



Greenville County, South Carolina  
Emergency Operations Plan  
June 2019

**The State of South Carolina  
Military Department**



**OFFICE OF THE ADJUTANT GENERAL**

R. Van McCarty  
MAJOR GENERAL  
THE ADJUTANT GENERAL

July 9, 2019

Mr. Jay Marett  
Interim Emergency Management Director  
Greenville County Office of Emergency Management  
206 South Main Street  
Greenville, SC 29602

Dear Mr. Marett,

In accordance with the provisions of paragraph D-3-f, South Carolina Regulations 58-101, effective April 28, 2017, the annual certification of the Greenville County Emergency Operations Plan has been accepted.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Stenson".

Kim Stenson  
Director

**Emergency Management Division  
2779 Fish Hatchery Road  
West Columbia, South Carolina 29172  
(803) 737-8500 Fax (803) 737-8570**



**GREENVILLE COUNTY  
EMERGENCY MANAGEMENT**

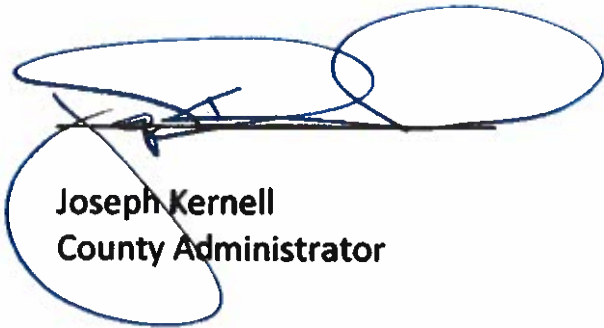
Jay Marett, Interim Director

**June 21, 2019**

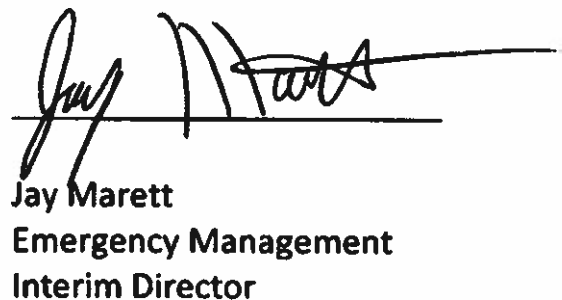
**Kim Stenson, Director  
South Carolina Emergency Management Division  
2779 Fish Hatchery Road  
West Columbia, SC 29172**

**Dear Director Stenson,**

**In accordance with paragraph C-9, South Carolina Code of Regulation 58-1, Local Emergency Preparedness Standards and the Local Emergency Performance Grant, I have reviewed and updated the Greenville County Emergency Operations Plan and it is current.**



**Joseph Kernell  
County Administrator**



**Jay Marett  
Emergency Management  
Interim Director**

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Pursuant to the Authority granted in Greenville County Ordinance Number 1326, dated November 6, 1984, the Greenville County Emergency Operations Plan is hereby adopted and promulgated. This county plan is intended to implement and to further the responsibility of Greenville County Emergency Management as set forth in South Carolina Legislative Act 199 of 1979, Section 21. This plan is coordinated with the South Carolina Emergency Operations Plan and sets forth specific delegation of responsibility of county and municipal agencies in Greenville County in the event of a major disaster.

Every attempt has been made to identify and designate available forces and resources at all levels of our government to be utilized in response to emergencies and disasters. Planning, preparation, and timely response must be the goal if all the people of Greenville County are to realize and enjoy 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(s) at hand. In so charging these officials, I strongly urge all citizens of Greenville County to render to their leaders and planners' fullest support and cooperation to avert or mitigate the 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 County Emergency Management Director.

Greenville County Emergency Management 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 annexes.

  
\_\_\_\_\_  
Greenville County Administrator

6-25-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Greenville County Council Chairman

6-26-2019  
\_\_\_\_\_  
Date

GREENVILLE COUNTY CODE OF ORDINANCES  
ORDINANCE 1326

An ordinance to establish an Emergency Management Advisory Committee, the Office of Emergency Management, an Emergency Management Coordinator [Director] and a Public Information Officer, and set forth their powers and duties; to provide for the development of plans for Emergency Management; to provide for the responsibilities of County Council and the County Administrator in Emergency Management; to separate the administration of the Office of Emergency Management from the Emergency Management Authority; to provide for immunity of county employees within the scope of their duties.

BE IT ORDAINED BY GREENVILLE COUNTY COUNCIL:

Section 1. Creation of Local Emergency Management Advisory Committee. There is hereby created an Emergency Management Advisory Committee for Greenville County, which shall consist of all members of the Greenville County Council, all members of city and town councils, city administrators or comparable officials, the Administrator of the Greenville County School District and superintendents who report to him and are located within Greenville County, the Director of the GHS Trauma Center, the Coroner of Greenville County, the Emergency Management Coordinator [Director] of the Greenville Transit Authority, the President of the Greenville County Fire Chief's Association, the County Engineer for Greenville County, a representative of the Greenville County Health Department to be designated by that Department, the Director of the Department of Social Services, and the Emergency Public Information Officer. The Greenville County Administrator is also privileged to attend its meetings. Functions and responsibilities of the various individuals or components of the Committee are set forth in Addendum No. 1; functions and responsibilities of the County Council and County Administrator are set forth in Addendum No. 2.

Section 2. Creation of the Office of Emergency Management Coordinator [Director].

