; (3) primary and backup sourcing; (4) equipment operating responsibilities; (5) frequency lists; (6) procedures for notification of key personnel; (7) public alert methods and means; (8) types, locations, and coverage of warning devices; (9) procedures for special warning locations (e.g., schools, hospitals, public assembly areas, etc.); (10) system for HAZMAT producers to notify county of incident; (11) procedures for warning hearing impaired and non-English speaking persons. All ESF-2 primary and support agencies will also assist in the development of the ESF-25, Dam Failure/Flooding Preparedness Attachment (Attachment D).

B. The Officer for ESF-2 will coordinate with all appropriate departments/agencies and organizations to ensure communications readiness in time of a man-made or natural disaster.

C. In the event of an imminent or actual emergency/disaster, the ESF-2 Officer will initiate actions appropriate to the functions of communications. Every effort will be made to support local equipment and personnel needs when requested and to integrate local resources when appropriate to a regional or statewide response.

D. The Aiken County EMD and the local government radio shall be used to provide emergency coordinating communications capability. Communications will be made as appropriate to keep everyone informed of the conditions. These advisories may be received from the National Weather Service (NWS), other county EOCs, State EOC, and commercial telephone.

E. Contact with State Emergency Operation Center (SEOC), Aiken County Emergency Management Division, and other emergency management organizations shall be maintained.

F. Aiken County personnel and facilities shall be organized and exercised to provide centralized communications on a 24-hour basis.

G. Agreements and contracts shall be made to ensure equipment and system maintenance is available on a 24-hour basis. Alternate communications systems shall be maintained and tested for use in the event the existing county systems are damaged and rendered inoperable.

H. The Aiken County Communications Officer is responsible for the development, annual maintenance, and the testing of this ESF.

I. The Aiken County Communications Officer is responsible for ensuring all ESF-2 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-2 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

A. <u>Preparedness/Mitigation</u>

1. Recruit, train, and designate radio operators and dispatchers to operate communications equipment.

2. Provide reliable links for disaster communications with state and local government agencies.

3. Participate in tests and exercises to evaluate the county and municipal government emergency response capability.

4. Maintain normal day-to-day operations and systems tests.

5. Routinely review procedures and test capability to perform community alert notifications.

B. Response

1. Maintain constant two-way communication with all appropriate Aiken County and state emergency services agencies.

2. Provide capability for responsible officials to receive emergency information and communicate decisions.

3. Maintain routine day-to-day operations as capabilities allow.

4. Implement procedures to warn the public, including hearing impaired and non-English-speaking persons.

C. Recovery

1. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.

2. Maintain or restore contact with the other Emergency Operations Center and county emergency management/preparedness organizations), as capabilities allow.

3. Maintain or restore contact with all appropriate emergency operations services.

4. Resume normal day-to-day operations as capabilities allow.

D. Communication System

Aiken County Emergency Management Coordinator has a communications plan on file that provides details on, agency capabilities, locations, radio frequencies, and contact information (Appendix C of this plan).

During an emergency or disaster, Aiken County will utilize a number of communication systems, based on the situation. Primary and back- up systems are outlined below:

1. Commercial Telephone System. One of the primary means of communication will be the commercial telephone system, including landlines and cellular service.

2. 800 MHz - The 800 MHz Radio System is a primary public safety radio net within Aiken County. During emergencies or disasters, this system will continue to be utilized by those who routinely operate on it.

3. UHF. The UHF Radio System is a primary public safety radio net within Aiken County for the fire service. During emergencies or disasters, this system will continue to be utilized by those who routinely operate on it.

4. Local Government Radio (LGR). The LGR system is a state controlled radio system. The Signal Operating Instructions (SOI) are located in the EMD Office.

5. Telephone Device for the Deaf (TDD). A TDD is located in the Aiken County Sheriff's Dispatch Center. It will be utilized to provide information to those who are unable to use commercial telephone service.

6. WebEOC. WebEOC/EM COP is a system designed to pass information between county EOCs and the SEOC in West Columbia. It allows for the exchange of information and for counties to make requests for additional resources. It is a password-protected site that is restricted to emergency management officials.

7. Aiken County Sheriffs' Mobile Communication Center provides backup communications capabilities for the County 911 Center. Aiken County has procedures in place that allow incoming county 911 call to be transferred to the City of Aiken 911 Center.

8. Aiken County EOC has a mobile satellite phone and radio system located in the EOC that can be used to communicate with other county EOCs and with the State EOC.

9. The Aiken County Amateur Radio Emergency Communications trailer is equipped with satellite based internet and television as well as HF, VHF, and UHF communications. The trailer is independent of power mains with a self- contained diesel generator.

V. RESPONSIBILITIES

A. Aiken County 911 Center Communications Officer

1. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems.

2. Develop and maintain procedures to share disaster related information with county emergency response organizations and the EOC when activated.

3. Assist with the dissemination of information and warnings as requested by the Emergency Management Coordinator.

4. In coordination with Emergency Management, conduct tests and exercises of the communication and warning system.

5. All new equipment purchases shall be reviewed prior to purchase to ensure compatibility between agencies for communications interoperability.

B. Aiken County EMD

1. In conjunction with Aiken County 911 Center Communications Officer, coordinate the activation of communications and warning systems with local jurisdictions and surrounding counties, as appropriate.

2. Maintain the EOC in a configuration to support the warning system and efficient and effective communications.

C. Aiken County Fire Chief
Aiken County HAZMAT Team
Aiken County Law Enforcement Agencies
Aiken County ARES/RACES
Aiken County Communications Board
Aiken County Public Works
Aiken County EMS

As requested, implement communications and warning support and services.

D. Aiken County Public Information Officer

Coordinate public information and instructions and media relations.

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ESF-3 PUBLIC WORKS AND ENGINEERING SERVICES / DAMAGE ASSESSMENT

PRIMARY: Aiken County Public Works Department

SUPPORT: Aiken County Tax Assessor
Municipal Public Works
Municipal Water and Sewer Departments
State Highway Department
Aiken County Fire Districts
SC Department of Health and Environmental Control (SCDHEC)

I. INTRODUCTION

A. Public works engineering activities include water and sewer services, including emergency supply or potable water, temporary restoration of water supply systems, providing water for fire-fighting and perform required radiological monitoring and decontamination operations, emergency ice, snow, and 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, etc.).

B. ESF-3 will coordinate restoration of water and sewer services, debris management, potable water supplies, and engineering activities as required.

C. The Aiken County Tax Assessor will establish Damage Assessment Teams that can determine general extent of damage, structural damage to businesses, and place an estimate on the dollar losses according to FEMA guidelines. The Tax Assessor will use resources for processes such as aerial over-flights, ground-level assessments (windshield tours), and detailed inspections to determine the extent of damage.

D. All ESF-3 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-3 planning and response operations.

II. PURPOSE

A. To establish policy, procedures, and priorities for the control and restoration of water resources and sewer facilities and to provide for coordinating immediate and continued engineering resources, construction management, emergency contracting, and expertise following a disaster.

B. To provide an accurate assessment of damages, losses, and expenditures resulting from an emergency or disaster in order to determine the need for state and/or federal assistance and to conduct safety evaluations to protect the public health and welfare.

III. CONCEPT OF OPERATIONS

A. The Director for Aiken County Public Works Department is responsible for coordinating and maintaining the ESF-3 SOPs that outline: (1) distribution of tasks; (2) facility restoration priority list (should be integrated with critical infrastructure database); (3) debris cleanup procedures; (4) EOC backup power capability; (5) search and rescue assistance; (6) damage assessment procedures; (7) structural safety of evacuation routes; (8) procedure for organizing and deploying damage assessment teams; (9) county systems for reporting damage assessments; (10) required forms and reports; (11) structural safety evacuation routes; (12) public works resource list.

B. Public Works and Engineering Services

1. The Department of Health & Environmental Control will provide overall guidance concerning water supply matters and will provide guidance for sewage treatment and disposal. The protection of human health will be the overriding consideration in water conservation and in treatment/disposal of sewage.

2. Coordination with all appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency. Each support agency is responsible for operations within the limits of their jurisdiction.

3. State program assistance (SCDHEC) under this function shall ensure that essential water needs are identified; measures for conservation, distribution, and use of water are put in effect; and regulatory standards for the treatment and disposal of waste are maintained.

4. ESF-3 is responsible for coordinating debris management operations.

5. ESF-3 is responsible for performing required radiological monitoring and decontamination operations.

C. Damage Assessment: The Aiken County Tax Assessor's Office, with support from Aiken County Fire Departments, is responsible for conducting an Initial Damage Assessment (IDA) to ascertain the dollar amount of damage to public and private property. The initial rapid assessment and a more detailed damage assessment will include examination of roads, bridges, dams, and overpasses on or near critical ingress and egress routes to the county.

D. The Aiken County Public Works Director is responsible for the development and annual maintenance of this ESF, with the assistance of the Aiken County Tax Assessor in regard to the Damage Assessment portion of this ESF.

E. The Aiken County Public Works Director is responsible for ensuring all ESF-3 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-3 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

A. Preparedness/Mitigation

1. Plan for transportation of potable water into the disaster area if local supplies become inadequate.

2. Develop policy for conservation, distribution, and use of water.

3. Identify, locate, and stockpile chemicals to maintain potability of water supply.

4. Include Standard Operating Procedures for notifying and assembling agencies with debris management capabilities.

5. Maintain an inventory of equipment and supplies required to sustain emergency operations, including emergency power generators.

6. Establish operational needs for restoration of service during the emergency.

7. Develop and maintain listings of suppliers of services and products associated with these functions.

8. Establish and maintain liaisons with all agencies, counties, municipalities, and organizations supporting these functions.

9. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply missions.

10. Establish, organize, train, equip and provide for the deployment of county damage assessment teams and volunteer teams into any area of the county.

11. Establish, organize, equip and provide for the deployment of required radiological monitoring and decontamination operations.

B. Response

1. Aiken County EOC will notify damage assessment personnel to deploy to affected area.

2. Participate in rapid damage assessment of the disaster area to determine potential workload.

3. Establish priorities to repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency water/sewer.

4. Identify supporting resources for such products and services as casing, pipe, pumps, valves, generators, cables, staff, and transportation to facilitate industry response to damage.

5. Administer, as needed, statutory authorities for water priorities and allocations.

6. Assist with obtaining equipment, specialized labor, and transportation to repair or restore water systems.

7. Upon request by the Aiken County EOC, a damage assessment coordinator and joint state/federal teams may deploy into the affected area at any time after receipt of the initial situation report, depending upon the severity and magnitude of the situation.

8. Collect, evaluate, and disseminate damage assessment reports.

9. Coordinate county damage assessment operations with related state and federal activities.

10. Assist in the preparation of damage assessment documents to be submitted to proper authority where appropriate for a presidential emergency or major disaster declaration when necessary.

11. Coordinate activities of County Damage Assessment teams and safety evaluation teams through the Emergency Operations Center and coordinate with county and municipal governments.

C. Recovery

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.

2. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.

3. Return to normal day-to-day operations consistent with pre-emergency conditions.

4. Develop disaster survey reports as required, in conjunction with State EMA.

V. RESPONSIBILITIES

A. Aiken County Public Works Department

1. Coordinate requests for resources with neighboring agencies/jurisdictions.

2. Coordinate the emergency transport of material and equipment.

3. Provide inspections of County roads and bridges to determine damage and safety.

4. Remove debris and wreckage from roads and bridges.

5. Designate usable county roads and bridges.

6. Provide temporary repair of damaged County roads and bridges, if possible.

7. Establish and/or maintain evacuation routes as directed by EOC or law enforcement.

8. Provide road block barricades, signs, and flaggers as requested.

9. Coordinate public information releases with the Public Information Coordinator.

10. Provide fuel storage.

11. Repair equipment.

12. Provide sand and gravel.

13. Provide trucks and drivers to transport debris and wreckage.

14. Provide flood control support.

15. Coordinate drainage activities.

16. Coordinate with private contractors and suppliers.

17. Recommend priorities for restoration of local streets and roads.

18. Assign transportation resources.

19. Arrange for emergency fuel sources.

20. Arrange for vehicle maintenance and support.

21. Provide record keeping of expenses incurred under emergency conditions.

22. Request supplemented resources from the State EOC if local emergency capabilities are exceeded.

B. Aiken County Tax Assessor

1. Coordinate damage assessment and post disaster safety inspections of County buildings and facilities.

2. Coordinate damage assessment and post disaster safety inspections of private businesses in the County.

3. Coordinate private assessment and inspection resources.

4. Expedite permitting and required inspections based on developed priority listing.

5. Develop a list of buildings posing a threat to human safety.

6. Coordinate with the EOC and Public Information Coordinator on public information.

7. Document damages and costs, and provide necessary reports.

C. SCDHEC (County Office)

1. Assess and make recommendations for environmental damage to streams, bluffs, shore lines, and river banks.

2. Review repair, reconstruction, and replacement of structures for compliance with building, land use, and environmental regulations.

3. Coordinate inspections of septic systems.

4. Coordinate safety of food and water supplies.

5. Provide for testing of wells and water supplies.

D. Municipal Public Works
Municipal Water and Sewer Departments

1. Coordinate storm water and drainage needs and designs.

2. Coordinate the emergency transport of material and equipment.

3. Provide inspections of municipal roads and bridges to determine damage and safety.

4. Remove debris and wreckage from roads and bridges.

5. Designate usable municipal roads and bridges.

6. Provide temporary repair of damaged municipal roads and bridges, if possible.

7. Establish and/or maintain evacuation routes as directed by EOC or law enforcement.

8. Provide road block barricades, signs, and flaggers as requested.

9. Provide sand and gravel.

10. Provide trucks and drivers to transport debris and wreckage.

11. Provide flood control support.

12. Recommend priorities for restoration of local streets and roads.

13. Provide record keeping of expenses incurred under emergency conditions.

E. State Highway Department
Aiken County Fire Districts
Aiken County Environmental Services Department

Provide resources and support as requested and available.

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ESF-4 FIRE FIGHTING

PRIMARY: Aiken County Fire Service Team Chief

SUPPORT: Aiken County Fire Fighter's Association
Aiken County Fire Chief's Association
SC Forestry Service

I. INTRODUCTION

The Aiken County Fire Service is made up of 23 fire departments. Each is responsible for the implementation and administration of fire-fighting programs, participation in mutual aid agreements, and participation in this function related to emergency or natural disaster assistance. The South Carolina Forestry Commission is responsible for the development, implementation, and administration of all state wildfire programs, mutual aid agreements, and participation in this function as related to wildfire emergency or natural disaster assistance.

All ESF-4 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-4 planning and response operations.

II. PURPOSE

To provide a coordinated application of county and state resources for structural and wildfire suppression. Each of the 23 Fire Departments comprising the Aiken County Fire Service has the capability to respond to structural fire-fighting incidents and to assist with HAZMAT and EMS responses. Attachment 1 of this ESF lists the volunteer fire department in Aiken County.

III. CONCEPT OF OPERATIONS

A. Aiken County Fire Service Team Chief in coordination and conjunction with the SC Forestry Commission will coordinate and maintain the ESF-4 SOPs to outline: (1) fire fighting capabilities; (2) search and rescue procedures; (3) radiological monitoring and decontamination procedures; (4) Fire Service resource list; (5) Incident Command and unified command guidance.

B. Utilization of the Incident Command System will be performed to coordinate with all appropriate departments/agencies and organizations to ensure operational readiness. A Unified Command will be used for multi-agency, multi-jurisdictional incidents. A fire liaison will be established in the EOC to coordinate communications from the Incident Command Post to the EOC.

C. The State Forester will coordinate all wildfire suppression from the SC Forestry Commission Headquarters. A designated Forestry Commission SERT member will provide wildfire status and information at the Aiken County EOC.

D. Fire situation reports for the affected area(s) will be directed to the Aiken County Emergency Management Division (ACEMD) and the Aiken County Forestry Representative. The Aiken County Emergency Management Division or the Aiken County Forestry Representative will:

1. Implement intrastate mutual aid compacts as necessary.

2. Monitor wildfire suppression activities of local Forestry Commission units and fire-fighting activities of the Aiken County Rural Fire Departments.

3. Request or provide fire weather and danger forecasts to all wildfire suppression forces through the Forestry Commission communication network.

4. Coordinate employment of all available wildlife control resources when this plan is implemented and request assistance from cooperating industries and from local, state, and the federal government.

5. Provide information to the ACEOC.

E. Wildfire protection is the responsibility of the Forestry Commission, but may be supplemented by county government or volunteer forces, either through their own resources or by agreement with neighboring governmental entities or individual fire departments. Local fire protection organizations are responsible for requesting state support when a fire incident exceeds local capabilities.

F. The Aiken County Fire Service Team Chief is responsible for the development, annual maintenance, and the testing of this ESF.

G. The Aiken County Fire Service Team Chief is responsible for ensuring all ESF-4 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-4 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

In preparation for and execution of its fire-fighting mission, the Aiken County Fire Service will ensure:

A. <u>Preparedness/Mitigation</u>

1. Maintain normal day-to-day operations, including fire-fighting activity.

2. Maintain county fire and wildfire occurrence, losses, and cause factors.

3. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions.

4. Conduct on-going countywide fire prevention, to include public information and education activity.

B. Response

1. Maintain normal day-to-day operations insofar as possible.

2. Fight fires aggressively with appropriate resources, shifting resources from one part of the county to another as dictated by the situation.

3. Assume responsibility for coordinating all fire-fighting resources committed to the incident, using the Incident Command system.

4. Mop-up and patrol all fires until the Incident Commander declares that the fire is controlled.

5. Prepare and disseminate public information through the Aiken County PIO to appropriate news media.

6. Provide regular information updates to ACEOC, Aiken County EMD Coordinator or Aiken County Fire Chief when activated during a countywide emergency.

C. Recovery

1. Resume normal day-to-day operations as soon as possible.

2. Conduct after-incident door-to-door contacts in neighborhoods that were threatened.

3. Repair equipment and replace supplies exhausted by the operation.

4. Conduct reviews of incident actions to improve future operations.

In preparation for and execution of its wildfire protection mission, the Forestry Commission will ensure:

A. Preparedness/Mitigation

1. Maintain normal day-to-day operations, including wildfire suppression.

2. Monitor weather and forest fuel conditions that contribute to wildfire danger.

3. Maintain county and statewide wildfire occurrence, losses, and cause factors.

4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated wildfire activity.

5. Conduct on-going countywide wildfire prevention, to include public wildfire information and education activity.

B. Response

1. Maintain normal day-to-day operations insofar as possible.

2. Fight wildfires aggressively with appropriate resources, shifting resources from one part of the state to another as dictated by the situation.

3. Assume responsibility for coordinating all fire-fighting resources committed to the incident, using the Incident Command system,

4. Mop-up and patrol all wildfires until the Incident Commander declares that the wildfire is controlled.

5. Vigorously investigate wildfires; arrest and prosecute offenders as appropriate.

6. Prepare and disseminate public information through the Aiken County PIO to appropriate news media.

7. Issue Red Flag Alert warnings and State Forester's Burning Bans (SC Code: 48.35.50) as needed. Request Governor's Burning Ban (SC Code 48.31.10) as appropriate.

8. Provide regular information updates to ACEOC, Aiken County EMD Coordinator or Aiken County Fire Chief when activated.

C. Recovery

1. Resume normal day-to-day operations as soon as possible.

2. Conduct evaluation of burned areas with regard to need for salvage and reforestation.

3. Request evaluations of wildlife habitat and watershed damage from responsible agencies if needed.

4. Conduct after-incident door-to-door contacts in neighborhoods that were threatened.

5. Repair equipment and replace supplies exhausted by the operation.

6. Conduct reviews of incident actions to improve future operations.

V. RESPONSIBILITIES

A. Aiken County Fire Service Team Chief

1. Coordinate all county fire resources.

2. Assist county fire service organizations in record keeping of expenses incurred under emergency conditions.

B. Aiken County Fire Fighter's Association
Aiken County Fire Chief's Association

1. If an emergency occurs within the county, the Fire Department in which the emergency occurs will exercise overall authority for fire services activities and responsibilities.

2. Individual departments will provide suppression and control of fires within their respective fire protection jurisdictions and support other fire protection agencies per mutual aid agreements.

3. Establish on-scene Incident Command System.

4. Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.

5. Provide medical response as resources are available.

6. Provide limited mobile radiological monitoring, as appropriate. (Limitation: Not all fire agencies have this capability. This service is dependent upon individual agency capabilities.)

7. Provide record-keeping of transportation expenses incurred under emergency conditions.

8. Support recovery efforts as requested by the EOC.

9. Establish communication links with law enforcement agencies and the EOC for coordination of warning and evacuation functions.

10. Provide temporary power and emergency lighting at emergency scenes when needed.

C. SC Forestry Service

1. Provide suppression and control of wild land fires within respective fire protection jurisdictions.

2. Establish or integrate into on-scene Incident Command System as applicable.

3. Establish communication links with fire service agencies, law enforcement agencies and the EOC for coordination of fire suppression activities and needed resources.

4. Support recovery efforts as requested by the EOC.

5. Provide record-keeping of transportation expenses incurred under emergency conditions.

ATTACHMENT 1: AIKEN COUNTY FIRE DEPARTMENT LIST

Aiken County Volunteer Fire Departments:

District 1.	Center Fire Department	Aiken, SC
District 3.	Graniteville/Vaucluse/Warrenville Fire Department	Graniteville, SC
District 4.	Langley Fire Department	Langley, SC
District 5.	Bath Fire Department	Bath, SC
District 6.	Clearwater Fire Department	Clearwater, SC
District 7.	Belvedere Fire Department	Belvedere, SC
District 8.	Beech Island Fire Department	Beech Island, SC
District 9.	Jackson Fire Department	Jackson, SC
District 11.	Monetta Fire Department	Monetta, SC
District 12.	Couchton Fire Department	Aiken, SC
District 13.	Eureka Fire Department	Trenton, SC
District 14.	Windsor Fire Department	Windsor, SC
District 15.	Montmorenci Fire Department	Montmorenci, SC
District 16.	Wagener Fire Department	Wagener, SC
District 17.	Silver Bluff Fire Department	Aiken, SC
District 19.	Hollow Creek Fire Department	Salley, SC
District 21.	Salley Fire Department	Salley, SC
District 22.	Sandy Ridge Fire Department	Batesburg, SC
District 25.	New Ellenton Fire Department	New Ellenton, SC

Other Departments:

Aiken Public Safety	Aiken, SC
Aiken County Fire Service Team	Aiken, SC
North Augusta Public Safety	North Augusta, SC
SRS Fire Department	Savannah River Site
Sage Mill Fire Department	Aiken County

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ESF-5 INFORMATION AND PLANNING

PRIMARY: Aiken County Emergency Management

SUPPORT: Aiken County Assessor's Office
Aiken County GIS
Aiken County Information Technology
Aiken County Building Inspector
Aiken County Dispatch Official
Aiken County Helpline 211

I. INTRODUCTION

During a disaster affecting the citizens of Aiken County, the collection and dissemination of essential information is critical to the overall effectiveness of response and recovery operations.

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

II. PURPOSE

To collect, process, and disseminate information to the public and other agencies about a potential or actual disaster or emergency, and to facilitate overall information and planning activities of the Aiken County Emergency Operations Plan.

III. CONCEPT OF OPERATIONS

A. The Aiken County Public Information Office is responsible for developing, coordinating, and maintaining the ESF-5 SOPs that outline: (1) information processing/displaying procedures; (2) procedure for activation of public information organization; (3) priorities for public information activity, including general policies, actions, and message content; (4) procedures for verifying and authenticating information and internal coordination; (5) procedures for coordinating inter-jurisdictional public information and planning; (6) public information statement to support EAS activation; (7) SITREP procedures; (8) damage assessment and recovery planning procedures; (9) rumor control procedures.

B. The function of ESF-5 is to coordinate the overall information and planning activities during activation of the ACEOC. Coordination with all appropriate departments/municipal governments and organizations will be performed to ensure operational readiness during an emergency. All public information releases containing an official statement from the government shall carry as a final paragraph the sentence: "This is an Official Notice to the Public from the Aiken County Emergency Management Division."

C. ESF-5 will perform the following functions:

1. Information Processing: Collect and process essential elements of information from county agencies, municipal governments, private citizens, ESFs, and other sources; disseminate information for use by the Aiken County Operations Group and provide input for reports and briefings. The PIO and Emergency Management Agency staff have the responsibility to verify that information being released is accurate, from a credible source, and authenticated/verified with agency heads. Official emergency information will be released from the PIO to the public and media in a timely manner.

2. Consolidate information into SITREPs, briefings, and press releases as required, to describe and document overall response activities. Provide information to the Aiken County EOC on evacuations, shelters, damages, injuries, and fatalities.

3. Maintain and update WebEOC/EM COP status boards with current information, maps, charts, and other means, such as electronic displays, as available.

4. Consolidate information to support the response and recovery process by the Executive Group.

5. Coordinate with all ESFs to ensure completion of tasks and provide assistance as required.

D. The Aiken County Public Information Officer is responsible for the development, annual maintenance, and the testing of this ESF.

E. The Aiken County Public Information Officer is responsible for ensuring all ESF-5 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-5 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. <u>Preparedness/Mitigation</u>

1. Develop procedures and formats for gathering/reporting/releasing information.

2. Train support personnel on roles and responsibilities.

3. Develop information displays within the ACEOC.

B. <u>Response</u>

1. Assign duties to support personnel; provide training as required.

2. Coordinate Aiken County EOC effort in collecting, processing, reporting, and displaying essential information.

3. Direct ESFs response as needed.

4. Monitor media reports for accuracy (rumor control).

5. The Public Information Organization will issue press releases and conduct timely news conferences. If a Joint Information Center is needed, coordinate with other public information agencies/representatives to ensure information consistency.

6. Obtain event information from each response agency and develop and issue SITREP reports. The SITREP will be used to report county status and to request support from SCEMD. The form used to submit reports to the state is provided by the State of South Carolina and is on file in the county EOC. It should be submitted at 0800 and 1600 hours daily. In the event that major events occur, or if the state requests additional reports, updated SITREP report forms should be sent to the state immediately.

7. Coordinate communications with hearing impaired and non English speaking as requested by Aiken County Communications Officer, Incident Commander, and EOC.

C. Recovery

1. Coordinate the reception of State and FEMA personnel.

2. Plan for transition to Disaster Field Office operations.

3. Execute recovery operations.

4. Implement mitigation activities.

V. RESPONSIBILITIES

A. Aiken County Public Information Office (PIO)

1. Support EOC effort in collecting, processing, reporting, and communicating essential information.

2. Monitor media reports for accuracy (rumor control).

3. Issue press releases and conduct timely news conferences.

4. If a Joint Information Center is needed, coordinate with other public information agencies/representatives to ensure information consistency.

5. Obtain event information from each response agency and develop and issue SITREP reports.

6. Coordinate communications with hearing impaired and non English speaking as requested by Aiken County Communications Officer, Incident Commander, and EOC.

B. Aiken County Assessor's Office
Aiken County Emergency Management
Aiken County Information Technology
Aiken County Building Inspector
Aiken County Dispatch Official
Aiken County Chapter American Red Cross

1. Provide support for the development of public information press releases.

2. Provide Subject Matter Experts to support news conferences as needed.

3. Provide support to ensure emergency communications equipment functions properly during operations.

4. Communicate incident scene information to the Public Communications Officer and EOC staff.

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ESF-6 MASS CARE

PRIMARY: Aiken County Department of Social Services

SUPPORT: Aiken County Chapter American Red Cross
Salvation Army
Aiken County School Districts
Golden Harvest Food Bank
SCDHEC
SC Department of Social Services
Baptist Disaster Relief
Aiken County Emergency Management Division
Aiken County Law Enforcement Agencies

I. INTRODUCTION

A. Aiken County Department of Social Services is the primary county agency designated for coordinating/managing mass care.

B. Mass care encompasses shelter (existing or constructed facilities); feeding (fixed sites, mobile feeding units); bulk distribution; first aid at mass care facilities and designated sites; and disaster welfare inquiry.

C. Aiken County DSS will manage the administrative aspects of DHEC staffed special medical needs shelters.

D. All ESF-6 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-6 planning and response operations.

E. The Aiken County Department of Social Services in conjunction with the American Red Cross will coordinate and maintain lists of shelters, including Special Medical Needs Shelters, and alternate shelters.

II. PURPOSE

To organize within Aiken County the capability to meet basic human needs (shelter, food, clothing, inquiry, and emergency social services) in disaster situations and to outline responsibility and policy established for mass care operations before, during, and after a disaster.

III. CONCEPTS OF OPERATIONS

A. Aiken County Department of Social Services is responsible for developing, coordinating, and maintaining the ESF-6 SOPs that outline: (1) responsibilities for DSS, ARC, SA,

DHEC, school districts, and law enforcement; (2) primary (school) and alternate (non-school) shelter location list; (3) public information procedures; (4) shelter activation procedures; (5) shelter life support procedures (staff, service, communications, reporting, and termination); (6) shelter security procedure. In addition, each support agency will assist in the development of ESF-25 attachments for hurricanes, dam failure, and earthquakes.

B. Aiken County Department of Social Services will coordinate with the Aiken County School District, the Salvation Army, the American Red Cross (ARC), and other volunteer relief organizations, and the supporting agencies/organizations to facilitate interagency/inter-organizational planning and to promote operational coherence.

C. This ESF does not supersede the mandated federal, state, or organizational regulations or procedures of the mass care member agencies/organizations. Each mass care support agency organization will manage its own program(s) and maintain administrative and financial control over its activities.

D. The ARC, Salvation Army, and other voluntary agencies independently provide mass care to disaster victims as part of a broad program of disaster relief. Mass care encompasses the following:

1. Shelter

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. Shelter operations are supported by the ARC trained volunteers and DSS staff. DSS will provide a liaison to designated hurricane shelters.

Expedient post-event sheltering may occur in other facilities not pre-designated if the primary facilities have been made unsuitable by the impact of the event.

2. Feeding

The ARC, Salvation Army, and Southern Baptist Association 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.

Feeding operations will be based on sound nutritional standards and will strive to include provisions for meeting any special dietary requirements of disaster victims.

3. Emergency First Aid

The ARC will provide emergency first aid services to disaster victims and workers at ARC facilities. This will not supplant required medical services or support provided by Aiken County EMS under ESF-8 of the ACEOP.

4. Disaster Welfare Inquiry (DWI) The ARC will administer a Disaster Welfare Inquiry (DWI) system. Information regarding individuals within the affected area will be collected and provided to immediate family members outside the affected area.

DWI will also be provided to aid reunification of family members within the affected area who were separated at the time of the disaster.

5. Bulk Distribution of Emergency Relief Supplies

Sites may be established within the affected area for distribution of new, **not used**, emergency relief supplies. Distribution will be determined by the requirement to meet urgent needs of disaster victims for essential items in areas where commercial trade is inoperative or insufficient to meet emergency needs of victims.

E. The Aiken County Department of Social Services is responsible for the development, annual maintenance, and the testing of this ESF.

F. The Aiken County Department of Social Services is responsible for ensuring all ESF-6 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-6 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. <u>Preparedness/Mitigation</u>

1. Aiken County Department of Social Services

   a. Plans for mitigation, preparedness, response, short-term, and long-term recovery actions.

   b. Maintains and disseminates current information on federal and state policies, laws, and regulations relevant to DSS responsibility in mass care operations.

   c. Disseminates administrative procedures for specific DSS administrated programs designated to meet post-disaster needs (e.g., Emergency Food Stamp Program and the Individual and Family Grant Program).

   d. Develops, participates in, and conducts mass care training programs for DSS personnel and personnel of associated agencies tasked with disaster response responsibilities.

   e. Maintains formal agreements, SOUs, MOUs, and working relationships with supporting mass care agencies and organizations.

   f. Maintains written operating procedures including an alerting list of mass care disaster response personnel.

g. Participates in periodic mass care drills and exercises, evaluates, and coordinates necessary revisions to mass care plans with mass care support agencies/ organizations.

h. Provides guidance and consultation to local government in developing and maintaining a local mass care capability and capacity.

2. American Red Cross

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

a. Plans for disaster relief mitigation, preparedness, response, short-term and long-term recovery actions in coordination with government agencies and based on hazard analysis and history of disaster.

b. Recruits and trains disaster volunteer workers.

c. Conducts community disaster and mitigation education programs.

d. Is pro-active with news media in issuing precautionary measures to be taken by persons threatened by a disaster.

e. Assists government with pre-disaster surveys of hazardous areas.

3. The Salvation Army

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

a. Reviews the Salvation Army Emergency/Disaster Plan, and implements Standard Operating Procedures. Cooperates with state and local agencies and organizations in developing inter-agency and inter-organizational disaster response plans.

b. Conducts disaster response training for Salvation Army staff and volunteers.

c. Tests validity of disaster response plans and procedures through internal and inter-agency disaster response exercises.

4. DHEC

a. DHEC will train a nursing staff to support Aiken County.

b. Maintain a list of support nurses and written standard operating procedures that outline duties and support services during an emergency.

5. Law Enforcement

a. Law enforcement will coordinate shelter activities with the DSS and the ARC.

b. Provide security at shelter locations throughout Aiken County.

6. School District

a. Maintain a current listing of shelter locations and school staff support.

b. Will develop instructions for staffing the opening of the buildings, assisting with food services and janitorial services during shelter activation.

B. Response

1. Department of Social Services

a. Communicates with all mass care support agencies and organizations to compile and exchange information concerning the extent of the disaster and the status of response operations. DSS provides such information to the Aiken County EOC and the S. C. Emergency Management Agency.

b. Provides a Mass Care Director to the Aiken County EOC upon request of the Aiken County Emergency Management Division.

c. Keeps the public informed of available mass care and emergency welfare services and assistance programs, in coordination with mass care support agencies and organizations, and by augmenting the county public information services.

d. Collects, compiles, and maintains all essential information, generates reports and records concerning mass care disaster response.

e. Provides DSS staff in support of sheltering operations as required.

2. American Red Cross

a. Provides damage assessment surveys of affected areas for the purpose of determining mass care needs only.

b. Assigns an American Red Cross Liaison to the ACEOC.

c. Establishes and manages mass care centers and shelters (facilities) and provides first aid nursing coverage. May provide non-medical logistical support (i.e., food, registration) to special needs shelters in cooperation with DHEC, by agreement.

d. Provides prepared meals at fixed sites and through mobile feeding units.

e. Provides disaster welfare inquiry service on a continuing basis.

3. The Salvation Army

a. Requests activation of the divisional Emergency/Disaster Team, as needed.

b. Assigns a Salvation Army Liaison to the ACEOC.

c. Initiates Salvation Army emergency sheltering, mobile feeding, and emergency services to disaster workers and victims. Provides a registration and identification service for friends and relatives to locate persons in the disaster area.

4. DHEC

a. DHEC will utilize its nursing staff to support Aiken County.

b. Maintain a list of support nurses and written standard operating procedures that outline duties and support services during an emergency.

5. Law Enforcement

a. Law enforcement will assist the DSS and ARC in shelter activities.

b. Provide security at shelter locations throughout Aiken County.

6. School District

a. Will utilize staffing resources to open and assist in maintaining shelters.

b. Will develop instructions for staffing the opening of the buildings, assisting with food services and janitorial services during shelter activation.

C. Recovery

1. Department of Social Services

a. Continues to coordinate with mass care support agencies and organizations to promote operational coherence.

b. Continues to keep public informed of available mass care state and federal assistance programs through the county Public Information Office.

c. Assists with administration of recovery programs (e.g., the Emergency Food Stamp Program and the Individual and Family Grant Program).

d. The Aiken County Department of Social Services, ARC, Salvation Army and other mass care support agencies will use normal supply channels with a priority status.

2. American Red Cross

   ARC assistance based on disaster-caused needs, not loss, is the basis upon which assistance is afforded. Depending upon an evaluation of need and resources available, the ARC may provide:

   a. Food, clothing, and other maintenance based on standardized price guides or other regularly constituted resources obtainable in the community.

   b. Temporary housing assistance, up to thirty (30) days following a Presidential-Declared disaster, or until other resources are available to meet the need.

   c. Temporary repair of owner-occupied homes up to a fixed dollar amount.

   d. Household furnishings through vouchers for basic items essential to family living.

   e. Essential medical and nursing care items and/or assistance for those injured or made ill because of the disaster, or whose condition is aggravated by the disaster.

   f. Occupational supplies and equipment needs due to loss/damage as the result of the disaster.

   g. Assistance in providing information about federal and other resources available for additional assistance to disaster victims.

3. The Salvation Army

   a. Establishes a Command Post in the affected area to coordinate Salvation Army activities/personnel/equipment.

   b. Deploys Disaster Follow-up Teams to provide spiritual and trauma follow-up counseling.

   c. Assigns Salvation Army representatives in Disaster Assistance Centers (DACs) to provide assistance for disaster victims.

   d. Provides information and referral services for disaster victims.

   e. Distributes food and commodities, clothing, furniture, bedding, and household needs to disaster victims.

4. DHEC

   a. DHEC will utilize its nursing staff to support Aiken County.

   b. Maintain a list of support nurses and written standard operating procedures that outline duties and support services during an emergency.

5. Law Enforcement

   a. The assigned law enforcement will assist the DSS and ARC in completion and closure of shelter activities.

   b. The assigned law enforcement agency will provide security at shelter locations throughout Aiken County.

6. School District

   a. Will assist DSS and ARC in closing shelter locations.

   b. Will develop instructions for closing and returning school facilities to normal operating conditions.

V. RESPONSIBILITIES

A. Aiken County Department of Social Services

1. Implement procedures for mass care.

2. Ensure security is established at designated shelter locations.

3. Implement services designated to meet disaster needs (e.g., Emergency Food Stamp Program and the Individual and Family Grant Program).

4. Implement agreements, SOUs, MOUs, and working relationships with supporting mass care agencies and organizations.

5. Communicates with all mass care support agencies and organizations to compile and exchange information concerning the extent of the disaster and the status of response operations. Provides such information to the EOC and the SC Emergency Management Division.

6. Coordinate public information with the EOC concerning available mass care and emergency welfare services and assistance programs, in coordination with mass care support agencies and organizations.

7. Collects, compiles, and maintains all essential information, generates reports and records concerning mass care disaster response.

8. Provides DSS staff in support of sheltering operations as required.

B. Aiken County Emergency Management Division

1. Assist local agencies with the management of mass care shelters.

2. Inform responsible agencies of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.

3. Coordinate with non-designated private providers (i.e., churches and other shelters not designated by the American Red Cross) of mass care resources and services.

4. Coordinate with the EOC staff and Public Information official to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspapers, and TV.

C. Aiken County Law Enforcement Agencies

Establish security at designated shelter locations.

D. Aiken County Chapter American Red Cross

1. Undertake relief activities for the purpose of mitigating suffering caused by disaster and develop and carry out measures to prevent suffering.

2. Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meets other urgent needs.

3. Open shelters or feeding stations.

4. Provide liaison to county EOC.

5. Routinely report shelter operations status to the EOC.

6. Provide damage assessment surveys of affected areas for the purpose of determining mass care needs only.

7. Provide prepared meals at fixed sites and through mobile feeding units.

8. Provide Disaster Welfare Inquiry service (a registration and identification service for friends and relatives to locate persons in the disaster area) on a continuing basis.

E. SC Department of Social Services

1. Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals.

2. Coordinate with other mass care organizations.

F. Salvation Army

1. Coordinate humanitarian services to disaster victims including the provision of shelter, food, clothing, crises counseling, spiritual support and other individual and family assistance, such as legal and financial, when available.

2. Render short-term emergency disaster relief services (emergency sheltering, mobile feeding, and emergency services) to individuals and families threatened or directly affected by disaster.

3. Requests additional support resources, as needed.

4. Assign a Salvation Army Liaison to the EOC.

5. Assign Salvation Army representatives in Disaster Assistance Centers (DACs) to provide assistance for disaster victims.

6. Provide information and referral services for disaster victims.

7. Distribute food and commodities, clothing, furniture, bedding, and household needs to disaster victims.

G. Baptist Disaster Relief
Golden Harvest Food Bank

1. Render short-term emergency disaster relief services (mobile feeding and emergency services) to individuals and families threatened or directly affected by disaster.

2. Requests additional support resources, as needed.

3. Provide a liaison to the EOC if requested.

H. SCDHEC

1. Assign staff to special medical needs shelters.

2. As requested, assign nursing staff to designated shelters.

I. Aiken County School Districts

Activate facilities for mass care sheltering and feeding of evacuees.

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ESF-7 RESOURCE SUPPORT

PRIMARY: Aiken County Finance Department

SUPPORT: Aiken County Employees
Municipal Finance Departments
Municipal and County Procurement Departments

I. INTRODUCTION

ESF-7 will have methods and procedures to evaluate, locate, procure, and deliver essential materials and personnel resources upon request by local officials.

All ESF-7 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-7 planning and response operations.

II. PURPOSE

To address policies and procedures for providing or coordinating the provision of services, equipment, and supplies to support expedient operations associated with a disaster or emergency, and for the approval and purchase of equipment and supplies not available through normal purchasing channels and ordering time frames.

III. CONCEPT OF OPERATIONS

A. The Aiken County Finance Department is responsible for developing, coordinating, and maintaining the ESF-7 SOPs that outline: (1) emergency procurement and distribution procedures; (2) emergency staffing procedures; (3) records maintenance procedures; (4) standard resource lists; (5) state emergency contact information.

B. The Coordinator of the Aiken County EMD shall act as the principal advisor to SCEMD on emergency resource management activities and shall assist in coordinating the emergency resource activities between Emergency Support Functions (ESFs).

C. The Aiken County Finance Department with support from Municipal Finance and Procurement Departments provide the foundation and are responsible for assisting in procurement activities necessary to support the emergency operations of county agencies. Blanket purchase orders will be established with local vendors to ensure expedient emergency purchases.

D. The Aiken County Finance Department is responsible for the development, annual maintenance, and the testing of this ESF.

E. The Aiken County Finance Department is responsible for ensuring that all ESF-7 personnel integrate NIMS principles in all planning. As a minimum, primary action

officers for all ESF-7 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

F. For information concerning Points of Distribution (POD), see the State of South Carolina Logistics Plan and the Aiken County Disaster Logistics Support Plan.

G. Each Emergency Support Function (ESF) is responsible for maintaining a local resource list and the ESFs will provide their lists as needed.

IV. ESF ACTIONS

A. Preparedness/Mitigation

1. The ESF-7 SOPs will prescribe:

   a. Methods and procedures for responding to and complying with requests for resources.

   b. Procedures for reimbursing private vendors for services rendered.

   c. A list of private vendors and suppliers and their available resources.

2. Execute memoranda of understanding, where necessary, to ensure prompt support from private organizations during emergencies.

3. Develop and train ESF personnel on county emergency procurement procedures for acquiring supplies, resources, and equipment.

4. Test and exercise systems and personnel capabilities.

B. Response

1. Alert those agencies whose personnel, equipment, or other resources may be used.

2. Implement record-keeping procedures for procurement.

3. Provide data to the Public Information Officer for dissemination to the public.

4. Locate, procure, and issue to county agencies the resources necessary to support emergency operations.

C. Recovery

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

2. Return to normal day-to-day operations consistent with emergency conditions.

D. Operational Issues

1. SEOC Requests

   ESF-7 may determine that the best means of acquiring a needed resource or service is to make a request to the SEOC. This could occur because the required service is unique to government (e.g., law enforcement assistance), or because it is beyond the scope of the county's capability. The EOC Operations Manager will approve all requests forwarded to the SEOC. Requests will be made using WebEOC/EM COP if operational. ESF-7 will be responsible for monitoring all requests and making periodic reports on outstanding issues.

2. Donated Resources and Services

   During emergencies and disasters, individuals and groups may offer to donate resources or services directly to the county. ESF-7 will maintain a list of these offers and make it available to the entire EOC. In the event of a major disaster, the State may activate the State Donated Resource System. If this occurs, ESF-7 will implement the Aiken County local component of this system. (See Aiken County Recovery Plan for details).

V. RESPONSIBILITIES

A. Aiken County Finance Department

1. Alert those agencies whose personnel, equipment, or other resources may be used.
2. Provide data to the Public Information Officer for dissemination to the public.
3. Locate, procure, and issue to county agencies the resources necessary to support emergency operations.
4. Routinely brief EOC staff on status of requests and delivery of purchases.
5. Provide record-keeping of expenses incurred under emergency conditions.
6. Identify and complete all required state and federal reimbursement forms.
7. Maintain liaison with support agencies, the business community, and volunteer organizations.

B. Aiken County Employees
Municipal Finance Departments
Municipal and County Procurement Departments

1. Implement appropriate resources to meet routine operational requirements.

2. As applicable, ensure local resources are exhausted, or about to be, prior to requesting resources from the EOC. Resources held in reserve to meet constituent needs are to be considered utilized.

3. As applicable, provide resources, transportation, facilities and services in response to requests from the EOC.

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ESF-8 HEALTH / MEDICAL AND MORTUARY SERVICES

PRIMARY: Aiken County EMS

SUPPORT: Aiken Regional Medical Centers
First Response Agencies
Aiken County DSS
Aiken County Health Department
Aiken County Mental Health Department
Aiken County Coroner
SCDHEC

I. INTRODUCTION

This ESF serves to establish, document, and coordinate responsibilities and actions between state and county government officials and volunteer organizations pertaining to health, medical, and mortuary services.

Medical care refers to emergency and resident medical and dental care, doctors, technicians, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services.

Public health and sanitation refers to services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; and laboratory testing.

Crisis counseling refers to the professional personnel, services, and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath.

Mortuary services refers to certification of death; to document location of bodies at the scene; select temporary mortuary facilities; authorize removal of bodies to pre-identified mortuary facilities; to identify victims; update media communications; determine the cause and manner of death; notify next-of-kin; and final disposition of the deceased.

All ESF-8 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-8 planning and response operations.

II. PURPOSE

To ensure emergency provision of governmental resources for medical care, public health and sanitation, crisis counseling, and mortuary services.

III. CONCEPT OF OPERATIONS

A. Aiken County EMS is responsible for coordinating and maintaining the ESF-8 SOPs that outline: (1) capabilities of EMS and Rescue Services; (2) command relationships; (3) communications procedures; (4) emergency transport procedures, to include patients with special medical needs (e.g., dialysis); (5) protocols with area hospitals; (6) HAZMAT procedures; (7) crisis center staffing procedures; (8) mass casualty procedures; (9) DMAT procedures; (10) patient and hospital evacuation procedures and policies; (11) mental patient evacuation; (12) emergency medical service (medical centers, hospitals, and ambulances) resource list; (13) deceased identification and mortuary services; (14) mortuary team identification capabilities; (15) deceased identification procedures; (16) mortuary notification procedures; (17) mortuary release procedures; (18) mortuary resource list; (19) mass death procedures; (20) mortuary records maintenance.

B. Coordination with all appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.

C. DHEC shall provide an Emergency Management Director or alternate for the Aiken County EOC who shall act to meet the health responsibilities.

D. DHEC Emergency Management Director will facilitate and coordinate the medical care and public health and sanitation services provided under this ESF, in conjunction with the departments of Disabilities and Special Needs, Mental Health, Social Services, Vocational Rehabilitation, and such private sector medical resources as may be offered through arrangements made by medical associations and hospitals with DHEC, SCEMA, and Aiken County EPD. Additional information for dealing with special medical needs citizens can be found in ESF-20, Special Medical Needs.

E. Aiken Regional Medical Center and DHEC supported by DSS are the primary agencies responsible for coordinating and managing the medical care of the special medical needs shelters to include ensuring that sufficient medical staff are available to open the shelters.

F. The Department of Mental Health, Social Services, and area mental health centers will manage crisis counseling and mental health assistance in coordination with the American Red Cross, local clergy, and other private resources.

G. The Aiken County Coroner is responsible for the implementation and administration of mortuary services as related to emergency or disaster assistance. All assistance by DHEC shall be reported to and coordinated with the Aiken County EOC DHEC Emergency Director.

H. The Aiken County Coroner has overall responsibility for care, identification, and disposition of human remains, in the affected jurisdiction.

I. The Aiken County Coroner shall contact authoritative organizations, appropriate government entities, and Aiken County health officials to assess the magnitude of need, determine appropriate location for mortuary and temporary facilities, and specify equipment or materials deemed necessary.

J. Aiken County EMS is responsible for the development, annual maintenance, and the testing of this ESF.

K. Aiken County EMS is responsible for ensuring all ESF-8 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-8 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. Preparedness/Mitigation

1. Develop mutual support relationships where possible with professional associations, volunteer organizations, and other private services that may assist during the emergency or disaster.
2. Conduct drills and exercises to coordinate medical emergencies in disaster situations.
3. Develop an inventory of medical personnel and supplies.
4. Develop plans for location, identification, removal, and disposition of the deceased.
5. Identify agencies, organizations, and individuals capable of providing support services for deceased identification.
6. Maintain liaison with the SC D-Mort Team.

B. Response

1. Support the disaster with all available resources.
2. Manage the public health and sanitation services.
3. Issue public health notices for cleanup on private property using public support.
4. Coordinate the management of crisis counseling and mental health assistance.
5. Coordinate the delivery of health and medical services.
6. Coordinate with Aiken County HAZMAT Team.
7. Locate an autopsy/processing facility with security

8. Initiate the notification of the mortuary identification teams.

9. Coordinate information releases to the public with the Aiken County EOC Public Information Officer.

10. Document the location of bodies at the scene.

11. Coordinate with state and federal regulatory agencies as required.

12. Identify victims, notify next-of-kin, and provide for release or final disposition of bodies.

13. Maintain records of each death and keep open communications with the families and all agencies involved in the process.

14. Maintain records of expenditures and resources used for possible later reimbursement.

C. Recovery

1. Provide representation at the established Disaster Recovery Centers as requested.

2. Restore equipment and supplies to normal state of operational readiness.

3. Resume day-to-day operations.

4. Continue the operations necessary for the identification and disposition of the deceased and their property.

5. Provide a final fatality report.

6. Request reimbursement for expenditures, if authorized.

V. RESPONSIBILITIES

A. Aiken County Emergency Medical Services

1. Provide Basic and Advanced Life Support services.

2. Assist in coordinating private ambulance and mutual aid EMS resources.

3. Under the Incident Commander, coordinates Mass Casualty response.

4. Coordinate storage and distribution of medical supplies.

5. Coordinate use of specialized emergency medical supplies and equipment.

6. Provide a representative to the EOC to coordinate the EMS response.

7. Provide casualty information to the hospital and EOC.

8. Provide record-keeping of expenses incurred under emergency conditions.

9. Assist in the decision-making for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those who cannot be evacuated.

B. First Response Agencies

1. Provide support to EMS agencies at the scene.

2. Designate and/or provide assistance in operating designated staging area locations to incoming units.

3. Establish field communications between appropriate agencies.

C. Aiken Regional Medical Center
Aiken County DSS
Aiken County Mental Health Department
SCDHEC

Implement procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those who cannot be evacuated.

D. Aiken County Health Department

1. Provide overall coordination of local resources to support local public health activities.

2. Provides for the recording and preservation of death certificates.

3. Serve as EOC liaison between local agencies and State EOC.

4. Provide or coordinate the provision of health and sanitation services including:

   a. Provide preventive medical and health services.

   b. Control communicable diseases.

   c. Detect and identify possible sources of contamination dangerous to the general public health of the community.

5. Staff the EOC for coordination of medical and health services.

E. Aiken County Coroner

1. Implement procedures for identification, and disposition of the dead and notification of next-of-kin during and after disasters.

2. Determine the manner and cause of death and provide information to Public Health and Social Services Vital Records Office for issuance of the death certificate.

3. Coordinate with mortuaries, morgues, and other facilities for the care of the dead.

4. Request suitable facilities for emergency morgues and ensure that qualified personnel operate them.

5. Keep records and furnish the EOC staff with a periodically updated casualty list.

6. Provide a representative from the Coroner's Office to the EOC upon request.

7. As needed, request additional assistance through EOC staff (e.g., supplies and services).

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ESF-9 SEARCH AND RESCUE

PRIMARY: Aiken County Sheriff's Office

SUPPORT: Aiken County EMS
First Response Agencies
SC Department of Natural Resources
Private/Volunteer Agencies

I. INTRODUCTION

Search and rescue is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures. It is considered to be a highly technical field, requiring specialized training and equipment.

Rural search and rescue activities include, but are not limited to, emergency incidents involving missing persons, locating boats lost on inland water ways, locating downed aircraft, extrication if necessary, and first responder first aid medical treatment of victims.

All ESF-9 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-9 planning and response operations.

II. PURPOSE

To provide assistance in all activities associated with search and rescue operations in or around Aiken County.

III. CONCEPT OF OPERATIONS

A. Aiken County Sheriff's Office is responsible for developing, coordinating, and maintaining the ESF-9 SOPs that outline: (1) external assistance request procedures; (2) team training and urban/rural capability requirements.

B. Aiken County Sheriff is responsible for the management of Urban Search and Rescue efforts and for coordinating with the County Fire and EMS representative. If needs exceed local capabilities, the Sheriff is responsible for:

1. Requesting additional assistance from neighboring counties.

2. Requesting the state's assistance in deployment of regional USAR teams.

C. The Aiken County EOC will coordinate operations support of state and federal resources as needed.

D. The Aiken County Sheriff's Office is responsible for the development, annual maintenance, and the testing of this ESF.

E. The Aiken County Sheriff's Office is responsible for ensuring that all ESF-9 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-9 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

A. Preparedness/Mitigation (ACEMD)

1. Maintain an inventory of resources that could support search and rescue operations.
2. Coordinate with ACEMD and other support organizations to develop plans and procedures in support of search and rescue operations.
3. Provide training, testing, and exercising of search and rescue techniques.
4. Coordinate and organize available personnel who have search and rescue skills.

B. Response (Aiken County Sheriff's Office and appropriate private/volunteer agencies)

1. Coordinate search and rescue requirements (i.e., equipment and personnel for urban or rural search and rescue operations).
2. Initiate search and rescue operations within county capabilities.
3. Execute tasking for search and rescue requests.
4. Coordinate state and federal support for urban and rural search and rescue operations.
5. Ensure that all emergency search and rescue information is provided to the Aiken County Public Information Group.

C. Recovery

1. Return all activities to pre-emergency status.
2. Develop a report on all search and rescue operations.

V. RESPONSIBILITIES

A. Aiken County Sheriff's Office

1. Direct Search and Rescue (SAR) operations in cooperation with support agencies.
2. Implement traffic control if necessary.

3. Identify emergency needs for equipment and supplies and inform EOC staff of needed resources.

4. Provide record-keeping of expenses incurred under emergency conditions.

B. Aiken County EMS
First Response Agencies
SC Department of Natural Resources
Private/Volunteer Agencies

1. Provide manpower to support search and rescue activities under the direction and control of the Sheriff's Office, if requested.

2. Assist with traffic and crowd control.

3. Support agencies assist the Sheriff in conducting rescue operations, commensurate with the availability of equipment and the degree of specialized training.

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ESF-10 HAZARDOUS MATERIALS

PRIMARY Aiken County Hazardous Materials Team

SUPPORT: Aiken County Emergency Management Division
Department of Health and Environmental Control
Aiken County Public Works
SC Department of Transportation
Municipal Public Works Departments
Private Industries
Aiken County EMS

I. INTRODUCTION

An emergency or disaster could result from hazardous materials being released into the environment.

All ESF-10 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-10 planning and response operations.

II. PURPOSE

To provide for a coordinated response by state, local, and federal resources to minimize the adverse effects on the population and environment resulting from the release of, or exposure to, hazardous materials.

III. CONCEPT OF OPERATIONS

A. Aiken County Hazardous Materials Team and the associated agencies listed above will develop, coordinate, and maintain the ESF-10 SOPs that outline: (1) warning procedures; (2) HAZMAT team procedures, including identification, control, cleanup, and decontamination; (3) command relationships; (4) HAZMAT resource list; (5) team training and organization requirements; (6) SARA Title III regulations manual.

B. A hazardous materials incident may occur along highway and railroad systems throughout Aiken County. These incidents may result in fires, explosions, and releases of toxic gases that present a danger to the citizens of Aiken County. Aiken County has the responsibility for the protection and well being of its citizens. The Aiken County Hazardous Materials Team is trained and has the responsibility to mitigate these types of incidents. Consequently, Aiken County, through the designated response agencies, will respond to hazardous material incidents of all types and sizes; make initial assessments as to the severity/magnitude of the situation; and take appropriate first responder protection measures to prevent or minimize injuries and property damage. However, owners and shippers are responsible for subsequent cleanup and containment.

C. County program assistance under this function will include the application of available personnel, equipment, and technical expertise necessary to contain, counteract, and supervise cleanup of hazardous materials that have become a threat to Aiken County.

D. Following notification of a release of a hazardous material, the senior emergency response official responding to an emergency shall become the individual in charge of the Incident Command System (ICS). The ICS shall be used throughout the management of an incident. All support agencies and their communications shall be coordinated and controlled through the individual in charge of the ICS, assisted by the senior official present for each agency. A Command Post will be established to manage both personnel and material to mitigate the hazard.

E. The Aiken County Emergency Management Division is responsible for the development, annual maintenance, and the testing of this ESF.

F. The Aiken County Emergency Management Division is responsible for ensuring that all ESF-10 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-10 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

The emergency operations responsibilities of the Aiken County Hazardous Materials Team necessary for the performance of this function include but are not limited to:

A. <u>Preparedness/Mitigation</u>

1. Prepare an inventory of existing threats using SARA Title III, Tier II information.

2. Plan for response to hazardous materials incidents.

3. Develop detailed procedures for identification, control, and cleanup of hazardous materials.

4. Provide or obtain training for response personnel using courses made available by the Aiken County EMD through SCEMA, the South Carolina Fire Academy, U.S. Environmental Protection Agency (USEPA), and manufacturers and transporters of hazardous materials.

5. Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.

6. Develop mutual aid agreements regarding hazardous materials incidents with local agencies, other county agencies, state and federal agencies, and private organizations as required.

B. Response

1. The Aiken County Hazardous Materials Team Chief will coordinate, with the On-Scene/Incident Commander, all hazardous substance response-specific efforts and provide information to the Aiken County EOC (if activated) or coordination of all other county efforts.

2. The Aiken County Hazardous Materials Team Chief will assess the situation to include: the nature, amount, and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare, and the environment.

3. Review initial reports of hazardous materials incidents and maintain surveillance over reported incidents that may require the employment of county resources.

4. Request additional information needed from the shipper/owner to evaluate a hazardous materials incident and direct support agencies to provide confirmation and investigation of the situation to the extent possible.

5. Consult with appropriate county and municipal agencies to determine the level of assistance necessary or available to mitigate the health and environmental effects associated with a hazardous materials incident.

6. Recommend evacuation or other protective measures, as the incident requires.

7. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.

8. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination.

9. Coordinate decontamination activities with appropriate local, state, and federal agencies; initiate decontamination effort if necessary.

10. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; assist in monitoring or tracking such shipments to appropriate disposal facilities.

11. Collect and utilize licensing, monitoring, and/or transportation information from the appropriate local, state, or federal agencies and/or private organizations to facilitate emergency response.

C. Recovery

1. Coordinate cleanup/containment operations with the material shipper/owner.

2. Terminate cleanup operations when all danger is past and when the area has been declared safe by responsible personnel and restored to the best condition possible.

3. Keep accurate and documented records of all expenditures, monetary resources, and physical resources of the various governmental departmental/agencies involved in emergency operations.

V. RESPONSIBILITIES

A. Aiken County Hazmat Team

1. Provide hazardous materials response, as appropriate, upon acceptance of and within the boundaries of the incident command structure and capability.

2. Coordinate all response activities with local fire department chief and Emergency Management Coordinator.

B. Aiken County Emergency Management Agency

1. Coordinate all hazardous materials team response activities.

2. Upon the declaration of a local disaster involving hazardous materials, coordinate resources to support emergency response efforts.

3. Ensure hazardous materials team responders operate within the Incident Command System.

4. Provide technical support to incident command agencies during chemical incidents.

5. Coordinate activities with the environmental health department.

6. Routinely update EOC staff on incident scene activities.

7. Provide information and assistance on the nature of the product and steps to handle the problem.

8. Contact shipper of the material for more detailed information.

9. Provides 24-hour notification capability for hazardous materials emergencies.

10. Access mutual aid programs which notify teams to respond to incidents involving certain chemicals and pesticides.

C. SC Department of Health and Environmental Control
Aiken County Public Works

SC Department of Transportation
Municipal Public Works Departments
Aiken County EMS

Provide assistance as requested by incident scene responders according to organizational emergency operating procedures.

D. Private Industries

Provide local agencies with assistance and expertise in identifying hazardous material substances, response, and clean-up.

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ESF-11 FOOD SERVICES

PRIMARY: Aiken County Department of Social Services

SUPPORT Aiken County School Districts
Aiken County Chapter American Red Cross
Salvation Army
Baptist Disaster Relief

I. INTRODUCTION

A large area emergency or disaster often deprives mass numbers of people of the ability to obtain or prepare food. In addition to the local loss of power or gas, commercial suppliers or supply lines may be disrupted. Outside the impacted area there are organizations, suppliers, and transportation systems that can make emergency food available to those in the most need. However, emphasis will still be placed on individual preparedness and family caches of emergency food and water for those events that have no warning period.

All ESF-11 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-11 planning and response operations.

II. PURPOSE

To identify, secure, and arrange for transportation of food assistance to affected areas within Aiken County following a major disaster or emergency.

III. CONCEPT OF OPERATIONS

A. Aiken County DSS is responsible for coordinating, developing, and maintaining ESF-11 SOPs that outline: (1) stocking levels and needs; (2) distribution procedures; (3) storage.

B. Under the general coordination of Aiken County DSS, the food services function will operate in accordance with existing USDA authorities and regulations, as well as the Stafford Act, to provide USDA food supplies to designated disaster staging areas. DSS will manage the Emergency Food Stamp Program under the rules and regulations of the USDA Food and Consumer Service.

C. Aiken County DSS is designated as the primary coordinating agency. Each supporting agency/organization will operate under their mandated federal, state, or organizational regulations and will maintain complete administrative and financial control over their activities.

D. As the primary coordinating agency, DSS will gather information from food services member agencies and organizations concerning their operational response, USDA food supplies, and USDA food requirements.

E. DSS will coordinate the location of staging areas and feeding sites and assist with the resolution of problem areas. DSS will compile reports periodically for dissemination to the Aiken County EOC and the member agencies/organizations of the food service.

F. The Aiken County School District and DSS will manage the requisitioning of USDA food under the particular programs that they administer.

G. The Aiken County Department of Social Services is responsible for the development, annual maintenance, and the testing of this ESF.

H. The Aiken County Department of Social Services is responsible for ensuring that all ESF-11 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-11 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. Preparedness/Mitigation

1. American Red Cross:

   a. Develop operating procedures to implement the ARC Food Service functions of ESF-11, including an alerting list of ARC emergency food services responders.

   b. Participate in exercises to test operating procedures.

   c. ARC will coordinate meetings as necessary in which member agencies and organizations will discuss their operational response and resolve problems, to ensure coverage of the critical food needs of the affected population and to prevent duplication of effort.

2. Aiken County School District:

   a. Develop operating procedures to implement ESF-11, including an alerting list of Aiken County School District emergency food services responders.

   b. Assess the stock levels of USDA food administered by Aiken County School District and the availability of storage space, handling equipment, and support personnel. Coordinate with the contracted commercial distributors.

   c. Assist county school district food services supervisors by disseminating information and providing guidance in their development of emergency response operational procedures.

B. Response

1. Aiken County Department of Social Services

   a. DSS staff alerts Aiken County School District and ARC for the need of emergency food services responders.

   b. Coordinate with the food services member agencies and organizations in their assessment of the critical food needs of the affected population and the availability of food preparation facilities, and compiles reports for the ACEOC.

   c. Assess USDA-approved food stocks (commodities) in the county administered by ARC. Coordinate with the food services member agencies and organizations in their assessment of USDA-approved food stock they administer. This includes handling equipment, storage, transportation, and distribution facilities.

   d. In response to requests for USDA food, arrange shipment of USDA food (commodities) administered by ARC. Coordinate with other food services member agencies and organizations in their shipment of USDA food to designated staging areas.

2. American Red Cross

   a. Assess USDA-approved food inventory levels in the county and the availability of storage space, handling equipment, and support personnel

C. Recovery

1. Aiken County Department of Social Services

   a. Coordinate the phase-down of USDA food distribution to staging areas.

   b. Coordinate with USDA food distribution agencies and with agencies and organizations involved in feeding, to collect reports and records of USDA food usage, man-hours, and associated expenditures. Compile a final report for Aiken County EOC operations.

V. RESPONSIBILITIES

A. Aiken County Department of Social Services

1. Provide DSS staff to EOC.

2. Notify Aiken County School District of the need for food services.

3. Coordinate the activities of those local agencies charged with management of food, water and donated goods.

4. Coordinate information regarding food resources with the EOC staff.

5. Notify the local food bank of the possible need to activate and coordinate food distribution.

B. Aiken County School District

1. Assess available county-wide food stocks from schools and vendors.

2. Coordinate with vendors and arrange for food shipments as needed.

3. Prepare meals as directed by DSS based on shelter occupancy.

C. Aiken County Chapter of American Red Cross

1. Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/first aid and meet other urgent immediate needs.

2. Provide liaison to county EOC.

D. Salvation Army

1. Provide mobile canteen services.

2. Provide emergency feeding services.

3. Collect and distribute food, clothing, and other supplies.

4. Maintain a resource listing of equipment, supplies, and facilities and their availability.

5. Provide a copy of the resource listing to Emergency Management upon request.

E. Baptist Disaster Relief

1. Provide mobile canteen services.

2. Provide emergency feeding services.

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ESF-12 ENERGY AND UTILITIES

PRIMARY: Aiken County Public Works Department

SUPPORT: Aiken Electrical Cooperative
SCE&G
Bell South Telephone Company

I. INTRODUCTION

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining electrical and natural gas system components. This ESF also addresses telephone communications.

All ESF-12 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-12 planning and response operations.

II. PURPOSE

To assess the extent of damage, provide information, and as necessary, coordinate the restoration of emergency electric power, natural gas supply, and telephone communications for support of immediate response operations.

III. CONCEPT OF OPERATIONS

A. The Aiken County Public Works Department will develop, coordinate, and maintain the ESF-12 SOPs that outline: (1) procedures to monitor energy outages; (2) prioritization, restoration, and rebuilding service procedures; (3) maintenance of directories of and contact with suppliers; (4) assessment procedures; (5) fuel procurement procedures; (6) law enforcement protection of vital facilities and supplies procedures.

B. Aiken County Public Works Department will coordinate with public and investor-owned and operated electric, natural gas, and communications utility services to ensure equitable provision and/or restoration of electric/natural gas/communication services to the public.

C. Owners and operators of investor-owned (private) and public utilities systems shall be responsible for the activation of plans for appropriate allocation of resources of personnel, equipment, and services to maintain or restore utility/communication service under their control.

D. The Aiken County Public Works Department will request utility/communication companies to provide representation at the Aiken County EOC in some circumstances. Utility/communication company representation will depend upon how they are impacted by the disaster.

E. The Aiken County Public Works Department is responsible for the development, annual maintenance, and the testing of this ESF.

F. The Aiken County Public Works Department is responsible for ensuring that all ESF-12 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-12 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

A. Preparedness/Mitigation

1. Develop and maintain directories of suppliers of services and products associated with this function.

2. Establish liaison with support agencies and organizations.

3. Aiken County Public Works Department should review list of critical facilities and restoration priorities with the utility and communications companies, including the establishment of priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of portable generators, natural gas supply, electric power, and telephone communications.

4. Promote and assist utilities in developing mutual assistance compacts with the suppliers of power and communications resources.

B. Response

1. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the Aiken County EOC periodically.

2. Prioritize rebuilding processes, if necessary, to restore power to affected areas.

3. Administer, as needed, statutory authorities for energy priorities and allocations.

4. Apply necessary county and state resources in accordance with established priorities to combat the emergency.

5. Provide energy emergency information, education, and conservation guidance to the public in coordination with the Aiken County EOC Public Information Officer.

6. Assist federal departments and agencies to obtain fuel for transportation, communications, and emergency operations.

7. Coordinate law enforcement protection for critical facilities and vital supplies. Monitor utilities and communications companies as they repair and restore energy/communication systems.

C. Recovery

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.

2. Continue to provide energy emergency information, education, and conservation guidance to the public in coordination with the Aiken County EOC Public Information Officer.

3. Continue to conduct restoration operations until all services have been restored.

4. Coordinate the development and distribution of a plan/report that documents actions taken.

V. RESPONSIBILITIES

A. Aiken County Public Works Department

1. Maintain liaison with local utilities, including the ability to contact on a 24-hour a day basis.

2. Coordinate assistance to support local utility and energy providers, as requested.

3. Perform damage assessment, identify problems with utilities and communication systems, and report findings to the EOC.

4. Within available means, provide assistance to protect and restore damaged utility and communication systems.

B. Aiken Electrical Cooperative
SCE&G
Bell South Telephone Company

1. Regulate utility usage in times of shortages, as appropriate, assuring priority use set to meet immediate and essential emergency needs.

2. Maintain utility and communication systems within their jurisdictions.

3. Coordinate fuel needs for utilities, communications, emergency operations, and other critical facilities.

4. Coordinate all public information and instructions and media relations with EOC staff.

5. In conjunction with the EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.

6. Provide information necessary for compiling damage and operational capability reports.

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ESF-13 LAW ENFORCEMENT SERVICES

PRIMARY: Aiken County Sheriff's Office

SUPPORT: Municipal Law Enforcement Agencies
SC Department of Highway Patrol
SC Department of Natural Resources
State Law Enforcement Division
Aiken County Detention Center
SC National Guard

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. Local law enforcement is responsible for carrying out the laws, traffic control, investigation of crimes, and other public safety duties within their jurisdiction. State support will be on a mission type basis as resources become available.

All ESF-13 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-13 planning and response operations.

II. PURPOSE

To provide for coordination and use of law enforcement personnel and equipment in an emergency or disaster.

III. CONCEPT OF OPERATION

A. Aiken County Sheriff's Office is responsible for developing, coordinating, and maintaining the ESF-13 SOPs that outline: (1) evacuation and traffic control procedures; (2) safeguarding critical facilities and shelters; (3) access and security at emergency scenes; (4) conducting initial damage assessments; (5) alternate communications; (6) securing prisoner populations; (7) developing a law enforcement resource list; (8) developing plans for civil disturbance as outlined in ESF-25, Attachment E, Civil Disturbance; (9) providing assistance in the development of ESF-25 Attachment D, Dam Failure Preparedness/Flooding.

B. Coordination with all appropriate Aiken County departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.

C. The principal county resources available within Aiken County for support of law enforcement activities during a crisis period are the assets of Aiken County Sheriff's Office, Aiken Public Safety Department, North Augusta Public Safety Department, and the Town of Wagener Police Department. State assets such as SLED, Department of Natural Resources, and the South Carolina Army National Guard may be tasked by the

governor to assist. Under normal operating conditions agencies operate as separate entities, each having its own chain of command. During a crisis period, however, these agencies will operate collectively in a Unified Command format.

D. The Aiken County Sheriff is responsible for law enforcement activities within his/her local jurisdiction. When the governor commits the State Law Enforcement Division (SLED), a member of SLED will be assigned to coordinate state activities with the local law enforcement officer in charge.

E. Should an emergency situation develop and the Aiken County official determines the need for state law enforcement assistance, and the Governor has not declared a state of emergency, the official will coordinate this request through the Sheriff.

F. When the Governor declares a state of emergency or a declaration is imminent, no state law enforcement resources will be deployed without notification to and coordination with appropriate representatives at the SEOC, who in turn, coordinate with the SLED Chief or his/her designee.

G. The Aiken County Sheriff or his/her designee will retain direction and control. SLED will coordinate directly with the Aiken County Sheriff's Office and will coordinate activities for all other law enforcement agencies involved, utilizing a mobile command post if necessary.

H. If the county experiences a major emergency or disaster, the Governor may task the South Carolina National Guard to augment the regular law enforcement agencies. When the National Guard is used, a number of items must be considered prior to deployment. (See ESF-15 for more information concerning military support.)

I. No use will be made of private security agencies or volunteers unless they are sworn and trained special deputies or auxiliary police. Such personnel will be the responsibility of the public safety agency that appoints and utilizes them.

J. The Aiken County Sheriff's Office is responsible for the development, annual maintenance, and the testing of this ESF.

K. The Aiken County Sheriff's Office is responsible for ensuring that all ESF-13 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-13 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

A. <u>Preparedness/Mitigation</u>

1. Analyze hazards and determine law enforcement requirements.

2. Identify agencies, organizations, and individuals capable of providing support services.

3. Train regular and support personnel in emergency duties.

4. Establish and maintain liaison with federal, state, and local agencies.

5. Develop and maintain Standard Operating Procedures and plans, to include alerting lists of personnel and agencies.

B. Response

1. Staff the Aiken County EOC as directed.

2. Support evacuation plans with traffic control, communications, area patrols and movement to shelters when requested.

3. Control vehicle/individual access to restricted areas as requested.

4. Designate traffic control relief.

5. Provide security to evacuation shelters.

6. Conduct quick damage surveys. Some emergencies and disasters cause localized damages and therefore lend themselves to using law enforcement to provide initial damage information. The law enforcement officers on the street would survey their jurisdictions and report the affected areas. This information would be used to develop a more comprehensive assessment.

C. Recovery

1. Phase down operations as directed by the ACEOC.

2. Continue those operations necessary to protect people and property.

3. Assist in return of evacuees.

4. Assist with reconstruction of law enforcement agencies as necessary.

5. Facilitate re-entry. Following some emergencies and disasters, it is in the public interest to restrict access to the area to selected individuals. The specifics of this restricted phase will be dependent upon the situation. Re-entry will be based on road conditions.

V. RESPONSIBILITIES

A. Aiken County Sheriff

1. Implement evacuation procedures with traffic control, communications, and area patrols to prevent crime.

2. Control vehicle/individual access to restricted areas as requested.

3. Designate traffic control relief.

4. Provide security to evacuation shelters.

5. Conduct quick damage surveys.

6. Conduct Search and Rescue operations as necessary.

B. Municipal Law Enforcement Agencies
SC Department of Highway Patrol
SC Department of Natural Resources
State Law Enforcement Division
SC National Guard

Assist Sheriff's Office with implementation of evacuation plans for traffic control, communications, and area patrols to prevent crime.

C. Aiken County Detention Center

1. Determine the need to evacuate prisoners with EOC staff and Aiken County Sheriff's Office.

2. If movement of prison populations is required for prisoner safety, coordinate movement with receiving detention center officials.

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ESF-14 RECOVERY

PRIMARY: Aiken County Emergency Management Division

SUPPORT: All Affected ESF Agencies

I. INTRODUCTION

Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal. Effective recovery consists of a complex array of interdependent and coordinated actions. These actions are undertaken at several levels (individually, organizationally, community-wide, or nationally) and over a long period of time. A properly managed recovery plan (FEMA-approved Aiken County Natural Hazard Mitigation Plan) will allow the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of traditional lifestyles.

II. PURPOSE

The purpose of this appendix is to provide policies and guidelines for procedures that are needed for recovery operations.

III. CONCEPT OF OPERATIONS

A. Coordination and support of the recovery effort is the responsibility of Aiken County. Aiken County Emergency Management Division is responsible for ensuring recovery SOPs are developed and maintained that outline: (1) re-entry procedures; (2) public assistance procedures; (3) debris management procedures; (4) temporary and permanent housing; (5) donated goods and volunteer services; (6) disaster recovery center location identification; (7) records management; (8) environmental restoration; (9) restoration of agriculture sector.

B. Recovery operations will initially be coordinated from the Emergency Operations Center.

C. Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each Aiken County ESF organization.

D. Disaster assistance centers will be established in the affected areas to accommodate persons needing individual assistance.

E. Aiken County Emergency Management Coordinator will take the lead in determining mitigation projects needed following a disaster.

F. Damage Survey Teams will be dispatched from the Disaster Field Office to inspect every damaged site and prepare damage survey reports.

G. The Aiken County Emergency Management Coordinator is responsible for the development and annual maintenance of this appendix.

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ESF-15 PUBLIC INFORMATION

PRIMARY: Aiken County Public Information Office

SUPPORT: Aiken County Assessor's Office
Aiken County Emergency Management
Aiken County Information Technology
Aiken County Building Inspector
Aiken County Dispatch Official
Aiken County Chapter American Red Cross

I. INTRODUCTION

During a disaster affecting the citizens of Aiken County, the collection and dissemination of essential information is critical to the overall effectiveness of response and recovery operations.

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

II. PURPOSE

To collect, process, and disseminate information to the public and other agencies about a potential or actual disaster or emergency, and to facilitate overall information and planning activities of the Aiken County Emergency Operations Plan.

III. CONCEPT OF OPERATIONS

A. The Aiken County Public Information Office is responsible for developing, coordinating, and maintaining the ESF-5 SOPs that outline: (1) information processing/displaying procedures; (2) procedure for activation of public information organization; (3) priorities for public information activity, including general policies, actions, and message content; (4) procedures for verifying and authenticating information and internal coordination; (5) procedures for coordinating inter-jurisdictional public information and planning; (6) public information statement to support EAS activation; (7) SITREP procedures; (8) damage assessment and recovery planning procedures; (9) rumor control procedures.

B. The function of ESF-5 is to coordinate the overall information and planning activities during activation of the ACEOC. Coordination with all appropriate departments/municipal governments and organizations will be performed to ensure operational readiness during an emergency. All public information releases containing an official statement from the government shall carry as a final paragraph the sentence: "This is an Official Notice to the Public from the Aiken County Emergency Management Division."

C. ESF-5 will perform the following functions:

6. Information Processing: Collect and process essential elements of information from county agencies, municipal governments, private citizens, ESFs, and other sources; disseminate information for use by the Aiken County Operations Group and provide input for reports and briefings. The PIO and Emergency Management Agency staff have the responsibility to verify that information being released is accurate, from a credible source, and authenticated/verified with agency heads. Official emergency information will be released from the PIO to the public and media in a timely manner.

7. Consolidate information into SITREPs, briefings, and press releases as required, to describe and document overall response activities. Provide information to the Aiken County EOC on evacuations, shelters, damages, injuries, and fatalities.

8. Maintain and update status boards with current information, maps, charts, and other means, such as electronic displays, as available.

9. Consolidate information to support the response and recovery process by the Executive Group.

10. Coordinate with all ESFs to ensure completion of tasks and provide assistance as required.

D. The Aiken County Public Information Officer is responsible for the development, annual maintenance, and the testing of this ESF.

E. The Aiken County Public Information Officer is responsible for ensuring all ESF-5 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-5 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. <u>Preparedness/Mitigation</u>

1. Develop procedures and formats for gathering/reporting/releasing information.

2. Train support personnel on roles and responsibilities.

3. Develop information displays within the ACEOC.

B. <u>Response</u>

8. Assign duties to support personnel; provide training as required.

9. Coordinate Aiken County EOC effort in collecting, processing, reporting, and displaying essential information.

10. Direct ESFs response as needed.

11. Monitor media reports for accuracy (rumor control).

12. The Public Information Organization will issue press releases and conduct timely news conferences. If a Joint Information Center is needed, coordinate with other public information agencies/representatives to ensure information consistency.

13. Obtain event information from each response agency and develop and issue SITREP reports. The SITREP will be used to report county status and to request support from SCEMD. The form used to submit reports to the state is provided by the State of South Carolina and is on file in the county EOC. It should be submitted at 0800 and 1600 hours daily. In the event that major events occur, or if the state requests additional reports, updated SITREP report forms should be sent to the state immediately.

14. Coordinate communications with hearing impaired and non English speaking as requested by Aiken County Communications Officer, Incident Commander, and EOC.

C. Recovery

1. Coordinate the reception of State and FEMA personnel.

2. Plan for transition to Disaster Field Office operations.

3. Execute recovery operations.

4. Implement mitigation activities.

V. RESPONSIBILITIES

A. Aiken County Public Information Office (PIO)

7. Support EOC effort in collecting, processing, reporting, and communicating essential information.

8. Monitor media reports for accuracy (rumor control).

9. Issue press releases and conduct timely news conferences.

10. If a Joint Information Center is needed, coordinate with other public information agencies/representatives to ensure information consistency.

11. Obtain event information from each response agency and develop and issue SITREP reports.

12. Coordinate communications with hearing impaired and non English speaking as requested by Aiken County Communications Officer, Incident Commander, and EOC.

B. Aiken County Assessor's Office
Aiken County Emergency Management
Aiken County Information Technology
Aiken County Building Inspector
Aiken County Dispatch Official
Aiken County Chapter American Red Cross

5. Provide support for the development of public information press releases.

6. Provide Subject Matter Experts to support news conferences as needed.

7. Provide support to ensure emergency communications equipment functions properly during operations.

8. Communicate incident scene information to the Public Communications Officer and EOC staff.

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ESF-16 EVACUATION TRAFFIC MANAGEMENT / EVACUATION

PRIMARY: Aiken County Sheriff's Office

SUPPORT: Municipal Police Departments
SC Highway Patrol
Aiken County School District Transportation Office
Aiken County Fire Service
Aiken County Public Works Department
Aiken County Emergency Management Division
SC Department of Transportation

I. INTRODUCTION

A. The aggressive management of evacuating motor vehicle traffic during the threat of, or immediately following, an emergency or disaster incident is critical to the life safety of all state 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 faced by the state and will require planning and coordination within all geographic areas of the state.

B. Hazards which will require traffic management/evacuation and the corresponding geographic areas which will likely be impacted include but are not limited to:

1. Hurricanes: Heavy traffic may route through Aiken County during coastal evacuations.

2. Nuclear Power Plants: 10 and 50 mile Emergency Planning Zones from nuclear facilities may result in evacuation of populations in the county, or populations from other counties to Aiken.

3. Hazardous Materials: Populated areas. Incidents countywide.

4. Flooding: Areas vulnerable to inundation from tidal, ravine, and storm induced flash flooding.

5. Dam Failure: Areas downstream from FERC regulated and other high hazard dams.

6. Earthquakes: Densely populated areas countywide.

7. Weapon of Mass Destruction: Densely populated areas. Incidents countywide.

8. National Security Emergencies: Densely populated areas statewide.

9. Tornados: Countywide

10. Winter Storms: Countywide

11. Fires: Countywide

C. Effective emergency traffic management will be accomplished by multiple cooperating agencies led by the Aiken County Sheriff's Office. Transportation system management is vitally important to successfully execute this function; therefore, the SC Department of Transportation (DOT) 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 and must be accomplished by all ESF agencies and coordinated by the Aiken County Emergency Management Division.

D. All ESF-16 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-16 planning and response operations.

II. MISSION

To provide for coordinated plans, policies, and actions of Aiken County to ensure the safe and orderly evacuation of populations affected by all hazards. To further ensure that once the threat or hazard no longer exists, that prompt and orderly re-entry into the evacuated area is accomplished. Other missions may not involve evacuations, but are equally important. They include, but are not limited to, ensuring public safety to motorists during hazardous weather conditions, re-routing traffic to protect motorists/pedestrians from hazardous material exposure, and restricting access and developing diversions from flood prone areas identified in inundation maps of hydro-electric facilities.

III. CONCEPT OF OPERATIONS

A. The Aiken County Sheriff's Office coordinates all emergency traffic management issues before, during, and after any required evacuation. The Aiken County Sheriff's Office will develop, coordinate, and maintain the ESF-16 SOPs that outline: (1) capabilities; (2) plans for partial and complete evacuations; (3) traffic control points and measures; (4) requirements for execution; (5) municipal plan references or coordination; (6) communications; (7) execution timelines; (8) re-entry operations; (9) public information; (10) special population groups; (11) evacuation routes; (12) available modes of transport; (13) citizens without transportation; (14) access to evacuated areas; (15) security; (16) municipal traffic plan references and coordination; (17) coordination with adjacent jurisdictions. ESF-16 (primary and support agencies) should also have input during the development/maintenance of hurricane, dam failure/flooding, and earthquake attachments in ESF-25.

B. Coordination with all appropriate departments/agencies and organizations who may support ESF-16 will be performed to ensure operational readiness prior to, during, or after an incident, emergency, or disaster.

C. Aiken County EMD will monitor conditions that have the potential to require evacuation of any area(s) of the county. Aiken County EMD will coordinate with and advise the County Administrator concerning evacuation decisions and pre-evacuation actions.

D. Evacuation decisions and timelines will be coordinated in accordance with the County Emergency Operations Center Standard Operating Procedures and any applicable hazard-specific plans.

E. The Aiken County Sheriff's Office will develop, maintain, and execute, when required, an evacuation/re-entry traffic management plan designed to permit evacuation of all citizens in affected areas during a prescribed time frame and to facilitate re-entry following the evacuation.

F. The Aiken County Sheriff's Office will provide overall leadership of ESF-16 during all EOC activations involving evacuation/re-entry actions. Someone from the Aiken County Sheriff's Office will serve as the primary advisor to the Aiken County EMD Coordinator concerning all evacuation/re-entry or emergency traffic operations.

G. The Aiken County School District Transportation Office will assist in evacuating the residents of Aiken County in an emergency situation if requested.

H. SCDOT will provide technical assistance, operational guidance, and access to the Intelligent Transportation System network through the presence of a Senior Traffic Engineer and Senior Maintenance Engineer assigned to the SEOC during all activations involving evacuation/re-entry actions. Aiken County EMD can access this assistance through coordination with SCEMD.

I. The Aiken County Sheriff's Office will develop and execute measures intended to gather information on traffic flow and highway usage and disseminate the information to the public through electronic files, government and private television/radio networks, and other suitable methods.

J. The Aiken County Sheriff's Office is responsible for the development, annual maintenance, and the testing of this ESF.

K. The Aiken County Sheriff's Office is responsible for ensuring that all ESF-16 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-16 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. <u>Preparedness/Mitigation</u>

1. Support and plan for mitigation measures.

2. Support requests and directives resulting from the Aiken County EMD Coordinator or County Administrator concerning mitigation and/or re-development activities.

3. Document matters that may be needed for inclusion in agency or county briefings, situation reports, and action plans.

4. Develop all evacuation routes for affected areas countywide.

5. Designate all predetermined traffic control points.

6. Determine and ensure provision of all equipment resources required.

7. Develop and coordinate all manpower requirements and support required from ESF-16 and local law enforcement agencies.

8. Schedule and conduct pre-evacuation coordination meetings with all participating agencies as required.

9. Establish procedures to monitor traffic flow.

10. Develop and coordinate a plan for ingress and egress of emergency vehicles during evacuations.

11. Develop an evacuation traffic management communications plan to be used by all agencies during evacuation operations.

12. Coordinate with all county and municipal law enforcement agencies to ensure clear understanding of emergency traffic management responsibilities.

13. Coordinate the development of evacuation clearance time decision matrix for all known or fixed hazards that may result in evacuations.

14. Develop guidelines, based on various scenarios, for execution of interstate reversal options.

15. Develop a public awareness, education, and information program to ensure citizens and visitors are aware of evacuation plans for their specific location.

16. Ensure procedures are in place for the transportation of special needs population groups and personnel without transportation.

B. <u>Response</u>

1. Designate and manage operation of pre-assigned manpower and equipment staging areas.

2. Develop and conduct pre-mission operational briefings for participating agencies to include affected county and municipal law enforcement agencies.

3. Implement emergency traffic management plan to include interstate/primary highway reversal, including counter flows, and designate alternate routes where applicable.

4. Execute emergency traffic management public information program.

5. Report traffic flow information to the Aiken County EOC to include out-of-county traffic flows.

6. Coordinate execution of an emergency traffic management communications plan.

C. Recovery

1. Coordinate with local agencies to facilitate expedited re-entry operations returning displaced citizens into unaffected areas of a disaster.

2. Prepare for and execute the reversal of interstate and primary highways to expedite the re-entry of displaced citizens into affected and unaffected areas of a disaster as directed by the Aiken County Emergency Management Division Coordinator.

3. Manage traffic at critical post impact intersections with priority given to emergency service vehicles, transportation of supplies and equipment, and access to critical facilities.

4. Assist public and private organizations with traffic control during the restoration of infrastructure services.

5. Entry into evacuated areas will normally be limited to emergency response personnel. Authorities may elect to allow citizens back into evacuated areas on a case by case basis for retrieval of vitally needed personal items. All evacuees will be allowed back in when authorities determine it is safe to do so.

V. RESPONSIBILITIES

A. Aiken County Sheriff

1. Responsible for traffic control operations, including: rerouting, barricades, and traffic flow.

2. Coordinate traffic management activities with the EOC staff and SC Highway Patrol.

3. Determine and ensure necessary equipment and man power resources are available or have been requested.

4. Implement procedures to monitor traffic flow and to report information to the EOC staff.

5. Coordinate with all county and municipal law enforcement agencies to ensure manpower requirements have been identified and a clear understanding of traffic management responsibilities is expressed.

6. Provide personnel, transportation, communications, and equipment to support traffic management operations.

7. Coordinate the re-entry process with the municipal law enforcement, EOC staff, and the Highway Patrol once the hazard no longer exists.

B. Municipal Police Departments

1. Responsible for traffic control operations, including: rerouting, barricades, and movement within the municipality.

2. Determine and ensure necessary equipment and man power resources are available or have been requested.

3. Implement procedures to monitor traffic flow and to report information to the EOC staff.

4. Coordinate traffic management activities with the Sheriff and/or the SC Highway Patrol to ensure manpower requirements have been identified and a clear understanding of traffic management responsibilities is expressed.

C. Aiken County Emergency Management Division

1. Identify and assign personnel to maintain contact with the various Sheriff traffic management points of contact to monitor activities.

2. Assist in coordinating resources needed to support traffic management operations.

D. Aiken County School District Transportation Office
Aiken County Fire Service

Provide assistance by using organization equipment to support traffic management operations as requested.

E. Aiken County Public Works

1. As available, provide equipment, traffic control barriers, cones, temporary signs, and assign crews to support traffic management.

2. Support the Sheriff in the selection and management of alternate transportation routes that may be required as a result of closed primary routes.

3. Provide continuous coordination with the Sheriff and other agencies during evacuations regarding traffic flows.

F. SC Highway Patrol
SC Department of Transportation

Provide assistance by using organization equipment and resources to support emergency traffic management operations as requested.

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ESF-17 ANIMAL EMERGENCY RESPONSE

PRIMARY: Aiken County Animal Shelter - ACAS
Aiken County Emergency Management

SUPPORT: Aiken County SPCA
SC Department of Natural Resources
SC Department of Agriculture
SC Department of Health and Environmental Control - DHEC
Clemson University Cooperative Extension Service - CUCES
Aiken Public Safety Large Animal Rescue Team

I. INTRODUCTION

A disaster condition can vary from an isolated emergency affecting a single community to a catastrophic event that impacts all of Aiken County including other areas of the state. ESF-17 details the responsibilities and support in regard to animal related activities within Aiken County. This plan 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.

ESF-17 is supported by and will coordinate with State ESF-17 to obtain State assistance as required. Medical and rescue efforts are supported by a variety of national agencies/organizations such as the American Veterinary Medical Association (AVMA), the American Humane Association (AHA), the Humane Society of America (HSUS), and the American Horse Protection Association (AHPA).

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.

II. PURPOSE

To provide direction for handling animal issues before, during and after an actual or potential disaster situation to facilitate animal related activities. To establish the coordination of veterinary medicine and animal care resources in Aiken County and to support individual agency SOPs.

III. CONCEPT OF OPERATIONS

A. The Aiken County Animal Shelter (ACAS) has been designated as the primary organization for coordinating veterinary services and animal care needs in emergencies. The ACAS represents local veterinarians and maintains liaison with Aiken County EMD, animal control agencies, and humane societies. ACAS will develop, coordinate, and maintain the ESF-17 SOPs that outline: (1) services and capabilities; (2) resource list; (3) letters of agreement; (4) transportation procedures; (5) sheltering procedures; (6) damage assessment; (7) public information; (8) medical services coordination; (9) training plan.

B. The ACAS will coordinate with all Animal Control Officers, humane societies, and animal rescue groups.

C. The ACAS will coordinate with SC Department of Agriculture and the Clemson Extension Service on locations for evacuation and placement of agricultural animals.

D. The ACAS will coordinate with local veterinarians on the establishment of a central animal hospital for emergency medical needs.

E. The ACAS is responsible for the development, annual maintenance, and the testing of this ESF.

F. The ACAS is responsible for ensuring that all ESF-17 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-17 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. Preparedness/Mitigation

1. In coordination with Aiken County Emergency Management Department, develop plans and procedures, organize personnel, and outline duties and responsibilities.

2. Determine which agencies will assist in search and rescue efforts for injured, stray, or abandoned animals.

3. Maintain liaison with Aiken County Emergency Management Department and support organizations within the Animal Protection service. All private/voluntary agencies will support the county in the rescue of animals.

4. In coordination with Aiken County Emergency Management Department, develop a sheltering plan in the event of an evacuation of the area.

5. Develop a procedure for identification of lost or abandoned animals and establish a foster/adoption procedure in the event that their owners cannot reclaim lost animals in a reasonable period of time.

6. Develop information on pet care, known facilities that accept animals (motels), livestock housing availability, and preparedness information for the public for evacuation.

7. Develop, maintain and update lists of available animal shelters, including veterinarians, private kennels, and private individuals capable and willing to house animals during emergency situations.

8. Develop and maintain lists of medical and non-medical volunteers and agencies that will provide animal care assistance. This list will include information on the type of

service and/or resources being offered, number of volunteers, resources available, and contact persons with telephone numbers.

9. Coordinate with the establishment of one or more animal hospitals with local veterinarians for emergency medical needs.

10. Assist in the development of a procedure for the safe sheltering of essential personnel's animals.

11. Provide representation to the County Agriculture Response Team (CART) Advisory Committee.

B. Response

1. Coordinate the rescue of animals found in distress.

2. Form veterinary response teams and assign areas of responsibility to apprehend and/or rescue animals that have escaped their confinement.

3. Coordinate transportation of rescued animals to animal care facilities.

4. Coordinate with Aiken County Emergency Management Department on evacuation issues.

5. Ensure suspected rabies cases are reported to the Health Department promptly.

6. Organize lost/found data to coordinate reuniting of owners and animals.

C. Recovery

1. Coordinate with appropriate agencies on animal sanitation and disposal issues.

2. Maintain appropriate documentation to prepare an after action report to Aiken County Emergency Management Department.

3. Coordinate resources for pick up, medical needs, and placement of affected animals.

V. RESPONSIBILITIES

A. Aiken County Animal Shelter

1. Establish and manage animal shelters as resources and equipment allow.

2. Coordinate the disaster care of animals as appropriate.

3. Coordinate requests for assistance and additional resources needed to conduct animal control activities.

4. Coordinate the transportation of injured, stray, or nuisance animals to animal care facilities.

5. Assist emergency response teams with animal related problems.

6. Assist with the removal and disposal of dead animals.

7. Coordinate public information, with the EOC staff and health officials regarding animals and related health issues.

8. Assist in the return of wild animals to their natural habitat.

A. Aiken County SPCA
SC Department of Natural Resources
SC Department of Agriculture
SC Department of Health and Environmental Control
Clemson University Cooperative Extension Service
Aiken Public Safety Large Animal Rescue Team

Provide assistance by using organization equipment and resources to support emergency animal services as requested.

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ESF-18 DONATED GOODS AND VOLUNTEER SERVICES

LEAD AGENCY: Emergency Management
Salvation Army
Red Cross

SUPPORT AGENCIES: United Way
Aiken County Auditor's Office

INTRODUCTION

A. County assistance under this function consists of two components: donated goods and volunteer services. Donated goods consist of commodities provided by public and private sources without charge to the government. Volunteer services consist of assistance provided by personnel without charge to the government.

B. Historically, the public has responded to disasters with offers of donated goods and volunteer services. In large-scale disasters, public response is often significant and the scope of this emergency function is to manage the volume of this assistance and ensure the expeditious delivery of donated goods and volunteer services to the affected area.

PURPOSE

To provide for the management of goods and services donated as disaster relief to the people of Aiken County. This includes the management of unmet needs and the coordination of services provided by agencies and volunteers. This also includes the shipment of goods donated by people of Aiken County to victims in other disaster areas.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods and services.

2. Lack of an organized system of management for the identification, receipt, Organization and distribution of donated goods and services will result in Confusion and loss of control of donated resources.
3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods and services.

4. Donated goods and services are essential to recovery in most disasters.

5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.

6. The coordination of the collection, packaging, and shipment of goods to a disaster is best accomplished at the county level.

7. Historically, Churches, Fire stations, EMS stations, and other volunteer agencies in Aiken County have served as collection points for donated goods.
8. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
9. The distribution of donated goods must be coordinated with the identification of unmet needs.

B. Assumptions

1. Suitable space and equipment will be available to receive, sort and store the influx of donated goods and volunteer services.
2. Adequate personnel for donated goods operations may not be available.
3. Local distribution sites will be reasonably convenient to the affected population.
4. A regional reception and distribution site for donated goods will be established by the state.
5. Unsolicited donations of goods can be expected.
6. Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items, and worn out items.
7. People unaffected by the disaster will seek to receive donated goods.
8. Some donors will seek to bypass the distribution system established by the county.
9. An aggressive public information effort will expedite the distribution of goods as well as limit an influx of unwanted goods.
10. It is inevitable that there will be a surplus of some donated goods which will require disposal.

IV. CONCEPT OF OPERATIONS

A. Receipt of Donated Goods

1. Salvation Army will serve as lead agency for coordinating the reception and distribution of donated goods and services.
2 The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
3. Salvation Army will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
4. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources. A registration table will be set up at the County EOC or other designated location, for volunteers to register to donate services to the county, who are not otherwise members of a volunteer group already registered to participate in emergency operations in Aiken County.

5. Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and the by the County Public Information Officer.
6. Requests for needed goods and re-supply of needed goods will be channeled through the state EOC.
7. Upon receipt, donated goods should be sorted and packaged in a manner suitable for distribution.
8. When identified, unwanted goods should be refused.
9. Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor's apparent intent which may include donations to relief agencies at the local or state level.

B. Collection and Shipment of Donated Goods to Other Counties, States, and/or Localities

1. An attempt will be made to identify the needs of the intended destination prior to collection of goods.
2. A systematic method will be established for collection of the donated goods to be shipped.
3. Goods will be sorted and packaged in an appropriate manner prior to shipment to accomplish the following:
   - Timely and undamaged arrival at the destination
   - Proper identification of contents
   - Minimal need for repackaging/sorting
   - Ease of loading and unloading
   - Elimination of inappropriate/unwanted goods
4. Shipment of donated goods will be coordinated with the receiving destination prior to departure from the county.
5. Suitable means of transport will be arranged for delivery of the shipment in a timely manner.
6. When appropriate, shipment of donated goods should be coordinated with the South Carolina Emergency Management Division.

V. ESF ACTIONS

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

A. Preparedness

1. Coordinate with Salvation Army, or other relief organizations as necessary to maintain a listing of available support services and capabilities
2. Coordinate with Salvation Army and County of Aiken for available warehouse space.
3. Train and exercise volunteer organization personnel.
4. Participate in available county or state exercises.
5. Annually review the Department of Homeland Security Universal Task List and Target Capabilities List and integrate tasks as appropriate.

6. Ensure all ESF-18 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined in the department of Homeland Security (DHS) training guidance.

B. Response
1. Activate and notify county agencies and volunteer relief organizations when an emergency or disaster is threatening or has occurred as directed by County Emergency Manager.
2. Activate Aiken County Donated Goods and Volunteer Services Management System as directed by the County Emergency Manager.
3. Coordinate with ESF-7 after activation of the EOC to identify prospective staging area and distribution locations.
4. Coordinate delivery of donated goods and volunteer services to the victims; maintain records of services being provided, the location of operations and requirement for support.
5. ESF-1 will coordinate transportation requirements for distribution of donated goods.
6. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
7. Coordinate with ESF-17 to organize and manage animal and plant response donations.

C. Recovery
1. Scale down operations as requirements diminish and return to routine operations as soon as possible.
2. Assess the requirements for continued donated goods and volunteer services for the disaster victims.
3. Evaluate donated goods and volunteer services operations for effectiveness and revise plans to eliminate deficiencies.
4. Provide recommendations to the County Emergency Manager to determine appropriate distribution of remaining donated goods to County/State agencies and/or volunteer groups.
5. Assess unmet needs and request assistance from available volunteer organizations.

D. Mitigation
Provide assistance, as required.

VI. RESPONSIBILITIES

A. County Emergency Manager
1. Primary coordinating agency for this ESF in matters pertaining to resources and services.
2. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of ESF-18 during periods of activation.
3. Appoint a Donations Manager
4. Identify and be prepared to set up and staff a County Receiving point, staging areas, and distributions in support of this ESF, as required.

5. Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this ESF for possible reimbursement of auditing requirements.

B. Salvation Army Executive Officer
1. Consistent with internal policies and capabilities, assist the Emergency Manager in carrying out provisions of the ESF to include establishing needs and distribution of donated goods during an emergency situation in the county.
2. Maintain a list of volunteers that are available to assist in support of this ESF.
3. Coordinate emergency operations with the County EOC, when activated.

C. Auditor/ County Employees
1. Assist with distribution of supplies as needed.
2. Keep accurate records of donated, stored and distributed goods; or expenditures in support of this ESF for possible reimbursement or auditing requirements. Information will be tracked, monitored, and maintained by ESF-7 (Procurement).

D. County Sheriff-
Provide security for the County Receiving Point, staging areas, and distribution points, as required.

VII. ESF MAINTENANCE

This ESF will be reviewed annually and updated as necessary by the Aiken County Emergency Management Agency, and the agencies listed as primary and secondary agencies under this ESF. Agencies that support this ESF will develop and maintain their agency's standard operating procedures and mutual aid agreements, as appropriate, that are supportive of this ESF.

Attachments:
Attachment 1 – Aiken County Quick View
Attachment 2 – PIO Information
Attachment 3 – Donations Management Preparedness/Response Checklist

Attachment 1 – Aiken County Quick View

Aiken County – A QUICK VIEW OF WHO DOES WHAT

Organization	FOOD	Clothes	Counseling	Financial	Overnight Shelter	Transportation	Rebuild, Repair,	Communications	Mass Feeding	Missing Persons	Homeless
American Red Cross	X	X			X				X		
Baptist Men's Association	X	X					X		X		
Salvation Army	X	X	X	X	X		X	X	X	X	X
Ham Radio Operators								X			

Attachment 2 – PIO Information

FOR IMMEDIATE RELEASE
FOR MORE INFORMATION, CONTACT (AIKEN County Public Information Officer)

We are receiving citizen and community inquires regarding **(Name of Disaster**). The calls primarily involve citizens who want to offer assistance or make donations to the (**Name of Disaster)** victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective manner as possible.

Individuals or organizations that want to provide assistance to victims of the (**name of disaster)** should first work through their local disaster relief organizations. These may include the American Red Cross, The Salvation Army, the various Church Groups and other civic organizations.

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to: (**the precise organization name, address, and account number where cash contributions should go).**

If people prefer to donate goods or services, they should still work through their local disaster relief organizations such as the Red Cross or Salvation Army. These organizations know the immediate needs of people in the affected areas, how to best meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster areas. Unsolicited donations may not reach the proper people or may not meet their immediate needs. If donors plan to travel to the disaster area, be advised that gas, food, lodging, and other services may not be readily available.

ATTENTION NEWS EDITORS AND DIRECTORS: Please assist us in publicizing this information relating to donations for the (name of disaster). We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist.

GENERAL PUBLIC INFORMATION

When Disaster Strikes…
Donated Goods and Volunteers May Be Needed….
Everyone is moved when they hear the news that disaster has struck a community. Earthquakes, floods, hurricanes, tornadoes, fires, and other types of disasters can suddenly change the lifestyle of a family, community and their country.
The VOAD National Donations Steering Committee composed of voluntary organizations active in disasters, federal, state, and local government emergency management personnel has developed the following information for people interested in supporting disaster relief efforts.

1. FINANCIAL CONTRIBUTIONS ARE OFTEN THE BEST KIND OF DONATION TO MAKE.

Providing a financial contribution to a voluntary agency involved in disaster relief is often the most sensible and the most efficient way of helping in need after a disaster. There are several voluntary agencies with considerable disaster relief experience. These organizations have disaster skills in many areas such as disaster needs assessment, disaster clean-up, mass feeding, mass shelter, first aid, crisis counseling, pastoral care, child-care, home repair, family casework, meeting "unmet needs" and many other areas. When the public supports these organizations with financial contributions it helps ensure a steady flow of important services to the people in need after a disaster.
Please see www.nvoad.org to see a list of the major disaster relief organizations involved in disaster preparedness, disaster prevention, and disaster response and disaster recovery in the United States. Try to find out as much as you can about the work of the voluntary agency by asking questions of them and learning of their track record in disaster work.
Cash contributions to voluntary agencies also make sense for other reasons. The voluntary agency will often spend the money in the local disaster area thus helping the local economy get back on its feet. Cash donations rather than unsolicited donated goods avoid the complicated, costly and time-consuming process of collecting, sorting, packing, transporting, unloading, resorting, storing, repackaging, and distribution of goods. Cash donations to voluntary agencies help meet peoples' needs more precisely as the voluntary agency is in a better position to purchase what the people need or can provide vouchers for people to purchase what they need. Cash donations to recognized relief organizations are also tax deductible.

2. USED CLOTHING IS RARELY A USEFUL ITEM TO COLLECT FOR DISASTER RELIEF.

Used clothing is rarely a useful item to collect and send into the disaster area because it is hard to clean, sort, pack, transport, store, and distribute. Mounds of clothing take up valuable warehouse space and frequently end up being discarded. Constructive things to do with used clothing are to have a yard-sale to raise money

for the disaster relief organizations that provide goods and services that the disaster survivors really need. Used clothing and other small items can also be donated locally to help community-based organizations in the area.

3. CONFIRM THE NEED BEFORE BEGINNING A COLLECTION OF DONATED GOODS.

The most effective way the public can assist is to support the experienced disaster relief organizations with either financial contributions or in-kind goods and services that the organizations report are needed. Many of the experienced voluntary agencies involved in disaster relief have toll-free numbers for the public to call in order to learn what donated goods are needed in the disaster area. Often, when large-scale disasters occur in a state, the state's Office of Emergency Management, working closely with the voluntary agencies, will establish a toll-free Donations Coordination Hotline for the public to call in order to find out what donated goods and services are needed, if any.

It is often a mistake to assume what is needed in a disaster. Over the years, there has been considerable waste of countless tons of clothing because it was collected and sent with no prior coordination. Donors should be wary of anyone who claims that "everything is needed" in a disaster. Try to get more precise information before collecting any donated goods.

4. DONATE THROUGH AN ORGANIZATION.

It is never a good idea to collect goods for disaster relief without a firm plan in place that confirms the goods are needed and that addresses who will receive the goods, how they will be transported and how the goods will be distributed. Experienced disaster relief organizations base their disaster relief activities on overall disaster situation assessments and detailed needs assessment. Many relief groups, if interested in donated goods, have some infrastructure in place to store and distribute the goods. Coordination with the relief group is essential so that the right goods are collected, the right amount is collected, and that the logistics issues of transportation, warehouse and staging area coordination, and distribution are fully discussed. Donors will find that it is often most practical to focus on one or two items that an organization says is needed rather than collect a variety of items and have boxes filled with mixed goods.

5. TRANSPORTATION MUST BE PLANNED IN ADVANCE.

Transportation is frequently a major challenge for donors. It must be planned for in advance otherwise a donor can easily be stuck with large amounts of donated goods and no means to bring it to the recipient agency in the disaster area.

Do not assume unsolicited relief supplies will be transported at no charge or at government expense. The donor has the primary responsibility to find transportation for donated goods. Local trucking firms may be willing to help in times of disaster, if funds are available to cover part of the expense. Often times donors raise money themselves to put towards the transportation of the donated supplies.

6. DONATED GOODS MUST BE WELL PACKED AND LABELED.
After confirming that the goods are needed and there is a plan to receive, store, and distribute them be sure that the goods are properly sorted, packaged and labeled. If unsure, discuss these steps with an experienced disaster relief organization. Specific content lists should be taped to the side of each box sent. This allows the receiving officials to determine what is in the box without opening it, and gets it to the proper distribution location in a timely manner. Put yourself in the shoes of the person on the receiving end of the shipment and think about making the unloading, unpacking, warehousing, and distribution as simple as possible.

7. VOLUNTEERS ARE ENCOURAGED TO AFFILIATE WITH A VOLUNTARY AGENCY INVOLVED IN DISASTER RESPONSE AND RECOVERY.
Before the next disaster strikes, get some disaster training. You will be in a better position to find meaningful volunteer work at the time of a disaster. Volunteering through an organization also provides a better chance of insurance and liability protection. There are many tasks to do after a disaster – cleaning up and rebuilding is two of the biggest. Both voluntary agencies and the local government may be aware of opportunities for volunteer labor in the long and difficult recovery phase. Watch the local media carefully to see what volunteer coordination efforts are being organized. Often the Volunteer Center in the area is an excellent source of information about volunteer opportunities after a disaster.
In the immediate disaster response period there are often many people wanting to volunteer at the same time. Remember to be patient. It may not be perfectly clear until a few days after the incident how a volunteer can get involved. There are often greater needs for volunteer help when the community enters the long-term recovery period. Also, note that volunteers should plan tobe as self-sufficient as they can be so that they are of little, if any, burden on the disaster-affected community.

This information is provided by the Federal Emergency Management Agency and the National Voluntary Organizations Active in Disaster (NVOAD). For more information about FEMA please see www.fema.gov and for NVOAD see www.nvoad.org.
The following disaster relief organizations belong to the National Voluntary Organizations Active in Disaster (NVOAD).

- Adventist Community Services
- America's Second Harvest
- American Radio Relay League, Inc.
- The American Red Cross
- AMURT (Ananda Marga Universal Relief Team)
- Catholic Charities USA
- Christian Disaster Response

- Christian Reformed World Relief Committee
- Church of the Brethren
- Church World Service
- Episcopal Relief and Development
- Friends Disaster Service
- Humane Society of the United States
- International Relief Friendship Foundation
- Lutheran Disaster Response
- Mennonite Disaster Service
- National Emergency Response Team
- National Organization for Victim Assistance
- Nazarene Disaster Response
- The Phoenix Society
- The Points of Light Foundation
- Presbyterian Church (USA)
- REACT International, Inc.
- The Salvation Army
- Society of St. Vincent de Paul
- Southern Baptist Convention
- United Methodist Church Committee on Relief
- Volunteers of America
- World Vision

Attachment 3 – Donations Management Preparedness/Response Checklist

Emergency Management Coordinator:

	Appoint a donations manager/coordinator or donations management organization
	Donations manager becomes part of Logistics Section
	Pre-determine locations that will be both suitable and available to receive large quantities of donated goods

Donations Manager:

	Develop detailed plans and procedures to quickly establish receiving and distribution center that will support this Annex
	Report to the EOC and serve with the Logistics Section
	Appoint an assistant Donations Manager
	Establish donations receiving and distribution center
	Assign or appoint a Distribution Center Manager
	Assign or appoint a Receiving Center Manager
	Coordinate with the Public Information Officer to release pertinent information in regards to items to be distributed and locations
	Coordinate with the EOC Incident Commander for additional resources
	Ensure adequate safety guidelines are followed (OSHA) for use of equipment (.i.e. forklifts)
	Track personnel and equipment and keep appropriate logs

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ESF-19 MILITARY SUPPORT

PRIMARY: Military Liaison Officer

SUPPORT: Aiken County Emergency Management Division
SC State Guard
SC National Guard (SCNG)

I. INTRODUCTION

The South Carolina National Guard (SCNG) will provide military support to Aiken County authorities in coordination with the Military Liaison Officer, per the South Carolina Emergency Operations Plan (SCEOP) and existing South Carolina National Guard Operations Plans for Military Support to Civil Authorities. When directed by the governor or his representative, the Adjutant General will deploy SCNG personnel and equipment to assist civil authorities.

All ESF-19 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-5 planning and response operations.

II. PURPOSE

To provide military support, including homeland defense, throughout South Carolina in times of a major or catastrophic disaster.

III. CONCEPT OF OPERATIONS

A. The Military Liaison Officer at the state level is responsible for development, coordination, and maintenance of ESF-19 SOPs that outline: (1) military capabilities; (2) command and control; (3) resource list.

B. Once the South Carolina National Guard or other branches of the military have been activated and mobilized, the Military Liaison Officer will work with SCEMD and Aiken County Emergency Management on the planning, execution, and coordination of troop missions.

C. The SC Adjutant General will advise the Director of the SCEMD on SCNG capabilities and resources, ongoing mission status, troop numbers, estimated costs, and any other operational considerations.

D. SCNG assistance is limited to missions where, because of experience and/or the availability of needed resources, the tasks can be accomplished by the SCNG more effectively than another agency of government.

E. Military support to civil authorities will terminate as soon as civil authorities are capable of handling the emergency.

F. As an emergency develops, or upon the occurrence of a disaster, the SCNG will dispatch its Military Support ESF cell to the SEOC.

G. The SEOC will assign a Military Liaison Officer to Aiken County and that officer will coordinate all valid mission task assignments in support of on-going operations. It will execute mission task assignments in support of overall state operations and coordinate mission requests in support of other ESFs. The Military Liaison Officer will have the capability to assess missions, recommend SCNG assets to be applied to missions, and ensure the timely application of SCNG assets.

H. At a state level the Military Liaison Officer is responsible for the development, annual maintenance, and the testing of this ESF.

I. At a state level the Military Liaison Officer is responsible for ensuring that all ESF-19 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-19 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

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

B. <u>Preparedness/Mitigation</u>

1. Aiken County Emergency Management Military Liaison Officer will maintain a listing of equipment and staffing available to support SCNG activities.

B. <u>Response</u>

1. Provide support to SCNG as requested.

C. <u>Recovery</u>

1. Provide turnover on military support activities provided prior to turning control back to Aiken County law enforcement agencies.

V. RESPONSIBILITIES

A. Military Liaison Officer

Coordinate military liaison duties with the EOC staff.

B. Aiken County Emergency Management Division
SC State Guard
SC National Guard (SCNG)

When military resources have been deployed to Aiken County, request a military liaison report to the county EOC.

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ESF-20 SPECIAL MEDICAL NEEDS

PRIMARY: Aiken County Health Department

SUPPORT: Aiken County Mental Health Department
SC Department of Health and Environmental Control
Aiken County Emergency Medical Services
Aiken Chapter American Red Cross
Aiken Regional Medical Center
Aiken County Department of Social Services (County Office)

I. INTRODUCTION

Special medical needs shelters are for individuals who have medical impairments that exceed the Red Cross Disaster Health Services' capability for basic first aid in emergency shelters, but have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. The shelters are intended to be temporary, emergency-type facilities capable of providing a safe environment for those requiring limited medical assistance or surveillance due to a pre-existing health problem. They will be staffed by DHEC nurses but should not be confused with or identified as a skilled nursing-care facility.

All ESF-20 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-20 planning and response operations.

II. PURPOSE

To organize within Aiken County the capability to meet special medical needs in disaster situations and to outline responsibilities and policies established for Special Medical Needs Sheltering.

III. CONCEPT OF OPERATIONS

A. Aiken County Health Department is responsible for developing, coordinating, and maintaining ESF-20 SOPs at the state level

B. Aiken County Health Department will coordinate with Aiken Regional Medical Center, Aiken Emergency Medical Service, Aiken Chapter American Red Cross, DSS, other volunteer relief organizations, and the supporting agencies/organizations to facilitate the inter-agencies/inter-organizational planning and operational capabilities.

C. This ESF does not supersede the mandated federal, state, or organization regulations or procedures of the special needs organization.

D. A Special Medical Needs Shelter (SMNS) is a temporary facility capable of providing a safe environment to individuals whose physical or mental condition exceeds the capabilities of the mass care shelters, but is not severe enough to require hospitalization.

E. DHEC is responsible for the medical management of the special needs shelter, to include reimbursing the facility for medical supplies (when necessary); approving admissions; maintaining medical records; arranging for medical treatment and transportation to those that require more comprehensive medical care; and arranging for special medical diets.

F. DSS is responsible for providing administrative support for Special Medical Needs Shelter (SMNS).

G. DHEC Nurses will be responsible for interviewing persons with medical needs and determining who will be admitted to the shelter.

Criteria: Those persons who require some medical surveillance and/or special assistance. Those individuals whose age, frailty, mobility, functional, and/or medical disability makes them vulnerable and at-risk in disaster situations. These are individuals with medical impairments who have been able to maintain activities of daily living in a home environment prior to the emergency situation.

These individuals should make arrangements to stay with family/friends or a hotel outside of the affected area. The SMNS should be considered the last resort. Examples of individuals meeting the SMNS criteria include:

1. Wheelchair bound persons with medical needs (catheters, dressings, etc.).

2. Individuals with severely reduced mobility (bed bound, partial paralysis).

3. Medically impaired individuals who are able to maintain activities of daily living, with special assistance, such as:

    a. Intermittent or continuous infusion (pain control or hydration) - must have IV pump with battery backup pack that will last 72 hours or can drip safely.

    b. Various ostomies (colostomies, tracheotomies - must have a battery backup suction machine).

    c. Internal feedings (bolus or continuous drip).

    d. Foley or supra catheters.

4. Oxygen dependent - must have portable tanks that can last up to 72 hours.

5. All SMNS individuals need to bring the following to the shelter:

    a. A caregiver to be with the individual all the time.

    b. Medication to last for at least 72 hours.

c. A copy of the doctor's orders.

d. Personal items, such as pillows, blankets, cot, special diet, etc.

6. Location of Special Needs Shelter: Aurora Pavilion
655 Medical Park Drive
Aiken, SC 29801

H. The Aiken County Health Department, at the state level, is responsible for the development, annual maintenance, and the testing of this ESF.

I. The Aiken County Health Department, at the state level, is responsible for ensuring all ESF-20 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-20 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

V. RESPONSIBILITIES

A. Aiken County Health Department

1. Upon request, open pre-designated special needs shelters.

2. Provide EOC staff with estimated time of opening.

3. Provide shelter population status report to EOC staff.

B. Aiken County EMS
Aiken County Chapter American Red Cross
Aiken County Mental Health Department
Aiken Regional Medical Center
Aiken County Department of Social Services
SC Department of Health and Environmental Control (County Office)

1. Prepare shelter medical areas to receive patients.

2. Stock medical supplies.

3. Staff shelter with administrative and medical staff.

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ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT A – FIXED NUCLEAR FACILITIES / RADIOLOGICAL PROTECTION

PRIMARY: Aiken County Emergency Management Division

SUPPORT: Aiken County Health Department
Aiken Chapter American Red Cross
Aiken Regional Medical Center
Aiken County Department of Social Services
Aiken County Public Information Officer
South Carolina Department of Health and Environmental Control (County Office)

I. INTRODUCTION

Aiken County is within the Emergency Planning Zone for two nuclear facilities; one stationed in South Carolina, and one stationed in Georgia. The Department of Energy owns radiological facilities at the Savannah River Site (SRS) which are operated by Westinghouse Savannah River Company, and Georgia Power owns and operates Vogtle Electrical Generating Plant (VEGP), both of which could impact Aiken County. Aiken County is also within the 50-mile Ingestion Pathway Zone (IPZ) for three nuclear facilities: SRS, VEGP, and V.C. Summer Nuclear Station. V.C. Summer Nuclear Station is owned by South Carolina Electric and Gas Company (SCE&G). More detailed information can be found in the South Carolina Operational Radiological Emergency Response Plan.

The possibility of a nuclear incident or accident occurring at these facilities that would result in the release of radioactive material is extremely remote. In the event a nuclear incident should occur, Aiken County populace, farmland, crops, livestock, and the environment could be at risk. At the time of the incident, Aiken County will work with the affected counties and the State of South Carolina to develop necessary plans to address protection of the public, radiological protection, and ingestion pathway concerns.

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations.

II. PURPOSE

This attachment identifies the fact that Aiken County does have fixed nuclear facilities within the county. However, the possibility of an accident does identify the need to consider emergency planning in the event of a fixed nuclear facility incident. A plan outlining needed emergency response activities will be implemented immediately following a fixed nuclear facility incident affecting Aiken County.

III. CONCEPT OF OPERATIONS

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations.

Aiken County Emergency Management Division will develop and maintain ESF-25 Attachment A SOPs that outline: (1) radiological protection measures; (2) exposure analysis and guidance; (3) decontamination; (4) sheltering; (5) team identification and training plan; (6) radiological resource list. In addition, VEGP and SRS will develop plans and SOPs for emergency response. Each facility with an EPZ in Aiken County has developed an Emergency Response Plan Annex for the Aiken EOP, as follows:

- Annex Q1, Fixed Nuclear Facility (FNF) Radiological Emergency Response Plan (RERP) to the Aiken County Emergency Operations Plan (EOP), Savannah River Site.

- Annex Q2, Fixed Nuclear Facility (FNF) Radiological Emergency Response Plan (RERP) to the Aiken County Emergency Operations Plan (EOP), Vogtle Electric Generating Plant.

Should there be an accident and subsequent release of radioactive materials at any nuclear facility that could affect Aiken County, protective measures for the food supply may become necessary. If an event occurred that affected the Aiken County portion of the ingestion pathway zone, County Operations would be folded into a response coordinated at the state or federal level that would assess contamination levels that could affect the food and/or water supply. Aiken County may be called upon to assist state and federal response teams in locating potentially affected farms and confiscating crops and/or livestock if necessary.

The SC Department of Health and Environmental Control, in coordination with the SCEMD, will assess the potential consequences of uncontrolled ingestion of food products and water. Operations will be conducted in accordance with SCORERP (Appendix 2 to the SCEOP) and SCTRERP.

In addition, citizens in neighboring counties who live within the 10-mile Emergency Planning Zone (EPZ) of a nuclear facility could, during a nuclear incident, be evacuated to shelters in Aiken County. If this event occurred, traffic needs, sheltering, and food services would be handled in accordance with the appropriate ESF as described in the Aiken County EOP.

IV. RESPONSIBILITIES

A. Aiken County Emergency Management Division

1. Review Emergency Notification Form.

2. Request liaison from affected nuclear facility.

3. Establish decontamination reception centers/shelters for personnel and vehicles.

4. Establish communications with State EOC and provide routine status reports.

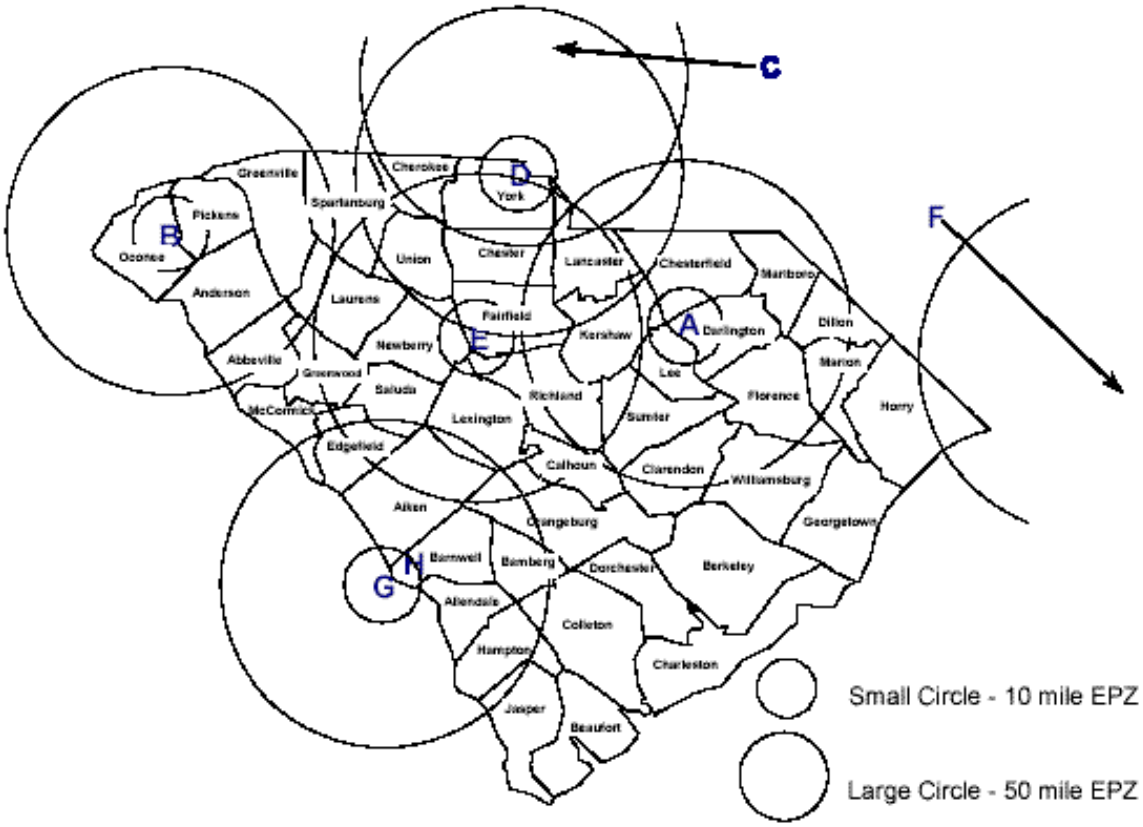
5. Determine availability and need to issue Potassium Iodide (KI).

6. Ensure all ESF-25 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

B. Aiken County Health Department
Aiken County Chapter American Red Cross
Aiken Regional Medical Center
Aiken County Department of Social Services
Aiken County Public Information Officer
South Carolina Department of Health and Environmental Control (County Office)

Provide assistance by using organization equipment and resources to support emergency operations as requested.

South Carolina Nuclear Facilities Emergency Planning Zones



NUCLEAR FACILITIES

A. H.B. Robinson
B. Oconee
C. McGuire (NC)
D. Catawba
E. V.C. Summer
F. Brunswick (NC)
G. Vogtle (GA)
H. Savannah River Site (DOE)

ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT B – HURRICANE PREPAREDNESS / SEVERE WEATHER

PRIMARY: Aiken County Emergency Management Division

SUPPORT: Aiken County School District Transportation Office
Aiken County Health Department
Aiken Chapter American Red Cross
Aiken Regional Medical Center
Aiken County Public Information Officer
Aiken County Department of Social Services
Radio Amateur Civil Emergency Services/Amateur Radio Emergency Services

I. INTRODUCTION

While not extremely vulnerable to hurricanes or tropical storms, some of the effects of these storms, including high winds, tornadoes, and inland flooding associated with heavy rainfall, could affect Aiken County. Aiken County is also considered a high-risk area for severe weather events such as tornados based on the number and severity of events in the area each year. Consequently, Aiken County is implementing programs (i.e., Storm Ready and SKYWARN) to help minimize injuries from severe weather events and reduce property damage.

II. PURPOSE

To organize within Aiken County the capability to meet special needs in the event of a hurricane or severe weather. This ESF also outlines responsibilities and policies established for special needs, such as sheltering, evacuation, and provision of services (medicine, water, etc.) in the event that infrastructure is damaged by a hurricane or severe weather.

III. CONCEPT OF OPERATIONS

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations.

HURRICANE-RELATED PLANNING/ACTIVITIES:

For hurricane-related activities, South Carolina operates on a regional basis. These regions are called hurricane conglomerates and consist of the Southern Coastal Conglomerate, the Central Coastal Conglomerate, the Northern Coastal Conglomerate, and the Western

Conglomerate. Aiken County belongs to the Southern Coastal Conglomerate. Counties in the Southern Coastal Conglomerate are listed below.

Aiken County has designated hurricane evacuation shelters and a traffic flow management system per the S.C. Hurricane Plan. Public shelter and traffic flow management is coordinated within each region as shown below.

SOUTHERN COASTAL CONGLOMERATE

Allendale	Aiken	Bamberg	Barnwell	Beaufort*
Colleton	Jasper	Hampton		

***** Designates Lead County

Hurricane advisories from the National Weather Service (NWS) alert South Carolina to certain conditions. The NWS issues a hurricane watch when a hurricane may strike a portion of the South Carolina coast within 24-36 hours. The NWS issues a hurricane warning when a hurricane will probably impact an area of the South Carolina coast within 24 hours. Operations will be conducted in accordance with this plan and the South Carolina Hurricane Plan. Further details are incorporated in the South Carolina Hurricane Plan.

Public shelter and traffic flow management is coordinated within Aiken County as defined by ESF-13, Law Enforcement Services, and the Aiken County portion of the SC Hurricane Plan. Hurricane re-entry is addressed in ESF-16, Evacuation Traffic Management/Evacuation. The provision of emergency shelter and feeding programs for disaster victims and emergency workers is described in ESF-6, Mass Care.

SEVERE WEATHER PLANNING/PROGRAMS:

In addition to hurricane-specific planning, Aiken County is developing a comprehensive hazardous weather plan to ensure proper preparedness and response measures are taken in the event of severe weather events, including severe thunderstorms, tornados, and flash flooding. Aiken County is considered a high-risk area for tornados due to the number of tornados that occur each year in this region, and due to the severity of these tornado events. Aiken County's severe weather plan will contain detailed standard operating procedures for all functions necessary to activate storm spotters, monitor and report rainfall measurements, activate warning systems, and utilize lightning detection equipment for outdoor activities. In addition, a history of severe weather events and a NOAA Alert Radio distribution list will be included in this plan.

As part of Aiken County's severe weather plan, programs are being implemented that should minimize injuries and reduce property damage in the event of any severe weather event. Aiken County was recently certified as a "Storm Ready Community" by the National Weather Service.

One program outlined in the Emergency Management Five Year Plan and being implemented in Aiken County is called "Project Impact," which encourages citizens to prepare for severe weather events by installing features such as storm shutters over windows, hurricane clips to reinforce roofs, slats to reinforce garage doors, and to move or secure objects that could become damaging projectiles during a severe weather event.

Another program Aiken County will implement is called "SKYWARN." The purpose of "SKYWARN" is to recruit and train "Storm Spotters" throughout the county who will receive severe weather watches and warnings via NOAA Alert Radios, email, Emergency Alert System, pager, county radio system, or amateur radio. Spotters will then watch for various weather conditions such as funnel clouds, rotating wall clouds, tornados, flooding, hail, high winds, and other conditions. These conditions, along with location and time of sighting, direction and speed of travel, intensity, and destructiveness, would then be reported to the Aiken County Emergency Management Division Office during office hours, or to the 911 Center after office hours. Aiken County Emergency Management will then relay this information to the National Weather Service Office in Columbia, SC, which issues watches and warnings based on this information in addition to information detected by radar.

IV. RESPONSIBILITIES

A. Aiken County Emergency Management Division

1. Prior to Hurricane Season, review all emergency preparedness/activation plans.

2. Monitor severe weather systems. Emergency Management and the National Weather Service shall provide prior warning to the citizens of Aiken County of impending severe weather events.

   a. Watch – Conditions are favorable for the development of severe weather.

   b. Warning – Severe weather event is imminent or sighted.

3. Implement necessary OPCON Level Plans as needed.

4. Upon activation, provide EOC staff with continuing updates.

5. Coordinate with SCEMD concerning Operating Conditions (OPCONS) as outlined in the State Emergency Operations Plan.

6. Ensure all ESF-25 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

B. Aiken County School District Transportation Office

1. Prior to Hurricane Season, review all emergency preparedness/activation plans.
2. When notified of EOC activation, provide liaison to county EOC.
3. Coordinate and access District transportation assets in order to assist in meeting emergency transportation needs.

C. Aiken County Health Department

1. Prior to Hurricane Season, review all emergency preparedness/activation plans.
2. When notified of EOC activation, provide liaison to county EOC.
3. Alert nursing resources of possible Special Medical Needs Sheltering (SMNS) and public sheltering plans.
4. Provide overall coordination of local resources to support local public health activities.
5. Stage shelter resources as required.
6. Provide for the recording and preservation of death certificates.
7. Serve as EOC liaison between local agencies and State EOC.
8. Provide or coordinate the provision of health and sanitation services including:
   a. Provide preventive medical and health services.
   b. Control communicable diseases.
   c. Detect and identify possible sources of contamination dangerous to the general public health of the community. Staff the EOC for coordination of medical and health services.

D. Aiken County Chapter American Red Cross

1. Prior to Hurricane Season, review all Mass Care plans and inventory shelter kits and other essential supplies.
2. When notified of EOC activation, provide liaison to county EOC.
3. Alert American Red Cross State Disaster Specialist of possible sheltering operations.
4. Coordinate disaster relief activities.
5. Provide disaster victims with immediate needs (food, clothing, shelter, first aid, and supplementary medical/nursing care).

6. Routinely report shelter operations status to the EOC.

7. Provide damage assessment surveys of affected areas for the purpose of determining mass care needs only.

8. Provide prepared meals at fixed sites and through mobile feeding units.

9. Provide Disaster Welfare Inquiry service (a registration and identification service for friends and relatives to locate persons in the disaster area) on a continuing basis.

E. Aiken Regional Medical Center

1. Prior to Hurricane Season review all emergency preparedness/activation plans.

2. When notified of EOC activation, provide liaison to county EOC.

3. Implement procedures and protocols for reducing patient population in order to provide medical care for evacuees.

F. Aiken County Department of Social Services

1. Prior to Hurricane Season review all emergency preparedness/Mass Care plans.

2. When notified of EOC activation, provide liaison to county EOC.

3. Implement procedures for mass care.

4. Verify security is established at designated shelter locations.

5. Implement services designated to meet disaster needs (e.g., Emergency Food Stamp Program and the Individual and Family Grant Program).

6. Implement agreements, SOUs, MOUs, and working relationships with supporting mass care agencies and organizations.

7. Communicate with all mass care support agencies and organizations to compile and exchange information concerning the extent of the disaster and the status of response operations. Provide such information to the EOC staff.

8. Coordinate public information with the EOC concerning available mass care and emergency welfare services and assistance programs, in coordination with mass care support agencies and organizations.

9. Collect, compile, and maintain all essential information, generate reports and records concerning mass care disaster response.

10. Provide staff in support of sheltering operations as required.

G. Aiken County Public Information Officer

1. Prior to Hurricane Season review all public affairs materials and methods for distribution.

2. When notified of EOC activation, report to county EOC.

3. Support EOC effort in collecting, processing, reporting, and communicating essential information.

4. Monitor media reports for accuracy (rumor control).

5. In conjunction with EOC staff, issue press releases and conduct timely news conferences.

6. If a Joint Information Center is needed, coordinate with other public information agencies/representatives to ensure information consistency.

7. Obtain event information from each response agency and develop and issue SITREP reports.

8. Coordinate communications with hearing impaired and non- English speaking as requested by Aiken County Communications Officer, Incident Commander, and EOC.

H. Radio Amateur Civil Emergency Services (RACES)/Amateur Radio Emergency Services (ARES)

1. Prior to Hurricane Season, review all emergency communications plans.

2. When notified of EOC activation, provide liaison to county EOC.

3. Ensure communications readiness between EOC and shelters (conduct communication checks).

4. As required, provide additional communications support.

5. As required, provide SKYWARN severe weather reporting.

ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT C – EARTHQUAKE PREPAREDNESS

PRIMARY: Aiken County Emergency Management Division

SUPPORT: Aiken County Public Works
Aiken County Public Information Officer
Aiken County Communications Officer
Aiken Regional Medical Center
Aiken County Emergency Medical Services (EMS)
Aiken County Sheriff
Aiken County Department of Social Services
Aiken County American Red Cross
Aiken County Fire Service
Aiken County HAZMAT Team

I. INTRODUCTION

The unpredictable nature of an earthquake will cause great physical and societal impacts over a broad geographic region within a few seconds to a few days, unless adequate preparation and mitigation measures are in place.

II. PURPOSE

To outline operational concepts to Aiken County and the state to identify the needs of local governments following an earthquake.

III. CONCEPT OF OPERATIONS

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations.

An earthquake is a sudden, rapid shaking or trembling of the earth's surface, which can happen anywhere in the state of South Carolina and at any time. The earthquake's effect on people and structures is called intensity. The Modified Mercalli Intensity (MMI) Scale varies from I (mild) to XII (total devastation and panic). The Charleston Earthquake of 1886 is estimated at intensity of X (serious damage).

Magnitude is a measure of the earthquake size and is rated on a scale of 1 through 8. A magnitude 2.5, or less, earthquake would not cause any significant damage and may only be felt by a few people in the area of occurrence. A magnitude 6.0 earthquake is typically the threshold for causing serious damage in an area.

Most earthquakes occur along faults or breaks between the massive continental oceanic/tectonic plates which collide, slide, or separate, creating earthquakes. South Carolina is located in the middle of the North American tectonic plate. Earthquakes within a tectonic plate occur less frequently, but more violently over a much greater area due to sub-surface geological conditions. Scientists cannot predict when or where the next earthquake will occur, but where they have occurred in the past, they will occur in the future. The forecast for a large earthquake somewhere in the Eastern United States within the next 30 years is a 40 percent to 60 percent chance of a magnitude 6, (Nishenko and Bollinger, 1990).

Approximately 50 earthquakes are recorded annually in South Carolina. About a third of these are strong enough to be felt by people. Seismograph nets at Charleston Southern University and The University of South Carolina continually monitor earthquake activity locally and worldwide.

The effects upon the community from earthquakes will differ according to the time of day (working day, night, rush hour, etc.), the magnitude, the epicenter's proximity to urban areas, and the soil conditions (liquefaction). The response to an earthquake will depend on its intensity. In an earthquake of MMI VI (Magnitude 6), response would be urgent due to the immediate needs of medical, search and rescue, restoration of utilities, transportation, and communications.

A sudden and severe magnitude 6.0 earthquake or higher, would cause any or all of the following:

Widespread casualties would occur due to complete or partial collapse of un-reinforced masonry (URM) structures and unsecured heavy objects, even in seismically safe buildings. People would be killed, injured, or trapped in structures that could subsequently be engulfed in fire.

Partial to major interruption of lifelines including: water, gas, and sewage pipelines; electrical power plants and lines; highways, bridges, and overpasses; rail lines and bridges; hydropower, recreational and irrigation dams, and reservoirs; and airport runways and facilities.

Functional impairment or total loss of communications and failure of vital facilities (such as health care, ambulance, fire departments, police and sheriff departments, and emergency operations centers) can be expected. Many trained and vital first responders would not be available due to injury to self or family.

Dam failure resulting in flooding of populated areas with business, industry, and hazardous materials. Fires from broken gas lines and flooding from broken water and sewage mains would occur simultaneously.

Non-structural damage to computers, communications, data, windows, furnishings, vehicles, machinery, etc. would cause short-to-long term loss of functionality for many businesses, banks, government agencies, and industries.

IV. ESF ACTIONS

Aiken County Emergency Management and other local authorities will immediately activate emergency plans due to a damaging earthquake. All available resources will be used to reduce suffering and hardship on individuals and protect property. Local authorities will request mutual aid from unaffected counties and request assistance from SCEMA.

The Governor would declare a state of emergency. South Carolina Emergency Management Agency, in conjunction with the State Emergency Response Team (SERT), will coordinate all state and federal assistance required for a response to an earthquake disaster. Emergency responsibilities assigned to state agencies for earthquake response will be similar to those for any other disaster operations, except that response will be more demanding due to the lack of warning, the broad scope of damage, and the urgency to save lives.

V. OUTSIDE RESOURCES

State Resources

An earthquake disaster in South Carolina would quickly exceed state and local resources. State resources for earthquake response are outlined in the SC Emergency Operations Plan, ESF-25, and Appendix C.

Federal Resources

The South Carolina Emergency Management Division would immediately request federal assistance to aid in the response and recovery effort. This assistance would be in the form of equipment, urban search and rescue teams, disaster medical assistance teams, humanitarian needs, expedient shelters, and damage assessment teams. The Governor of South Carolina would request a Presidential Declaration of Emergency through Region IV of the Federal Emergency Management Agency. The Federal Response Plan would be fully implemented.

VI. RESPONSIBILITIES

A. Aiken County Emergency Management Division

1. Review State of South Carolina Earthquake Plan annually. Update as information is received from SCEMD.

2. Implement county and state earthquake plan activities if earthquake occurs.

3. Activate county EOC (alternate EOC if primary is damaged) after damaging earthquake occurs.

4. Notification may be received from SCEMD requesting mutual aid for affected counties outside of Aiken County (Statewide Mutual Aid Agreement Activation).

5. Establish communications between EOC and SEOC.

6. Ensure all ESF-25 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

B. Aiken County Public Works

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment and debris removal planning.

3. In conjunction with Aiken County DOT conduct an immediate assessment of transportation structures. Priorities include highways, secondary roads, Main Supply Routes (MSR) and routes to hospitals, and other critical facilities.

C. Aiken County Communications Officer

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary communications infrastructure damage assessment.

3. Coordinate with EMA to ensure local Amateur Radio Operators establish communications between county and SEOC as needed.

D. Aiken County Sheriff's Office

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment to include Sheriff's Office facilities, detention center, and other county law enforcement facilities and provide information to EOC.

3. Coordinate Search and Rescue (SAR) efforts.

4. If warranted, request additional resources (State and Federal SAR) through Law Enforcement EOC representative.

5. Control vehicle/individual access to restricted areas as requested.

6. Coordinate area patrols to prevent crime.

7. If warranted, request additional law enforcement assistance from SLED, local municipalities, and other available sources through Law Enforcement EOC representative.

E. Aiken Regional Medical Center

1. If requested, provide liaison to county EOC.
2. Begin preliminary damage assessment to medical facility buildings and provide information to the EOC.
3. Coordinate with EMS and activate mass casualty procedures.

F. Aiken County EMS

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment of county EMS stations.
3. Assist in coordinating private ambulance and mutual aid EMS resources.
4. Under the Incident Commander, coordinate Mass Casualty response.

G. Aiken County Department of Social Services

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment of DSS facilities and provide information to EOC.
3. Implement Mass Care procedures.
4. Coordinate with other mass care organizations.

H. Aiken County American Red Cross

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment of American Red Cross Facilities and designated shelters and provide information to EOC.
3. Coordinate feeding and sheltering of victims.

I. Aiken County Fire Coordinator
Aiken County Fire Service

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment of fire stations and provide information to EOC.
3. Coordinate with public works to determine status of water supplies.

4. Establish Incident Command.

J. Aiken County HAZMAT Team

1. When notified of EOC activation, provide liaison to county EOC.

2. Due to potential Hazardous Materials releases deploy HAZMAT Team resources to damage-affected areas, after coordination with EOC staff.

3. If warranted, request additional resources (State and Federal) through HAZMAT EOC representative.

K. Aiken County Public Information Officer

1. Support EOC effort in collecting, processing, reporting, and communicating essential information.

2. In conjunction with EOC staff, issue press releases in a timely manner.

3. Monitor media reports for accuracy (rumor control).

ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT D – DAM FAILURE PREPAREDNESS / FLOODING

PRIMARY: Aiken County Emergency Management Division

SUPPORT: Aiken County Public Information Officer
SC Department of Health and Environmental Control (County Office)
Aiken County Public Works
Aiken County Communications Officer
Aiken Regional Medical Center
Aiken County Emergency Medical Services (EMS)
Aiken County Sheriff
Aiken County Department of Social Services
Aiken County American Red Cross
Aiken County Fire Coordinator
Aiken County Fire Service
Aiken County HAZMAT Team

I. INTRODUCTION

A. Thirty-four dams in South Carolina are hydroelectric and are regulated by the Federal Energy Regulatory Commission (FERC) in combination with various power companies and municipalities. The U.S. Army Corps of Engineers (USACE) regulates five dams, dikes, and locks along the Savannah River. There are no FERC controlled dams in Aiken County. However, failure of one or more of these dams due to upstream flash floods, earthquakes, neglect, or a combination of these factors could impact Aiken County citizens through personal injury or death, and/or significant water damage to property.

B. Of the remaining dams, approximately 2250 are large enough to be regulated under state law. Most of these are privately owned and regulated by the SC Department of Health and Environmental Control. State regulated dams are divided into three classes: high hazard, significant hazard, and low hazard (see Attachment 1). High hazard are inspected by DHEC annually and significant hazard dams are inspected by DHEC every three years. Low hazard dams are not inspected, but the area below the dam is checked every three years for new development and possible reclassification. Under state law, owners of high and significant hazard dams are required to maintain emergency notification plans.
At any given time, one, or any of these dams may be threatened by upstream flash floods, earthquakes, neglect, or any combination of the above, which can cause personal injury or death, significant water damage to property, or additional failures to dams located downstream.

C. Aiken County has 140 dams in the county. 99 rate as low hazard dams, 28 are rated as significant hazard dams and 13 are rated as high hazard dams.

II. PURPOSE

To define Aiken County's roles and responsibilities in response to an emergency condition involving dam failure.

III. CONCEPT OF OPERATIONS

A. Aiken County Emergency Management Division is responsible for developing, coordinating, and maintaining procedures to support this EOP attachment regarding dam failure or flooding.

B. Parent companies of all hydroelectric dams are required to develop, maintain, and exercise Emergency Action Plans (EAPs). Hydroelectric EAPs are maintained in the Aiken County EOC.

C. Parent companies must completely revise and republish their EAPs every five years or when deficiencies requiring attention are identified.

D. The South Carolina Dam Safety Director is responsible for ensuring all dam Emergency Action Plans are accurate and consistent with state and local EOPs.

E. Parent companies are responsible for immediately notifying the state and counties at risk if unsafe conditions are detected or likely.

F. County and municipal governments are responsible for executing evacuation and sheltering operations during dam failures.

G. The Aiken County Emergency Management is responsible for the development, annual maintenance, and the testing of this ESF.

H. The Aiken County Emergency Management is responsible for ensuring all ESF-25 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

IV. ESF ACTIONS

A. Aiken County Emergency Management Division and SCDHEC

1. <u>Preparedness/Mitigation</u>

   a. Maintain copies of Aiken County dam inventories as supplied by DHEC, maintain copies of the utility's hydroelectric dams Emergency Action Plans, and participate in utility plan development and exercises.

b. Assist in the conduct of an on-going countywide dam safety program to include public information and education. Coordinate with state and local agencies to provide assistance in support of dam safety training.

c. Maintain response personnel and equipment in a state of readiness appropriate to existing and anticipated dam safety activities.

d. DHEC will monitor and inspect all high hazard, significant hazard, and low hazard dams not regulated by FERC or USACE projects.

e. DHEC will conduct an on-going statewide dam safety program to include public information and education. Coordinate with federal, state, and local agencies to provide assistance in support of dam safety training.

2. Response

a. Support public and private agencies during dam failure operations.

b. Coordinate with state and local agencies to provide assistance in support of dam failure operations. Establish communications and coordinate assistance with appropriate county and state agencies, as required.

c. Coordinate emergency information for public release through the Aiken County PIO.

3. Recovery

a. Resume day-to-day operations as soon as possible.

b. Support mitigation actions, as required.

c. Conduct evaluations of dam failure related damage and determine improvement methods.

V. ATTACHMENTS

Attachment 1: List of Department of Health and Environmental Control Class I Regulated Dams in Aiken County.

Dam No.	Hazard	Class	Dam Name
D 0002	High	C1	SCNONAME 02005
D 0003	High	C1	SCNONAME 02001
D 0004	High	C1	SCNONAME 02004
D 0832	High	S1	FLORENCE T. HALL DAM
D 1995	High	C1	CLEARWATER LAKE DAM
D 2050	High	C1	WILLIAMSON LAKE DAM
D 4069	High	C1	WOODSIDE DAM #1
D 4075	High	C1	WOODSIDE DAM #2

D 4238	High	C1	SCNONAME 02006
D 4313	High	S1	LAMB POND DAM
D 4318	High	C1	ROYAL LAKE DAM
D 4368	High	C1	WOODSIDE DAM 4
D 4401	High	S1	AARON CAMPBELL DAM

VI. RESPONSIBILITIES

A. Aiken County Emergency Management Division

1. Ensure downstream populations within the hazard zone are notified and evacuated as necessary.

2. Ensure security is established around the hazard areas.

3. Coordinate with and provide support to state, local and private agencies during dam failure operations.

4. Establish communications and coordinate assistance with appropriate county and state agencies, as required.

5. Coordinate emergency information for public release through the Aiken County PIO.

B. SC Department of Health and Environmental Control (County Office)

Provide support to local and private agencies during dam failure operations.

C. Aiken County Public Information Officer

1. Support EOC effort in collecting, processing, reporting, and communicating essential information.

2. In conjunction with EOC staff, issue press releases in a timely manner.

3. Monitor media reports for accuracy (rumor control).

D. Aiken County Public Works

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment and debris removal planning.

3. In conjunction with Aiken County DOT conduct an immediate assessment of transportation structures. Priorities include highways, secondary roads, Main Supply Routes (MSR) and routes to hospitals, and other critical facilities.

E. Aiken County Communications Officer

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary communications infrastructure damage assessment.
3. Coordinate with EMA to ensure local Amateur Radio Operators establish communications between county and SEOC as needed.

F. Aiken County Sheriff's Office

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment to include Sheriff's Office facilities, detention center, and other county law enforcement facilities and provide information to EOC.
3. Coordinate Search and Rescue (SAR) efforts.
4. If warranted, request additional resources (State and Federal SAR) through Law Enforcement EOC representative.
5. Control vehicle/individual access to restricted areas as requested.
6. Coordinate area patrols to prevent crime.
7. If warranted, request additional law enforcement assistance from SLED, local municipalities, and other available sources Law Enforcement EOC representative.

G. Aiken Regional Medical Center

1. If requested, provide liaison to county EOC.
2. Begin preliminary damage assessment to medical facility buildings and provide information to the EOC.
3. Coordinate with EMS and activate mass casualty procedures.

H. Aiken County EMS

1. When notified of EOC activation, provide liaison to county EOC.
2. Begin preliminary damage assessment of county EMS stations.
3. Assist in coordinating private ambulance and mutual aid EMS resources.
4. Under the Incident Commander, coordinate Mass Casualty response.

I. Aiken County Department of Social Services

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment of DSS facilities and provide information to EOC.

3. Implement Mass Care procedures.

4. Coordinate with other mass care organizations.

J. Aiken County American Red Cross

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment of American Red Cross Facilities and designated shelters and provide information to EOC.

3. Coordinate feeding and sheltering of victims.

K. Aiken County Fire Coordinator
Aiken County Fire Service

1. When notified of EOC activation, provide liaison to county EOC.

2. Begin preliminary damage assessment of fire stations and provide information to EOC.

3. Coordinate with public works to determine status of water supplies.

4. Establish Incident Command.

L. Aiken County HAZMAT Team

1. When notified of EOC activation, provide liaison to county EOC.

2. Due to potential Hazardous Materials releases deploy HAZMAT Team resources to damage-affected areas, after coordination with EOC staff.

3. If warranted, request additional resources (State and Federal) through HAZMAT EOC representative.

ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT E – CIVIL DISTURBANCE

PRIMARY: Aiken County Sheriff's Office

SUPPORT: Aiken County Public Information Officer
Municipal Law Enforcement Agencies

I. INTRODUCTION

Civil disturbances are public crises that occur with or without warning and may adversely impact significant portions of the population of Aiken County. The State Law Enforcement Division's (SLED) Civil Disturbance Plan establishes operating responsibilities and procedures to ensure preparedness and orderly activation of state resources in response to civil disturbances that may go beyond local capabilities.

II. PURPOSE

To define county roles and responsibilities and state resources in response to a civil disturbance that creates an emergency situation.

III. CONCEPT OF OPERATIONS

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations.

The Aiken County Sheriff's Office is the agency responsible for coordination of state law enforcement resources in a civil disturbance. In conjunction with SLED, the Aiken County Sheriff will develop, coordinate, and maintain a Civil Disturbance Plan. The Aiken County Emergency Management Agency is responsible for coordination of non-law enforcement state resources.

State agencies with law enforcement personnel are encouraged to maintain updated plans providing for the training, immediate mobilization, and deployment of their law enforcement resources during civil disturbance situations.

The Aiken County Sheriff's Office is responsible for ensuring all ESF-25 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

The Aiken County Sheriff is responsible for the development, annual maintenance, and the testing of this ESF.

IV. ESF ACTIONS

A. Aiken County Sheriff's Office

1. Coordinate local and state resources (i.e., law enforcement, personnel, situation assessment, on-site communications, etc.) in response to a civil disturbance.

2. Develop local law enforcement mutual aid agreements.

3. Collect and review intelligence information as it pertains to civil disturbance throughout the county.

4. Maintain internal procedures to ensure that proper communications are maintained between local law enforcement and the SEOC throughout civil disturbances.

5. Maintain liaison with the Governor, federal and state agencies, and local law enforcement officials in order to achieve close coordination in planning and operations in troubled areas.

V. RESPONSIBILITIES

A. Aiken County Sheriff's Office

1. Coordinate resources in response to a civil disturbance.

2. Collect and review intelligence information as it pertains to civil disturbance throughout the county.

3. Maintain liaison with Emergency Management, EOC staff and municipal law enforcement officials in order to achieve close coordination in planning and operations in troubled areas.

B. Municipal Law Enforcement Agencies
Aiken County Public Information Officer

1. Provide resource support during response to a civil disturbance.

2. Coordinate/support county public information activities, including activation and participation in Joint Information Center (JIC) operations (i.e., public information briefings) if necessary.

ESF-25 SPECIFIC IMPACT HAZARDS

ATTACHMENT F – TERRORISM

PRIMARY (Crisis Management):	Aiken County Sheriff's Office or the Affected Municipal Police Department inside city limits
PRIMARY (Consequence Management):	Aiken County Emergency Management Division
SUPPORT:	Aiken EMS Aiken County Fire Services Municipal Police Departments Municipal Fire Departments Aiken Chapter American Red Cross Aiken County Health Department Aiken County Public Information Officer Aiken School District Transportation Department Aiken County Hazardous Materials Team

I. PURPOSE

A. The purpose of this plan is to:

1. Establish assumptions and policies.

2. Develop a concept of operations that clearly defines the roles and responsibilities of all agencies involved in Crisis and Consequence Management.

3. Incorporate the coordination mechanisms and structures of appropriate state, county, city, facility, and business/industry plans into the overall response.

4. Assign specific functional responsibilities to appropriate departments and agencies and identify the actions that these departments and agencies will take in the overall response in coordination with federal, state, and local agencies.

B. This plan applies to all departments and agencies within Aiken County tasked to provide primary or support roles during a terrorist incident. This plan is intended to provide guidance and clarification to all departments and agencies involved in terrorist response activities.

C. This plan addresses the roles and responsibilities of federal, state, and local departments and agencies and should be used in conjunction with the National Response Plan, the State of South Carolina Emergency Operations Plan, and Aiken County Emergency Operations Plan.

D. This plan provides a defined process for a coordinated and efficient response to terrorism incidents within Aiken County. This ESF describes roles and responsibilities related to Crisis and Consequence Management in relationship to a terrorist event.

1. Crisis Management is the law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. Additional information about Crisis Management is explained in Section III, Explanation of Terms, below.

2. Consequence Management addresses the effects of terrorist threats or incidents on people, property, and communities. Additional information about Consequence Management is explained in Section III, Explanation of Terms, below.

II. AUTHORITY

A. The response to a terrorist incident involves two operations with significant overlap: Crisis Management and Consequence Management. In most cases, unless a threat is known, the operations will take place in parallel.

1. Crisis Management:

a. Under the laws of the United States, confirmed by federal policy, Presidential Decision Directive #39, the FBI has been assigned the lead responsibility for managing the federal law enforcement response for Crisis Management. The FBI leads the federal Crisis Management effort with assistance from other federal, state, and local agencies as necessary. The lead state agency is the South Carolina Law Enforcement Division. The lead Aiken County agency is the Aiken County Sheriff's Office if the incident occurs in the county, or the affected municipal police department if the incident occurs in city limits.

b. Authorities

1) Presidential Decision Directive #39, June 1995, gives preeminent authority and responsibility for Crisis Management to the federal government.

2) Presidential Decision Directive #62, May 1998, Protection Against Unconventional Threats to the Homeland and Americans Overseas

3) Title 18, USC, Section 2332a, Weapons of Mass Destruction

4) Title 18, USC, Sections 175-178, Biological Weapons Anti-Terrorism Act

5) Title 18, USC, Sections 371-373, Conspiracy

6) Title 18, USC, Sections 871-879, Extortion and Threats

7) Title 18, USC, Sections 1365, Tampering with Consumer Products

8) PL 104-132, Antiterrorism and Effective Death Penalty Act of 1996

9) PL 104-201, Defense Authorization Act for Fiscal Year 1997, Title XIV—Defense Against Weapons of Mass Destruction

2. Consequence Management.

a. The Federal Emergency Management Agency (FEMA) has been assigned the lead responsibility for coordinating the Federal Consequence Management response to a terrorist incident. The State of South Carolina and local agencies exercise the preeminent authority to make decisions regarding the consequences of terrorism. The lead state agency is the South Carolina Emergency Management Agency. Lead responsibility during Consequence Management for an Aiken County event rests with the Fire Department Incident Commander until the Aiken County Emergency Operations Plan is activated. All actions will be coordinated with the FBI OSC. The federal government provides assistance as required and as requested by the State of South Carolina and local government agencies.

b. Authorities

1) Aiken County Emergency Operations Plan

2) State of South Carolina Emergency Operations Plan

3) National Response Plan

4) Public Law 92-288 as amended

5) Code of Federal Regulations, Title 44, Section 206

Interrelationship of Crisis and Consequence Management

Crisis and Consequence Management occur simultaneously during a threat or actual incident. For instance, while Crisis Management agencies are evaluating a threat for credibility, Consequence Management agencies may begin evaluating what actions can be taken to prepare for the consequences resulting from a credible threat or the occurrence of an actual terrorist incident. Prior to an incident, Crisis Management is the focus of activities; however, with an impending or actual incident, Consequence Management activities receive priority.

III. EXPLANATION OF TERMS

Acute effect
A pathologic process caused by a single exposure to toxic concentrations of a hazardous material or multiple encounters over a short period of time (usually < 24 hours).

Acute exposure
A single exposure to toxic concentrations of a hazardous material or multiple exposures over a short period of time (usually < 24 hours).

Air purification devices
Respirators or filtration devices that remove particulate matter, gas, or vapors from the atmosphere. These devices range from full-face piece, dual cartridge respirators with eye protection to half-mask, face piece-mounted cartridges with no eye protection.

Air-supplied respirators
A device that provides the user with compressed air for breathing.

Antidote
An agent that neutralizes a poison or counteracts its effects.

Apnea
Cessation of breathing.

Asphyxia
A condition in which the exchange of oxygen and carbon dioxide in the lungs is absent or impaired.

B-NICE
Biological, Nuclear, Incendiary, Chemical, and Explosive

CBRNE
Chemical, Biological, Radiological, Nuclear, Explosive

CDC
Centers for Disease Control and Prevention

Chemical-protective suit/clothing
Clothing specifically designed to protect the skin and eyes from direct chemical contact. Descriptions of chemical protective apparel include non-encapsulating and encapsulating (referred to as liquid-splash protective clothing and vapor-protective clothing, respectively).

Chronic effect
A pathologic process caused by repeated exposures to a hazardous substance over a period of long duration.

Chronic exposure
Repeated exposures to a hazardous substance over a period of long duration.

Consequence Management
Addresses the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

Contact dermatitis (allergic)
A delayed-onset skin reaction caused by skin contact with a chemical to which the individual has been previously sensitized.

Contact dermatitis (irritant)
Inflammatory skin reaction caused by a skin irritant.

Control zones
Areas at a hazardous materials incident whose boundaries are based on safety and the degree of hazard; generally includes the Hot Zone, Decontamination Zone, and Support Zone.

Crisis Management
Law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. With a weapon of mass destruction, nuclear, biological, or chemical incident, a Crisis Management response may include traditional law enforcement missions (i.e., intelligence, surveillance, tactical, negotiations, forensics, investigations relating to apprehending the terrorists, etc.) and technical support missions (i.e., agent identification, search, disablement, transfer, disposal, and limited decontamination relating to the terrorist's weapons).

Decontamination
The process of removing hazardous materials from exposed persons and equipment at a hazardous materials incident.

Decontamination Zone
The area surrounding a chemical hazard incident (between the Hot Zone and the Support Zone) in which contaminants are removed from exposed victims.

Environmental hazard
A condition capable of posing an unreasonable risk to air, water, soil quality, or plant or animal life.

Hot Zone
The area immediately surrounding a chemical hazard incident, such as a spill, in which contamination or other danger exists.

Immediately dangerous to life and health (IDLH)
The atmospheric concentration of a chemical that poses an immediate danger to the life or health of a person who is exposed, but from which that person could escape without any impairing symptoms or irreversible health effects. A companion measurement to the permissible exposure limit (PEL), IDLH concentrations represent levels at which respiratory protection is required. IDLH is expressed in parts per million (ppm) or mg/m3.

Incident Commander
The person responsible for establishing and managing the overall operational plan at a hazardous material incident. The Incident Commander is responsible for developing an effective

organizational structure, allocating resources, making appropriate assignments, managing information, and continually attempting to mitigate the incident.

InfraGard
A program designed to address the need for a private and public-sector information sharing mechanism at both national and local levels.

Material safety data sheet (MSDS)
Document prepared by a manufacturer to transmit health and emergency information about their product. This fact sheet summarizes information concerning material identification; hazardous ingredients; health, physical, and fire hazards; chemical reactivities and incompatibilities; spill, leak, and disposal procedures; and protective measures required for safe handling and storage. See 29 CFR 1910.1200 (as amended) for more information.

Mitigation
Actions taken to prevent or reduce the severity of harm.

NIIMS
National Interagency Incident Management System

NIMS
National Incident Management System

Respiratory depression
Slowing or cessation of breathing due to suppression of the function of the respiratory center in the brain.

Routes of exposure
The manner in which a chemical contaminant enters the body (i.e., inhalation, ingestion).

Secondary contamination
Transfer of a harmful substance from one body (primary body) to another (secondary body), thus potentially causing adverse effects to the secondary body.

Self-Contained Breathing Apparatus (SCBA)
Protective equipment consisting of an enclosed face piece and an independent, individual supply (tank) of air used for breathing in atmospheres containing toxic substances or underwater.

Terrorism
A violent act, an economically destructive act, or an act dangerous to human life which is in violation of the criminal laws of the United States. This includes the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Terrorism Response System (TRS)

A system designed to identify, notify, and activate the emergency support functions of local, state, and federal agencies.

WMD
Weapon of mass destruction. A WMD is any device, material, or substance used in a manner, in a quantity or type, or under circumstances evidencing intent to cause death or serious injury to persons or significant damage to property.

IV. SITUATION AND ASSUMPTIONS

A. Terrorist incidents, including threats of potential incidents, create a unique challenge to public safety officials at every level of government. There are distinct legal authorities that impact how either the threat of terrorism or terrorism incidents are managed. There are special organizational structures that come into play only in terrorist incidents, specialized resources that may be required, supported and managed, as well as special risks to the general public, first responders, and local public health officials.

B. Terrorist incidents are not normal hazardous materials incidents or normal emergency response incidents. Terrorists focus on the placement, timing, dispersion mechanism, and impact on the targeted population to achieve maximum political or social results. There are numerous other weapons (nuclear, infectious biological, laser, thermo-baric, EMP, cyber, explosive, incendiary, etc.) that the terrorist can use to achieve his objectives besides the weaponization of hazardous materials.

C. Published operational plans can be used to design the initial or secondary attacks and the security of sensitive elements within the plans (rapid evacuation routes, predetermined secure ingress and egress routes of emergency services and supplies, predetermined staging and standby points, location of caches of specialized equipment and pharmaceuticals, lists of specially trained personnel, early warning communication structures, potential targets, etc.) should be evaluated by law enforcement personnel for operational security.

D. Despite the significant federal role in terrorism response, state and local governments have the primary responsibility for protecting public health and safety. Local law enforcement, emergency medical services (EMS), and fire service agencies will be the first units to respond to a terrorist incident. Local health care facilities will be required to provide treatment to victims, and in cases of chemical or biological attacks, rapidly identify the substance used in the attack. Citizens will inevitably look to local and state officials and familiar media personalities for information regarding what has occurred and what actions are being taken.

E. These realities make readiness at the local and state level the cornerstone of America's domestic preparedness strategy. While the federal government can provide many specialized resources, the fundamental effectiveness of any response to a terrorist incident, or the threat of an incident, will depend on what occurs in local communities and at the state level.

F. The FBI defines terrorism as "*the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.*"

G. The citizens and property in Aiken County could be at risk from primary terrorist threats and activities or secondary effects from attacks occurring in other states or nations.

H. Responsible training and implementation of established counter-terrorist procedures can reduce the effects of terrorism.

I. A terrorist incident may occur with little or no advanced warning at any time of day.

J. Local and state agencies should have the capability to manage the initial crisis and consequence responses to a threat or an actual terrorist incident.

K. The nature and scope of many terrorist events will require significant state and federal government support and assistance before and after an incident.

L. An effective response to a terrorist threat or incident will require careful coordination in planning, training, and operations among local, state, and federal agencies representing many different functions and disciplines.

M. From the initial notification by the local law enforcement until the State Law Enforcement Division (SLED) or FBI arrives to assume command of the Crisis Management Operations, local law enforcement will take the lead role in implementing crime scene protection, providing for the public health and safety, and protecting the area from additional damage.

N. The initial effects of a terrorist attack may appear to be normal emergencies involving agents that affect mass populations.

O. The most likely scenario for a terrorist event in Aiken County would be a domestic attack utilizing a readily accessible or home-made incendiary or explosive device. The most likely terrorist targets are listed in the Aiken County Critical Infrastructure Facility Listing, which is proprietary information and is kept under separate cover in the Aiken County Emergency Management office. Security protection plans have been developed for the most vulnerable facilities.

V. CONCEPT OF OPERATIONS

A. Mission

To establish the policies and procedures that will prevent or minimize terrorist activities, assist in the apprehension of the persons responsible for the incident, and maximize the effectiveness of the state response to and recovery from a terrorist incident.

B. Response Operations

The FBI leads the Federal Crisis Management effort with assistance from other federal, state, and local agencies as necessary. The lead State agency is the South Carolina Law Enforcement Division. The lead Aiken County agency is the Aiken County Sheriff's Office if the incident occurs in the county, or the affected municipal police department if the incident occurs in city limits.

The Federal Emergency Management Agency (FEMA) has been assigned the lead responsibility for coordinating the Federal Consequence Management response to a terrorist incident. The State of South Carolina and local agencies exercise the preeminent authority to make decisions regarding the consequences of terrorism. The lead state agency is the South Carolina Emergency Management Agency. Lead responsibility during Consequence Management for an Aiken County event rests with the Fire Department Incident Commander until the Aiken County Emergency Operations Plan is activated. All actions will be coordinated with the FBI OSC. The federal government provides assistance as required and as requested by the State of South Carolina and local government agencies.

Recommendations are for actions that need to be accomplished regardless of the weapon involved. There is currently a national initiative to install a national color-coded warning system however, this system is not ready for deployment. When this system is ready it may replace the current FBI-warning system.

All ESF-25 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-25 planning and response operations. As a minimum, primary action officers for all ESF-25 agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.

1. Pre-incident

   a. Pre-incident Threats: Federal, state, or local entities may notify state agencies, including emergency management, of a threat. Information regarding terrorist threats or potential activities received by state agencies must be reported to the local law enforcement. Responsibility for initiating and conducting Crisis Management activities rests with the local law enforcement pending the arrival of the SLED and the FBI. Prompt response employing such actions as citizen evacuation and isolation of the incident is the initial responsibility of local law

enforcement. Upon assuming control, the FBI will manage the Crisis Management response from the command post and/or the JOC. State and local resources may be called upon to support this operation. State emergency management may implement procedures to alert local, state, and/or federal agencies involved in Consequence Management and, if requested by the FBI OSC, will deploy state representatives to the JOC. Pre-Incident operations will vary based on the FBI and SLED analysis of the threat.

b. Pre-Incident Response: The objective of pre-incident Consequence Management is to provide time for response agencies to prepare for the potential effects of an incident. This can include the following based on the threat analysis:

1) Dissemination of information and warnings (e.g., identifying areas that may be affected by the projected incident and providing safety information for people within those areas)

2) Acceleration of normal preparedness and mitigation measures (e.g., developing monitoring plans to survey safe areas where citizens may be sent)

3) Increasing readiness to respond (e.g., requesting and pre-positioning equipment and supplies necessary for sheltering, treating exposed populations, and monitoring)

4) Implementing emergency protective actions (e.g., advising people to shelter-in-place or identifying shelter locations or safe areas for people to move to) and

5) Initiating emergency response activities (e.g., conducting precautionary evacuations, making notifications, and requesting activation, including stand-by notifications of federal and state response teams and resources).

2. Situation Progression: As the situation evolves, the potential for significant consequences may become imminent. At such time, the state will re-deploy its Consequence Management response agencies from the JOC to SEOC, but maintain a liaison presence in the JOC to coordinate actions with the FBI. SCEMD will immediately consult with the FEMA to determine whether to pre-deploy Federal Consequence Management assets. The Director of the SCEMD will initiate action to implement the SCEOP.

a. Protective Actions

The following actions may minimize the impact on the public:

1) Shelter-in-place – The Incident Commander may issue this protective action to minimize exposure or contact with agents or devices.

2) Evacuation - The Incident Commander may issue this protective action to remove populations from the potential impact area.

The following actions may minimize the impact on emergency responders:

1) Personal Protective Equipment – The Incident Commander may require all responders to use appropriate PPE, to include respiratory protection.

2) Decontamination – The Incident Commander may require all responders to go through a decontamination process to remove contaminants.

b. Medical Coordination

1) Emergency Medical Services and other medical personnel should be prepared to supply the State Health Department with the following information at a minimum:

a) Type of agent

b) Number of persons exposed

c) Current actions to limit spread of agent or disease

d) Medicines needed

3. Terrorist Incident Consequence Management - FBI Threat Level #1: A terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of resources to augment local authorities in response to the consequences of a terrorist incident. If an incident occurs without warning that appears to be caused by an act of terrorism, SLED and SCEMD will initiate Crisis and Consequence Management actions concurrently. SCEMD will immediately consult with FEMA to determine the scope of the National Consequence Management response. The Director of the SCEMD will immediately consult with the Governor's office to provide an initial assessment and make a recommendation regarding the request for federal assistance. SCEMD, SLED, and other agencies will make cooperative decisions to the greatest extent possible, but the Director of the SCEMD retains the authority to make State Consequence Management decisions at all times. SCEMD will maintain a liaison officer in the JOC to insure continuity and coordination of operations. Reports will continue to be exchanged between the Crisis and Consequence Management lead agencies.

a. Post-Incident Threats: If a terrorist threat notification is received by a state agency, local law enforcement will be notified. All information on terrorist threats and activities will be reported to SLED who will notify the FBI and SCEMD in accordance with the threat assessment and notification procedures. A centralized collection point for threats should be established since an elevation of hoax threats may be used by terrorists to reposition scarce emergency response elements for a secondary attack. The threat assessment will be performed by SLED and the FBI although the assessment of the threat may require different analysis once a terrorist incident has already occurred.

b. Coordination of the Local Response: Upon activation of the County EOP, the Aiken County Emergency Management Division exercises preeminent authority to make decisions regarding the consequences of terrorism. Incident scenes should be managed by integrating the federal, state, and local response into the local Incident Command System Unified Command Organization. Initial state and federal governments provide assistance as requested by the Incident Commander through the county emergency management until such time as the county EOC is operational and directing requests. At this time, the coordination of assistance will be through the county EOC. The Incident Commander will provide information and reports to the EOC and, when activated, the FBI's JOC.

c. Coordination of the State Response: The response to the consequences of a terrorist incident will be coordinated by the SCEMD from the Emergency Operations Center and will be conducted in consultation with local emergency management, the JOC, and FEMA. The JOC structure includes the following standard groups: command, operations, and support. Consequence Management representation within the JOC includes some federal, state, and local agencies with roles in Consequence Management.

d. To coordinate Crisis and Consequence Management activities, both groups should focus on primary missions. Crisis Management is responsible for investigation of threats, preservation of evidence, and apprehension of suspects. Consequence Management is responsible for preservation of life, property, and the restoration of services. The Incident Commander in charge of the event should ensure that each group understands the job responsibilities of the other.

e. Analysis of the Nature and Magnitude of the Consequences: The nature and magnitude of the incident will determine the degree and amount of local, state, and federal assistance required. Therefore, an incident response analysis should be conducted prior to the dedication of the majority of the state assets. This should be based on current/anticipated threats and the current state of vulnerability. If necessary, assets should be held in reserve to respond to secondary targets elsewhere in the state. The final analysis rests with the Director of the SCEMD in consultation with federal, state, and local Crisis and Consequence Management authorities.

f. Secondary Targets and Crime Scene Preservation:

1) As county departments and agencies may be primary or secondary targets, the heads of the various departments and agencies are responsible for the security of their respective personnel, equipment, and facilities. Due to the fact that terrorist acts may involve a variety of tactics and weapons, agencies must be aware that secondary targets may be first responders and appropriate law enforcement protection and therefore coordination must be available. County responders must also be aware that the crime scene may harbor additional hazards to responders as they carry out their responsibilities.

2) County agencies must preserve the crime scene while performing activities. While responding to the incident and carrying out their functional responsibilities, first responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they must be trained in observing the incident area as a potential crime scene that may provide evidence in determining the cause of the event and identifying those responsible.

g. Staging and Deployment of Rapid Response Assets (Teams or Equipment): The state and federal governments' assistance for responding to terrorist incidents may include special resources not available at the local or state level. A number of specialized teams (local, state, interstate, and federal) are currently available or under formation throughout the state and nation. Therefore, designated and secure staging points will be determined prior to arrival of rapid response teams or other specialized assistance. These points must be free of secondary devices and potential release areas adjacent to these points must be secured. Pre-deployment requirements must be determined for each specialized team or asset. Information is rapidly changing, but the most current information should be available from the response assets in their SOPs. These assets and teams are very specialized in capability, but are usually few in number. Therefore, deployment plans must anticipate redeployment en-route and rapid extraction procedures in case secondary incidents occur or the initial effects were underestimated. Two scenarios should be anticipated:

1) Isolated Incident Scene: In the initial response to an isolated incident scene (one city or county), the staging of specialized assets should be designated by the county emergency management requesting the assets, providing that the necessary security and pre-deployment plans are in place. Secondary specialized response assets should **not** be staged for backup and secondary target operations near major transportation hubs. Threat and vulnerability analyses suggest that such valuable assets should not be concentrated near major transportation hubs because of the increased potential that they could become secondary targets.

2) Disseminated Incident Scene: In the initial response to a disseminated incident scene (multiple counties or statewide), the staging of responding specialized assets should be designated by the state lead agency and located on a regional basis to maximize the coverage of the assets and reduce response times.

h. The Role of Public Information: The objective of public information is to limit the media exposure terrorists seek and communicate a calm, measured, and reasoned reaction by the government. A review of public information should be considered in respect to its psychological impact. Media relations must be designed to identify terrorist activities as criminal acts not justifying public support and ensure that releasing information will not compromise counter-terrorism plans or operations. Information released must be verified and coordinated with Crisis Management authorities to ensure operational security of ongoing activities. Prior to

establishment of a FBI JIC, coordination should be accomplished with the Crisis Management law enforcement agency PIOs. Rumor control should be coordinated through each agency PIO and releases of public information should be shared with the County Public Information Officer located in the Emergency Operations Center.

i. Disengagement: If an act of terrorism does not occur, the Consequence Management response disengages when the Director of the SCEMD, in consultation with the SLED Director, directs the SCEMD to issue a cancellation notification. If an act of terrorism did occur, each State Consequence Management agency disengages upon notification from the Director of the SCEMD in coordination with decisions reached through the FEMA and the FBI, that their support is no longer required.

C. Preparedness/Mitigation Phase

a. Aiken County should:

1) Review plans and procedures and determine equipment needs

2) Conduct training focusing on terrorism and WMD

3) Conduct exercises with all local agencies involved in terrorism response

4) Disseminate information about potential terrorist targets, plots, or suspects

D. Response Phase

a. Aiken County should:

1) Utilize the Incident Command System

2) Wear appropriate PPE

3) Document, report, and be aware of terrorism/WMD evidence indicators

4) If WMD is suspected, isolate and contain area, segregate responders, and seek appropriate decontamination

5) If WMD is suspected, make notifications to Aiken County and state agencies

6) If WMD is suspected, pay particular attention to evidence preservation

b. Regional Response Teams:

Regional Response Teams are a key component of the Critical Incident Response System organized by the SC Law Enforcement Division (SLED). The teams are designed to provide specialized assistance to first responders during the first hours of critical incident response (WMD event) until substantial state and federal

assistance can arrive. This specialized operational assistance is an augmentation to local fire, law enforcement, emergency medical, and public health responders once it is recognized that local assets will be overwhelmed and significant state assets will be required. Regional Response Teams are also capable of operating on behalf of the local jurisdiction when they are overwhelmed or absent.

1) The Regional Response Teams will normally function within the existing Incident Command System established in a jurisdiction as an operational support function.

2) It is the mission of Regional Response Teams to rapidly respond to and assist jurisdictions in effectively addressing the consequences of a critical incident involving weapons of mass effect in collaboration with and supported by other Regional Response Teams, local, state, and federal resources. The response and assistance may include pre-deployment of assets due to a "severe" threat condition based on the Homeland Security Advisory System.

D. Recovery Phase

The recovery from a terrorist incident will vary depending on the type of agent used, the severity of the attack, and the geographical area affected. The anticipated major areas of concern are:

1. Search and Rescue Operations and Victim Recovery Operations

Search and rescue operations for survivors may require weeks of time, especially if there are building collapses. The site may also be so contaminated that it is not safe to enter for an extended period of time. The recovery of fatalities phase will begin when the Incident Commander along with public health, law enforcement, and other local, state, and federal authorities determine that no live victims remain. This decision will consider the climatic conditions, the agent used, and other conditions specific to the incident. Great concern must be given to the psychological impact of such a decision on the mental health of the public and first responders. Long-term recovery operations may be required where a disseminated event, a large geographical area, a highly contaminated area, or a large mass (structural collapse) is involved.

2. Mass Fatalities

As these agents are capable of causing catastrophic casualties and fatalities, specialized response may be necessary. Consideration must be given to the contamination of the deceased, their personal articles, their modes of transportation, households, workplaces, and frequently visited areas. These items may have enough agent on them to affect mass fatality workers. Therefore, specialized MMRS assets will probably be required. It must be considered that the victims and those items may contain evidence of the terrorist attack and all disposal and records of the deceased's items must be coordinated with the lead law enforcement agency.

3. Site Restoration

The initial site and secondary sites, due to patient and vehicle movement, may have lethal amounts of agent present. Additionally, infrastructure damage may be present. For psychological considerations, the site may have to be destroyed although the site is free of agent or reconstructed. Consideration should be given to the placement of a memorial *in lieu* of site restoration to the original function. The oversight of the site restoration should be a coordinated effort of federal, state, and local authorities. All restoration efforts should follow established federal laws and regulations in regards to worker safety and decontamination levels. The site may require demolition of buildings, removal of topsoil and other biomass, and decontamination of underground infrastructure and aquifers, among others. In addition, disposal and removal of contaminated material may require specialized assistance for many years. At all times, close coordination with the lead law enforcement agency is a necessity.

4. Psychological Rehabilitation

This area may be the most important to a long-term recovery, depending on the agent used. Immediate critical incident stress debriefing and therapy must be conducted as soon as possible. This may necessitate statewide means of communication and training. Although only a small percentage of the population may be physically or financially affected, a large majority of the population may be psychologically affected.

5. Financial Rehabilitation

The costs of the incident may require a number of local, state, and federal agencies in support. Secondary costs associated with a terrorist incident may be significantly more than the actual incident. The cost of psychological rehabilitation, long-term medical effects, legal issues, and insurance coverage will be large, as well as the loss in revenue from decreased worker productivity and acquisition, tourism, and trade in marketable products from the state.

6. Agent Specific Health Concerns

The extent of these concerns will depend on the amount and purity of the agent, its immediate and long-term health consequences, its dispersion, and decomposition by environmental and decontamination procedures.

7. As part of recovery, Aiken County should:

a) Compile records, journals, and logs for potential use as evidence

b) Replace contaminated equipment and supplies

c) Coordinate with state government to determine safety or future use of impacted area

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Crisis Management Organization

1. Aiken County Sheriff's Office
2. Municipal Police Departments
3. Aiken County Emergency Management Division

B. Consequence Management Organization

1. Aiken County Emergency Management Division
2. Aiken County Fire Service
3. Aiken County EMS/Rescue
4. Aiken County Health Department
5. Aiken Regional Medical Center Medical Services
6. Aiken County Public Works
7. Aiken County School District Transportation Office
8. Mass Care Services

C. Pre-Incident Management:

1. Aiken County Sheriff's Office

   a. Develop, coordinate, and maintain the terrorist Crisis Management SOP. During Crisis Management, the Sheriff's Office will coordinate operations closely with SLED, the FBI OSC and JOC to achieve a successful law enforcement solution to the incident. The Aiken County Sheriff's Office will determine what assistance state and federal authorities may need from county agencies to support Crisis Management. The Sheriff's Office will coordinate with the Aiken County Emergency Management Division to ensure required support from state agencies is provided.

   b. Upon receipt of information regarding a credible threat or potential terrorist incident, evaluate the information and, if necessary, inform SLED and the Aiken County EMD Coordinator, who will then inform SCEMD. State authorities will activate the State Terrorism Task Force composed of SLED and DHEC members.

   c. Appoint an on-site commander to provide leadership and direction for the State Crisis Management response.

d. Issue and coordinate Crisis Management actions assigned to county agencies until SLED or the FBI assumes command of the incident.

e. Assign the appropriate liaison and advisory personnel to the Aiken County EMD.

f. Provide recommendations to the Aiken County Emergency Management Division Coordinator regarding protective actions, such as evacuation of personnel from the terrorist incident area.

g. Conduct PIO activities to include public notification of the terrorist incident and staffing of JOC and JIC with PIO personnel.

h. Jointly, with SCEMD, SLED, and the FBI, determine the timing for lead agency transfer from Crisis to Consequence Management.

i. Develop and implement a perimeter control plan.

j. Establish procedures for collection and disposition of evidence and disseminate to law enforcement agencies.

k. Coordinate training of law enforcement staff and state agency personnel concerning counter-terrorism programs.

l. Coordinate with SLED for use of state law enforcement personnel and equipment, as required.

m. Investigate causes of terrorist incidents and collect evidence.

n. Compile and provide investigation reports.

o. Coordinate support to the coroner in the event mass fatality operations are necessary.

p. Deploy the Aiken County Mobile Communications Unit, if needed.

2. Aiken County Emergency Management Division

a. Provide representation to the JOC Command, and Consequence Management Groups.

b. Formulate plans, define priorities, review status, resolve conflicts, identify issues that require decisions from higher authorities, and evaluate the need for additional resources.

c. Issue and track the status of Consequence Management actions assigned to state agencies.

d. Track the status of federal assistance requests.

e. Activate the Aiken County EOC.

f. Coordinate the county's Consequence Management response with the lead State and Federal Consequence Management Agencies.

g. Provide support to the County PIO Official, as required.

h. Jointly with SLED and the FBI, determine lead agency transfer from Crisis to Consequence Management.

3. Municipal Police Departments in Aiken County

   a. Support operations with equipment and personnel.

   b. Provide escort and security of county response assets.

   c. Provide transport of evidence/samples.

   d. Provide evacuation assistance.

4. Aiken County Department of Social Services

   a. Coordinate mass care, and sheltering.

   b. Conduct feeding activities, as required.

5. Aiken County School District Department of Transportation

   a. Support operations with equipment and personnel.

   b. Prepare to provide large-scale evacuation transportation assistance.

6. Aiken County Health Department:

   a. Carry out educational programs for primary care and emergency department physicians on diagnosis of unusual agents and decontamination procedures, as well as rapid reporting procedures for unusual diagnoses.

   b. Establish a system for rapid notification of public health authorities about a suspected terrorist incident. DHEC will also advise or conduct stockpiling of essential drugs for first responders and the general public as necessary.

   c. Identify, alert, and request DHEC to assist local responders in conducting assessment, detection, and mass casualty operations.

   d. Prepare to coordinate assistance to the health and medical facilities. Alert hospital points of contact of a potential medical emergency.

   e. Prepare to coordinate environmental cleanup operations.

f. In a biological or occult chemical or radiation event, coordinate with local and state resources to ensure diagnostic information, laboratory diagnosis, and disease reports are developed. Keep the Aiken County Emergency Management Division fully notified of the degree of certainty of the diagnosis.

g. Request assistance from the DHEC for special diagnostic procedures and stockpile deployment as needed. Advise on appropriate methods of diagnosis, treatment, decontamination, infection control, and mass prophylaxis of exposed persons. Consult on determining necessary protective clothing and safety measures for first responders entering affected areas.

D. Incident Management

1. Aiken County Emergency Management Division

a. Conduct emergency management operations in accordance with the Aiken County EOP and applicable county SOPs.

b. Establish operations priorities for Consequence Management.

c. Track and coordinate county assets and teams.

d. Assist in establishing communication links.

e. Assist in analysis of incident consequences and available specialized resources.

f. Provide County Assessment Teams, as required.

g. Provide meteorological data, as required.

h. Provide liaisons to JOC and incident scene, as required.

i. Provide PIO operations, as required.

2. Aiken County Sheriff's Office

a. Coordinate PIO support to Aiken County EOC, as required.

b. Develop and implement a perimeter control plan to secure the incident scene.

c. Support mass evacuation/relocation operations.

d. Provide security for critical infrastructure and potential targets.

e. Provide threat analysis.

f. Assume Incident Command responsibilities until relieved by state or federal authorities.

3. Municipal Police Departments in Aiken County

    a. Support operations with equipment and personnel.

    b. Provide escort and security of rapid response assets.

    c. Provide transport of evidence/samples.

    d. Provide evacuation assistance.

    e. Provide security for interstate decontamination/disinfection points, if established.

    f. Support border security operations.

    g. If incident occurs in city limits, assume Incident Command responsibilities until relieved by state or federal authorities.

4. Aiken County School District Transportation Office

    a. Support operations with equipment and personnel.

    b. Provide evacuation assistance.

    c. Provide assistance in victim relocation.

5. Aiken County Health Department

    a. Perform mass health care and coordinate the provision of medical assistance.

    b. Conduct epidemiological investigation.

    c. Provide assistance to the mass casualty operations to include coordination with emergency medical providers.

    d. In coordination with county Consequence Management Agencies, assist in establishing sites, procedures, and policies to triage contaminated casualties.

    e. Coordinate the transport of decontaminated and conventional casualties to area hospitals.

    f. Initiate long-term monitoring of the environmental effects of the incident.

    g. Plan and oversee environmental cleanup operations.

    h. Assist Aiken County EMD in the development of protective action recommendations.

    i. Implement medical response plan to include victim tracking and crisis counseling.

j. Inspect food supplies and general sanitation measures to ensure food and water supplies are free of agent and safe for consumption.

k. Determine what activities are necessary to resume normal public health conditions.

l. Coordinate with state for the assistance of the Disaster Mortuary Team (DMORT) and the Disaster Medical Assistance Team (DMAT).

m. Coordinate the acquisition and transport of medical supplies and pharmaceuticals.

n. Coordinate with SC DHEC for a possible influx of victims.

o. Consult and provide advice on the safety issues for re-entry into contaminated areas.

p. Ensure the implementation of a crisis counseling plan.

6. Aiken County Department of Social Services

a. Continues to keep public informed of available mass care state and federal assistance programs through the county Public Information Office.

b. Assists with administration of recovery programs (e.g., the Emergency Food Stamp Program and the Individual and Family Grant Program).

c. Collects, compiles, and maintains all essential information, generates reports and records concerning mass care disaster response.

d. Plans for mitigation, preparedness, response, short-term, and long-term recovery actions.

e. Develops, participates in, and conducts mass care training programs for DSS personnel and personnel of associated agencies tasked with disaster response responsibilities.

f. Maintains formal agreements, SOUs, MOUs, and working relationships with supporting mass care agencies and organizations.

g. Maintains written operating procedures including an alerting list of mass care disaster response personnel.

h. Provides guidance and consultation to local government in developing and maintaining a local mass care capability and capacity.

7. Aiken County Fire Services

a. Coordinate, as necessary, staging areas and logistical support for search and rescue operations.

b. Assist in decontamination of victims and the incident site, as necessary.

8. American Red Cross

a. Assist in mass care and sheltering activities, as required.

b. Assist with the disaster well-being inquiry program.

c. Assist with spiritual and grief counseling.

d. Establish respite centers for rescue/recovery workers.

VII. DIRECTION AND CONTROL

A. The individuals who will provide guidance for, as well as direct and control terrorist incident response operations, include:

1. Aiken County Law Enforcement (Sheriff's Office and Municipal Police Departments)
2. Aiken County Emergency Management Division
3. Aiken County Fire Service
4. Aiken County EMS/Rescue
5. Aiken County Hazardous Materials Team
6. Aiken County Public Works

B. Mutual aid, state, and federal resources will be requested by the Incident Commander. Aiken County EOC will forward all requests to SCEMD. Resources that may be requested include:

1. Federal Bureau of Investigations
2. National Guard Civil Support Teams
3. State Task Force
4. Regional Response Teams
5. National Pharmaceutical Stockpile
6. Propositioned Equipment Program (PEP) from FEMA
7. Public Health Teams

VIII. READINESS LEVELS

A. The FBI has determined the following threat levels for pre-incident response operations:

1. FBI Threat Level #4 - Minimal Threat: Received threats do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (agencies are operating under normal day-to-day conditions).

2. FBI Threat Level #3 - Potential Threat: Intelligence or articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible.

3. FBI Threat Level #2 - Credible Threat: A threat assessment indicates that the potential threat is credible and confirms a developing terrorist incident.

4. FBI Threat Level #1 – Pre-incident response.

IX. ADMINISTRATION AND SUPPORT

A. Because records/documents generated during emergency response to a terrorist incident may be used as evidence, Aiken County will follow all state recommended policies on reports and the maintenance and preservation of records.

B. Aiken County will provide for a post-incident review of terrorist incident response operations. All agencies involved in the response will participate in the critique. Upon completion of the critique, a report outlining lessons learned, improvement recommendations, and corrective actions will be created and issued to all response agencies.

X. ESF DEVELOPMENT AND MAINTENANCE

A. The Aiken County Emergency Management Division will coordinate ESF development and annual maintenance with the Aiken County Sheriff's Office in accordance with the Aiken County EOP.

XI. AUTHORITIES AND REFERENCES

A. State code

B. South Carolina Emergency Operations Plan

C. National Response Plan, as amended

D. Presidential Decision Directive #39

E. Local Emergency Operations Plans

OTHER

A. Terrorist weapons and their effects are described below:

1. Biological: Biological agents can be contagious for decades. Quarantine can last for long periods of time and involve large numbers. Long lasting health consequences may be common even with appropriate medical care. Disinfection of the site may require years and repeated attempts. Secondary infections due to unknown patient and material movement may arise years later. The psychological effect may be more pronounced and widespread due to the difficulty in detection and secondary hosts.

2. Nuclear/Radiological: Long-term health effects may be pronounced with radiological agents, in particular birth defects and cancers. The site may not be usable for many years due to potential health and psychological complications. The recruitment of medical specialists and training of health care providers may become critical since the effects of these agents are rarely seen. Detection should be adequate for the assessment of long-term health risks at the site.

3. Chemical: The long-term effects on victims will vary tremendously with the agent and exposure route. Some agents can produce birth defects and increase cancer rates. Respiratory and dermatological long-term effects may be pronounced. Detection should be adequate for the assessment of long-term health risks at the site.

4. Incendiary/Explosives: The immediate health effects should be known in a short period of time. Long-term trauma and burn rehabilitation may be necessary for a large number of patients. Infrastructure damage will likely be extensive but should be assessable in a short period of time. The secondary effects from the agent at the site will primarily depend on the site attacked and the debris characteristics.

B. Response Needs

1. Emergency responders should:

   a. Utilize complete, appropriate PPE

   b. Conduct appropriate decontamination

   c. Have post-incident medical evaluation

C. Surveillance Structure

1. Aiken County will monitor:

   a. Local law enforcement threat assessment reports

   b. SLED threat advisories and notices

   c. FBI warnings

d. Homeland Security Threat Level

D. Aiken County will provide threat and warning notification through the implementation of ESF-2, Communications/Warning.

E. Emergency Alert System messages will be developed at the time of an emergency. Aiken County Emergency Management Division, law enforcement, Public Information Officer, and SLED will participate in the development of EAS messages.

F. An Aiken County Critical Facilities Listing has been developed. This listing includes security protection plans for the most vulnerable facilities. These plans also include security enhancement recommendations, property protection, and response considerations. The plans are considered proprietary information and are kept on file in the Aiken County Emergency Management office.

G. Aiken County is currently equipped with a single HAZMAT team with limited response capabilities for a terrorist incident. Additional resources can be obtained through Regional Response Teams, SLED and SCEMD. These resources include: (1) State Regional Response Teams; (2) DHEC HAZMAT team; (3) SC National Guard Civil Support Team.

APPENDIX A – MITIGATION

PRIMARY**:** Aiken County Emergency Management Division

SUPPORT: To be determined upon completion of the state funded Regional Mitigation Plan.

I. INTRODUCTION

The Robert T. Stafford Disaster Relief and Emergency Assistance Act established the Hazard Mitigation Grant Program which provides a method of funding for mitigation measures that are identified through the post-disaster planning process. FEMA, in the National Mitigation Strategy, emphasizes reducing potential future disaster losses through the implementation of hazard mitigation programs and activities.

II. PURPOSE

The purpose of this ESF is to provide guidance for the hazard mitigation planning process for both pre-disaster and post-disaster conditions. It also provides guidance to the Aiken County EMD Coordinator, the State of South Carolina Hazard Mitigation Officer, and others who share responsibility for hazard mitigation, to identify and implement cost effective mitigation projects, coordinate mitigation needs with county, state, and federal agencies, and to capitalize on prevention mitigation planning efforts.

The SCEMD has secured funding and has contracted with local Council of Government organizations to develop Regional Mitigation plans of which Aiken County will be a participant. The completed Regional Mitigation Plan will satisfy the Mitigation Plan requirement. Upon completion and approved by FEMA, the Regional Mitigation plan will be referenced in this appendix.

III. CONCEPT OF OPERATIONS

The Concept of Operations section will be developed upon completion of the state provided mitigation plan.

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APPENDIX B – EMERGENCY OPERATIONS CENTER

PRIMARY**:** Aiken County Emergency Management Division

SUPPORT: All ESF Primary and Secondary Agencies

I. INTRODUCTION

The County Emergency Operations Center (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. During a major or catastrophic emergency in South Carolina, counties not impacted may also be requested to activate their EOCs. This action allows the SEOC to coordinate the delivery of intra-state mutual aid in an organized manner through the county network.

II. PURPOSE

The purpose of this appendix is to provide policies and guidelines for procedures that are needed for the activation, operation, and staffing of the Aiken County Emergency Operations Center during a disaster situation.

III. CONCEPT OF OPERATIONS

A. Aiken County Emergency Management Division is responsible for developing, coordinating, and maintaining the EOC Appendix, as well as all procedures pertaining to EOC activation and operation.

B. EOC Location

The primary Aiken County Emergency Operations Center (EOC) is located at the Aiken County Sheriff's Office, 420 Hampton Ave., NE.

Aiken County has designated an alternate EOC located in basement of the Aiken County Complex at 828 Richland Avenue, Aiken, SC 29801. Capabilities and work space are limited at this location. The alternate EOC location has emergency power available however; sufficient telephone lines and radio communication are not available. There are no dining or shower facilities at this location. There is no centralized operations area therefore, EOC operations would need to be scattered throughout the basement area.

C. Capabilities

The EOC is equipped with emergency power for lighting and radio communications. This structure is a hardened facility (refurbished detention facility) and would be habitable in severe weather conditions. Power to run computer equipment, heating, ventilation, and air conditioning are available and would require a minimum amount of setup time as it is a dedicated facility. There are dining, dormitories, and shower facilities available at this location as well as adequate emergency power.

D. Activation Options

The Coordinator of the Aiken County EMD may order a limited, partial or full activation of the EOC. In the event the EOC needs to be opened, the EMD Coordinator has several options available:

1. **Limited Activation** will occur during small-scale events requiring minimal resources and personnel. During Limited Activation, the EMD Coordinator will determine which ESFs are needed and the hours of operation.

2. **Partial Activation** is for larger events, but still not requiring full activation of the EOC. The EMD Coordinator will determine which ESFs are needed and the hours of operation.

3. **Full Activation** occurs when the EOC 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 county when activated.

E. Incident Command

All Aiken County Emergency Response Agencies utilize the Incident Command System (ICS) to direct emergency response activities. Aiken County recognizes that the use of ICS is critical when multiple agencies or jurisdictions are required to mitigate an emergency. Utilization of the ICS in Aiken County ensures that information from the incident scene is communicated to the EOC.

See Figure 2 on page 23 in the EOP Basic Plan for an illustration of the interfaces between the EOC and the Incident Command Post in the field. The illustration also depicts the authorities/limitations of key personnel in the EOC.

F. Notifications

The Aiken County Emergency Management Coordinator is responsible for maintaining a current agency key personnel alert notification roster and necessary communications systems to perform the alert. In the event of an emergency, actual notifications will be made by the Aiken County 911 Center.

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G. Information Management

Procedures that outline how information will be processed and displayed in the EOC are outlined in ESF-5, Information and Planning/Public Information, in this EOP. The Aiken County Public Information Office is responsible for developing, coordinating, and maintaining the ESF-5 SOPs.

H. To ensure each ESF has identified necessary minimum standard operating activities, position specific checklists are incorporated into Appendix B. Also, copies of these checklists are provided in each EOC ESF position kit. ESF kits are stored in the EOC and will be available upon activation.

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Emergency Operation Center Configuration and Set Up Guide

This guide is to be used by the Emergency Management staff to configure and set up the Emergency Operations Center. The Standard Operating Procedure Checklists will be used when the Emergency Operations Center (EOC) activation is requested by authorized persons. To set up the EOC layout, follow the guidelines listed below. To restore the EOC area to pre-deployment status, reverse the guideline step order.

____ 1. Obtain from the storage closet and place ESF position kits at specified locations as outlined in the Basic Plan.

____ 2. Open each ESF position specific kit and position the telephone, SOP checklist, reference materials and other included equipment/supplies for use by EOC staff.

____ 3. Perform a telephone and radio operability test for each position.

____ 4. Verify necessary highway, railroad, compressed or liquid gas lines, and water mapping systems are available and posted in the EOC.

____ 5. Place the EOC staff identification board near the front EOC entrance for staff use upon arrival.

____ 6. Verify critical EOC staff positions are filled or have been notified by the 911 Center.

____ 7. Verify EOC security is in place and only authorized staff is operating inside the EOC.

____ 8. Turn on available computer and display systems.

____ 9. Remind EOC staff to promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

____ 11. Verify HVAC systems are operating as required.

____ 10. As time permits, review the need for additional restroom, dining, and sleeping facilities.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

____ 12. Implement position specific checklist.

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Emergency Support Function Position Information

EFS Position	ESF Point of Contact	ESF Number(s)
Public Works	_____	1, 3, 12 and 17
Sheriff	_____	2, 9 13, 16, 25E and 25F
Fire Coordinator	_____	4
Social Services	_____	6 and 11
Finance	_____	7
EMS Coordinator	_____	8
Hazardous Material	_____	10
EMD Coordinator	_____	14, 15,25A - 25D and 25F
Public Information	_____	15, 18
Military Liaison	_____	19
SRS Liaison	_____	_____
Plant Vogtle	_____	_____
Executive Group	_____	_____
Staff Support	_____	_____
Staff Support	_____	_____
Staff Support	_____	_____
Staff Support	_____	_____

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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Executive Group Members

(County Council Chairman, County Council Members, or County Administrator)

Name: _____ **Date:** _____
Name: _____ **Date:** _____
Name: _____ **Date:** _____
Name: _____ **Date:** _____
Name: _____ **Date:** _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Review all available information, and request briefings from EOC staff. Use Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Monitor response actions and resource allocation. When conflicts arise over conflicting claims and/or requests for available personnel, equipment and resources, serve as the final decision authority.

_____ 5. Ensure position is staffed at all times for the duration of the EOC activation. Line of succession for this position is as follows:
1- EMD Coordinator
2- County Administrator
3- Other Council members in order of seniority
4- County Council Chairman

_____ 6. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 7. When EOC is deactivated, do the following:
- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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EMD Coordinator (ESF 14, 15, and Attachments 25A- 25D and 25F

Name: _____ Date: _____

_____ 1. Establish Sign in Staffing Sheets at the entrance to the EOC.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Gather as much available information as possible from the 911 Center, Incident Commander, or EMS officials. Prepare to conduct a status incident briefing for arriving EOC support staff. Use Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Review Staffing Sheet; verify that staffing for the vacant positions have been notified.

_____ 5. Ensure the EOC is prepared for operations:
- _____ a. EOC security in place.
- _____ b. Maps and status boards in place.
- _____ c. Supplies placed at each staff position.
- _____ d. Equipment (copier, fax, telephones, radios) operational.
- _____ e. Critical positions filled.
- _____ f. Adequate administrative staff available.
- _____ g. Activate EOC at the appropriate activation level (Limited, Partial or Full) upon completion of items a through f.

_____ 6. Obtain information on local weather forecast (short and long term) and ensure it is posted in the EOC.

_____ 7. Determine the need to notify and if necessary notify railroad and highway patrol of railroad or highway transportation concerns (washouts, bridge failures, accidents, etc.).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 8. In the event that Aiken County is impacted by an incident at the Plant Vogtle or SRS Nuclear Facilities, ensure the following:
- _____ a. Consult with Burke County, Plant Vogtle, or SRS officials to determine the extent of the event and impacts for Aiken County.
- _____ b. Direct the establishment of appropriate shelters.
- _____ c. Utilize available equipment listing and direct the establishment of radiological monitoring at established shelters.
- _____ d. Establish decontamination areas (public and vehicle) and radiological monitoring as needed to support shelter and travel activities.
- _____ e. Request support assistance from Plant Vogtle, SRS, SCDHEC or SCEMD.

_____ 9. If the event involves hazardous materials, support the Incident Commander by coordinating the Hazardous Materials Team response and EOC activities.
- _____ a. Ensure all hazardous material involved in the incident has been identified.
- _____ b. Ensure adequate resources are available at the incident scene.
- _____ c. Ensure appropriate protective actions or evacuations to protect the public have been implemented by the Incident Commander.
- _____ d. Verify Incident Commander or shipper has made necessary notification to state or federal officials of the incident.

_____ 10. Direct the activities of the EOC facility administrative staff.
- _____ a. Verify each ESF has adequate resources to complete assigned functions.
- _____ b. Verify shelters have been established and adequate staffing, food services, and security is established.
- _____ c. Verify necessary public information and emergency information is being communicated to the public.
- _____ d. Establish communication with appropriate State of South Carolina emergency management officials (WebEOC, radio, telephone or fax).

_____ 11. Review information on status boards on an ongoing basis. Inform Executive Team of significant events.

_____ 12. Periodically conduct an “ALL EOC” briefing to ensure all staff are kept current on incident events.

_____ 13. Ensure all EOC staff are following checklists; assist as requested.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 14. Arrange for food and beverages as the need arises.
- _____ a. At the incident scene.
- _____ b. At the EOC.

_____ 15. When necessary, advise and assist EOC staff on arranging for 24-hour EOC shift staffing.

_____ 16. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 17. When EOC is deactivated, do the following:
- _____ a. Collect material from other EOC positions, gather all logs and event-related documents. Place in chronological order, and retain for filing after necessary report activities have been completed.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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Public Information Officer (ESF 15)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Inform the EMD Coordinator of your presence; receive a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Coordinate the release of emergency information (public alert methods) with the Aiken County EMD Coordinator and Aiken County Dispatch Official utilizing the Aiken County Community Alert System, news media or radio. Ensure multiple types, locations, and coverage of warning devices are used to inform the public of the disaster. This includes consideration for warning the hearing impaired and non-English speaking citizens. Coordinate communications between EOC staff, response elements, shelters, etc., as directed by the EMD Coordinator.

_____ 5. Ensure the Media Briefing Center is set up.

_____ 6. Prepare news statement with available information; provide to EMD Coordinator for approval.

_____ 7. Prepare for news conferences:
- _____ a. Verify readiness of Media Briefing Center.
- _____ b. Determine availability of necessary support organizations to participate in the news conference.
- _____ c. Contact news media with available information and provide notice of scheduled news conferences.
- _____ d. Follow up on any unresolved items from the news conference.

_____ 8. Establish a media monitor to listen/monitor media reports concerning the incident and correct inaccurate reports or rumors as necessary.

_____ 10. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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_____ 11. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Emergency Medical Service (EMS) Coordinator (ESF 8)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival; receive a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Contact the Incident Commander or Incident Scene Liaison:

- _____ a. Determine if mass casualties are involved in the incident, and if they are, implement mass casualty procedures.
- _____ b. Identify the EMS Triage Officer and ensure EOC staff is aware position has been established.
- _____ c. Inform hospital of mass casualty incident and provide an estimate on the number of injured. Determine available beds and report status; to EOC staff.
- _____ d. Review Aiken County EMS equipment and staffing resource list and develop a listing of available equipment and staffing.
- _____ e. Determine the need for and summon mutual aid resources. If mutual aid agreements are enacted, contact resource providers and coordinate responses. If requested resources are not available in the County, ensure EMD Coordinator is aware of the request and that request from neighboring county or state resources are being requested.
- _____ f. List agencies contacted and equipment dispatched:
  _____
  _____
- _____ g. Routinely obtain incident updates and report incident activities to the EOC staff.
- _____ h. Determine if a Field Hospital is necessary, and if so, contact the Hospital to dispatch Doctor(s) to the accident scene and list number of doctors dispatched to the incident scene _____.
- _____ i. Coordinate resource and assistance requests between EOC and IC.
- _____ j. Obtain Staging Area locations and list resources currently staged.
- _____ k. Obtain periodic incident scene status updates and brief EOC staff.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 5. If the incident involves hazardous materials ensure EMS services implement necessary decontamination or contamination control procedures.

_____ 6. Coordinate the release of emergency information (public alert methods) with the Aiken County EMD Coordinator, County PIO and Aiken County Dispatch Official utilizing the Aiken County Community Alert System, news media or radio. Ensure multiple types, locations, and coverage of warning devices are used to inform the public of the disaster. This includes consideration for warning the hearing impaired and non-English speaking citizens. Coordinate communications between the incident scene and the EOC as conditions at the scene improve or degrade.

_____ 7. Keep EOC staff advised of activities on a periodic basis.

_____ 8. Request Coroner or Medical Examiner assistance for disposition of the dead:

____ a. Determine the need for field morgues and mortuary identification teams
____ b. Record # of dead
____ c. Record the movement of bodies (shipped to, from, and approved by)
____ d. Coordinate implementation of deceased identification procedures
____ e. Coordinate implementation of mortuary notification procedures
____ f. Coordinate implementation of mortuary release procedures
____ g. Coordinate implementation of mortuary resource list
____ h. Verify mortuary records are being maintained
____ i. Identify location of temporary morgue (refrigerated truck, funeral home, or building)

_____
_____
_____
_____

_____ 9. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 10. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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Public Works Director (ESF 1, 3, 12, and 17)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and obtain a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Based on event, ensure the following actions are taken:
- _____ a. Determine if off-duty staff/personnel are needed and initiate call out.
- _____ b. Ensure radios and cellular telephones are operational.
- _____ c. Establish teams to perform inspections on county bridges and roads.
- _____ d. Have teams implement procedures for maintaining and reporting transportation infrastructure status and needs.
- _____ e. Develop and review the transportation resource list with county school officials.
- _____ f. Develop a driver status and availability list with county school officials.
- _____ g. Prepare a resource listing of available equipment. Refuel and ready heavy equipment, vehicles, and other equipment that may be needed to move equipment and supplies.
- _____ h. Lubricate and refuel chain saws if roads may be blocked.
- _____ i. Determine need for animal shelter or rescue. Coordinate animal rescue and shelter operations with the county animal control service.

_____ 5. At the request of the EMD Coordinator, provide resources as needed and available; if event exceeds county resources, advise the EMD Coordinator of the request/need and assist in obtaining resources (i.e., private contractor, local industry, or mutual aid).

_____ 6. Coordinate with the Law Enforcement ESF and SCDOT to provide support, i.e., traffic control devices such as cones, barricades, and lights.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 7. Routinely brief Public Works staff and EOC staff on status of the incident response.

_____ 8. Coordinate damage assessment activities with the Tax Collector.
- _____ a. Based on affected area, identify and locate appropriate records and documents needed for Damage Assessment process.
- _____ b. Provide results of damage assessment surveys to EOC staff
- _____ c. As areas are declared safe for reentry, form and dispatch damage assessment teams.

_____ 9. Coordinate animal rescue operations with identified resources:
- _____ a. Review the listing and identify the types of rescue services (small or large animal) available in the county.
- _____ b. Identify neighboring county or state resources available to support animal care.

_____ 10. Coordinate animal shelter operations with identified resources:
- _____ a. Review the listing and identify the types of services (small or large animal) available at shelter locations in the county.
- _____ b. Identify feed services available.
- _____ c. Identify available transportation services.

_____ 11. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 12. Document all purchase requests, contracts, and expenses associated with the incident and forward to the EMD Coordinator and Finance ESF.

_____ 13. Coordinate the completion of necessary federal forms to documents expenses for use in recovering incident expenses.

_____ 14. When the EOC is deactivated, do the following:
- _____ a Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Public Works Resource List

Item	Available	Needed	Surplus	Shortage
Small Cones				
Large Cones				
Barricades				
Flashing Arrows				
Flashing Lights				
Front End Loaders				
Bulldozers				
4-Wheel Drive Vehicle				
2-Wheel Drive Trucks				
Sedans				
Chain Saws				
Lighting Plants				
Fuel Trucks				
Dump Trucks				
Graders				
10 hp pumps				
25 hp pumps				

Transportation Resource List

Item	Available	Needed	Surplus	Shortage
Buses				
Vans				
Special Needs Vehicles				
Airplanes				
Helicopters				

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Department of Social Services (ESF 6 and 11)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and receive/provide a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Based on the event, perform the following activities:

Advise and coordinate requests for assistance from/to the following agencies with the EOC staff and brief the EOC staff regularly.

____ Red Cross
____ School Food Services
____ Salvation Army
____ Council on Aging
____ Aiken County Schools
____ School Transportation Services
____ DHEC
____ Mental Health

_____ 5. If shelters need to be activated, coordinate primary and secondary locations with necessary support agencies, the EMD Coordinator and EOC senior staff. Throughout the event, advise the EOC staff of the following for each shelter location:

_____ a. Maximum capacities of opened shelters.
_____ b. Current occupancy.
_____ c. Current or projected needs.
_____ d. Food service capabilities.
_____ e. Security is in place and report any issues or concerns to the EOC staff.

_____ 6. As resources are available, establish initial communications, and maintain routine communication with each shelter location. Update the above information at least every two hours during the initial eight hours of shelter activation.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 7. Provide information to the PIO about shelter location and operations for inclusion in news releases; participate in news conferences as requested.

_____ 8. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 9. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Aiken County Dispatch Official (ESF 2)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and obtain a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Consult with the EMD Coordinator and determine if follow up notifications are necessary to notify absent key Emergency Operation Center staffing. Conduct follow up notifications as recommended.

_____ 5. Assemble emergency communications staff and develop a detailed list of available county-wide communication information systems and frequencies. Identify available communication methods to all agencies.

_____ 6. Review radio frequency list and verify emergency communication systems operability for both primary and backup systems.

____ Fire Service
____ Sheriff
____ RACES/ARES
____ 911 Center
____ SCEMD
____ Emergency Medical Service
____ Public Works
____ ENN
____ Haz Mat Team

_____ 7. Review telephone listings and verify telephone service is available.

____ Fire Service
____ Sheriff
____ CARES
____ 911 Center
____ SCEMD
____ Emergency Medical Service
____ Public Works
____ ENN
____ Haz Mat Team

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 8. As notified, complete ENN Form from Plant Vogtle or SRS and deliver to the EMD Coordinator.

_____ 9. Coordinate the release of emergency information (public alert methods) with the Aiken County EMD Coordinator, and PIO utilizing the Aiken County Community Alert System, news media, or radio. Ensure multiple types, locations, and coverage of warning devices are used to inform the public of the disaster. This includes consideration for warning the hearing impaired and non-English speaking citizens. Coordinate communications between EOC, response elements, shelters, etc., as appropriate.

_____ 10. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 11. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Fire Coordinator (ESF 4)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and obtain a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Contact the Incident Commander or Incident Scene Liaison:
- _____ a. Advise of EOC activation.
- _____ b. Obtain periodic incident scene status updates and brief EOC staff.
- _____ c. Coordinate resource and assistance requests between EOC and Incident Commander.
- _____ d. Obtain Staging Area locations and resources currently staged.
- _____ e. Determine if mass casualties are involved in the incident, and if they are, notify the EMS Coordinator of the need for mass casualty procedures and resources.
- _____ f. Identify and report to the EOC staff protective actions or evacuations taken by the Incident Commander.
- _____ g. Review Aiken County fire equipment and staffing resource list and develop an available equipment and staffing list.

_____ 5. Coordinate the release of emergency information (public alert methods) with the Aiken County EMD Coordinator, County PIO and Aiken County Dispatch Official utilizing the Aiken County Community Alert System, news media, or radio. Ensure multiple types, locations, and coverage of warning devices are used to inform the public of the disaster. This includes consideration for warning the hearing impaired and non-English speaking citizens. Coordinate communications between the incident scene and the EOC as conditions at the scene improve or degrade.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 6. Assist the Incident Commander with notifications and communications with shippers, emergency information sources and state agencies.

_____ 7. If mutual aid agreements are enacted, contact resource provider and coordinate response. If requested resources are not available in the County ensure EMD Coordinator understands the need for additional resources and accepts the responsibility of requesting assistance from neighboring county or state resources.

_____ 8. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 9. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Finance Department Director (ESF 7)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Board and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and obtain a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Review any pre-established procurement agreements and develop a listing of services and equipment that may be useful in mitigation of the incident.

_____ 5. When a request for an emergency procurement is received from the EOC staff, research the request for possible solutions and complete the purchase request. Present the request to the County Administrator and EMD Coordinator for approval.

_____ 6. Process approved procurements.

_____ 7. Coordinate the delivery of purchased items with the EMD Coordinator or requesting agency.

_____ 8. Document all purchases, contracts, and expenses associated with the incident.

_____ 9. Obtain necessary federal forms to documents expenses for use in recovering incident expenses.

_____ 10. Routinely brief the EOC on the status of requested purchases and expenses.

_____ 11. In the event county resources have been exhausted, coordinate the request for procurement or assistance activities with the appropriate state agencies.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 12. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 13. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Sheriff (ESF 2, 9, 13, 16, 25E and 25F)

Name: _____ Date: _____

_____ 1. Sign in on the Staffing Sheet and obtain Staffing Badge.

_____ 2. Establish and maintain a Log Sheet (Attachment 1) of your significant actions for the duration of the EOC activation. For example, record arrival time, activities, discussions, decisions, and associated implementation times.

_____ 3. Advise the EMD Coordinator of your arrival and obtain a status briefing using Incident Status Log Sheet (Attachment 2) as an aid.

_____ 4. Coordinate with EMD Coordinator and fire department representatives for support of traffic control and rerouting needs.

_____ 5. Solicit damage reports (structural, downed power lines, trees, availability of roads, etc.) from on scene and first responding law enforcement officers. Submit damage reports to EOC staff.

_____ 7. Establish security around the incident area and coordinate with the EMD Coordinator and fire department representatives for access control into evacuated or affected areas.

_____ 8. Evaluate resource needs, develop a resource list, and enact off-duty call-out and/or mutual aid agreements as necessary. Coordinate mutual aid responses with adjacent agencies.

_____ 9. Based on the incident, coordinate with the EMD Coordinator and Department of Social Services Director to provide security for established shelters.

_____ 10. Based on incident scene needs review and place on standby resources to conduct Search and Rescue.

_____ 11. If terrorism is confirmed to be the cause of the incident, coordinate necessary local and request state resources to assist with investigation and mitigation of the incident.

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

_____ 12. Coordinate the release of emergency information (public alert methods) with the Aiken County EMD Coordinator, County PIO and Aiken County Dispatch Official utilizing the Aiken County Community Alert System, news media, or radio. Ensure multiple types, locations, and coverage of warning devices are used to inform the public of the disaster. This includes consideration for warning the hearing impaired and non-English speaking citizens. Coordinate communications between the incident scene and the EOC as conditions at the scene improve or degrade.

_____ 13. Evaluate the need to secure or relocate the county prison population.

_____ 14. Assist the EMD Coordinator, Public Works Director, and fire service in ensuring transportation is available to evacuate citizens without transportation.

_____ 15. Coordinate with the EMD Coordinator, PIO, and fire service re-entry guidelines for citizens.

_____ 16. Based on your activities during the incident, promptly complete and input the Emergency Operation Center Incident Message Form (Attachment 3) for display on the EOC messaging system to report the status of incident activities.

_____ 17. When EOC is deactivated, do the following:

- _____ a. Gather all logs and event-related documents. Place in chronological order, and provide to the EMD Coordinator.
- _____ b. Ensure all equipment is operational and returned to pre-emergency position.
- _____ c. Participate in critique of response actions and ensure documentation of deficiencies on Critique of Response Actions Form (Attachment 4).

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Attachment 1
Log Sheet (Record Actions Taken or Requested from Position)

EOC Position: _____ Date: ___/___/___ Page ___ of ___

Time	Item Requested	Action Taken	EOC Position Notified

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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Attachment 2

Incident Status Log Sheet

Initiating event(s) and mitigating actions performed:

_____
_____
_____
_____
_____
_____

Current emergency classification level (State, Plant Vogtle or SRS):

_____
_____
_____
_____
_____
_____

List affected locations including schools, nursing homes, medical facilities, etc.:

_____
_____
_____
_____
_____
_____

List protective actions implemented including restrictions placed on rail, air or river traffic:

_____
_____
_____
_____
_____
_____

List any injuries/overexposures/fatalities and actions taken:

_____
_____
_____

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Identify the impact on utilities (gas, electric, water lines, etc.):

_____
_____
_____
_____
_____
_____

List impacts to bridges or road closures due to damage:

_____
_____
_____
_____
_____
_____

List locations of access control roadblocks and detours:

_____
_____
_____
_____
_____
_____

List mutual aid requests implemented:

_____
_____
_____
_____
_____
_____

List all hazardous material released and response resources used to contain the released hazardous material:

_____
_____
_____
_____
_____

List (isotopes/chemicals-liquid/airborne, etc) exposure/health impacts to the citizens:

List any potential/imminent/occurring incidents and projected duration of the incident:

Identify shelter locations and needed resources:

Population affected/projected impact:

Drinking water supplies affected/projected impact:

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

In the event of a security/bomb threat or terrorism event identify the following:

Number of hostages and condition:

_____
_____
_____
_____
_____
_____

Has state or federal response or support been requested?

_____
_____
_____
_____
_____
_____

Has Explosive Ordnance Disposal (EOD) Unit response been requested?

_____
_____
_____
_____
_____
_____
_____

Has a situation containment/potential for other targets/consequence analysis been discussed or developed?

_____
_____
_____
_____
_____
_____

Provide routine reports on the status of hostage negotiations:

_____
_____
_____
_____
_____
_____

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

Attachment 3
Emergency Operation Center Incident Message Form

Complete all field entries of this form.

Name: _____ EOC Position: _____
Date: _____ Time: _____

Status: (circle one)
Requested Item/Service or Item/Service Delivered

Post information on: (circle one)
Significant Events Board or Pending Board or Completed Board

Description of requested item/service:

_____
_____
_____
_____
_____

Identify source of requested item/service:

_____
_____
_____
_____
_____

Expected delivery time of requested item/service:

_____
_____
_____
_____
_____
_____

Messenger Initials: _____ Agency: _____ EOC Coordinator: _____

Distribution: White: EOC Coordinator Yellow: _____
Green: _____ Pink: _____

ENSURE ACTIONS ARE DOCUMENTED ON ATTACHMENT 3 AND ARE POSTED ON THE WEB EOC SYSTEM

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Attachment 4
Critique of Response Actions Form

Inoperable equipment:

_____
_____
_____
_____
_____
_____

Incorrect telephone numbers:

_____
_____
_____
_____
_____
_____

Procedure inadequacies:

_____
_____
_____
_____
_____
_____

Notification difficulties:

_____
_____
_____
_____
_____

Identify activities that were positive:

_____
_____
_____
_____

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