(a) There is established within Greenville County an organization known as the Office of Emergency Management (hereinafter called the "office") which shall be responsible to the County Administrator through the County Emergency Management Coordinator [Director] hereinafter provided for, for the coordination of preparedness and emergency response activities in compliance with State Regulations 58-1 and 58-101. The County Administrator may designate an appropriate office, agency or department within county government to provide day-to-day supervision over the office. The office shall have such professional and clerical staff as may be provided in the annual county budget or otherwise, and shall be subject to the county's personnel rules and procedures, and its financial policies.

(b) There is hereby created within Greenville County government a position known as Emergency Management Coordinator [Director] (hereinafter referred to as the "Coordinator [Director]") which shall be responsible to the County Administrator for the coordination of

preparedness and emergency response activities in compliance with State Regulations 58-1 and 58-101. The County Administrator may designate an appropriate office, agency, or department within county government to provide day-to-day supervision over the Coordinator [Director]. The Coordinator [Director] shall be a full time employee appointed by the County Administrator in accordance with Greenville County personnel procedures. Consideration shall be given to the following qualifications when selecting the Coordinator [Director]:

- (1) diplomatic skills;
- (2) understanding of local government;
- (3) political skills;
- (4) managerial ability;
- (5) communication skills;
- (6) planning skills;
- (7) understanding of public safety and preparedness issues and operations.

The Coordinator [Director] shall be the designated coordinating point between state and local government during an emergency other than a law enforcement emergency. He shall receive such salary as shall be provided for in the annual county budget.

Section 3. Appointment of Public Information Officer. The County Administrator shall appoint a county official or full time employee, but not the Coordinator [Director], as the Emergency Public Information Officer, as required by Paragraph B3 of the State Regulation 58-1.

Section 4. Development of Plans for Emergency Operations. As required by State Regulations 58-1C, paragraphs 1 through 7, the Coordinator [Director] shall prepare a county basic emergency operations plan, annexes, vulnerability analysis, and major hazard contingency plans and have these approved, after local review, by the State Emergency Management Division, Office of the Adjutant General, on or before September 1, 1985, and thereafter by February 1 of the first year of each new gubernatorial term beginning in 1987. He will also provide for the annual review of all county plans, annexes, implementing procedures, and resource inventories and submits appropriate revisions and certifications to the State Emergency Management Division, for review and approval.

Section 5. Facilities, Equipment, Training, Public Education and Emergency Management Exercises. The County Council shall provide such facilities and equipment as are required by Paragraph D of State Regulation 58-1, and the County Administrator and the Coordinator [Director] shall be responsible for staffing training, personnel training, public education, and Emergency Management exercises, as required by Paragraphs B4, E, F, and G.

Section 6. Separation of the Office of Emergency Management from EMA. By Ordinance No. 1088, adopted February 15, 1983, the pre-existing Civil Defense Board for Greenville County was merged with the Emergency Management Authority, which was formerly known as the Emergency Medical Services Commission. By this ordinance, the Office of Emergency Management is separated from the Emergency Management Authority, hereinafter to be known as the



Emergency Medical Services Department (EMS), but the pre-existing Civil Defense Board is not thereby revived and Act No. 605 of the 1967 Acts and Joint Resolutions of the General Assembly of South Carolina is hereby repealed.

Section 7. County Employees. County and municipal employees assigned to duty as a part of the civil defense forces pursuant to the provisions of this ordinance shall retain all the rights, privileges, and immunities of employees, and shall receive the compensation incident to their employment.

Section 8. Immunity from Damages.

(a) This ordinance is an exercise by the county of its governmental functions for the protection of the public peace, health, and safety, and the county or agents and representatives of the county, or any individual, receiver firm, partnership, corporation, association or trustee, or any of the agents thereof in good faith carrying out, complying with, or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this ordinance shall not be liable for any damage sustained to persons or property as a result of such activity.

(b) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the county the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or threatened enemy attack, or during an authorized civil defense practice exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege, or other permission, or for loss of, or damage to the property of such person.

Section 9. Separability. Should any provisions of this ordinance be declared invalid for any reason, such declaration shall not affect the validity of any other provisions, of the ordinance as a whole, it being the Council's intent that the provisions of this ordinance shall be severable and remain valid notwithstanding such declaration.

Section 10. Time Effective. This Ordinance shall become effective upon the date of its adoption.

DONE IN REGULAR MEETING THIS SIXTH DAY OF NOVEMBER 1984.

**Greenville County Emergency Operations Plan**

Change Number	Change	Date of Change	Date Entered	Change Made By
1	2019 EOP Update	06/15/2019	06/15/2019	J. Stumpf
2	Annex Merges	06/15/2019	06/15/2019	J. Stumpf

The Greenville County Emergency Operations Plan is digitally published at the following website:

<http://www.gceoc.com/gc-emergency-operations.php>

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

**Aid Agreements, Mutual (Pacts)** – Written or unwritten understandings among jurisdictions, which cover methods and types of assistance available during an emergency.

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

**Amateur Radio Emergency Service (ARES)** – A group of Amateur radio operators organized by The American Radio Relay League to provide emergency communications wherever and for whomever it may be needed.

**Ambulance Service** – Composed of all ambulance stations, their personnel, facilities, and equipment at county level; and upon request, local fire departments, rescue squads, neighboring county ambulance services, and appropriate State agencies.

**Area Command (Unified Area Command)** – An organization established (1) to oversee the management of multiple incidents that are being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies are followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Biological** – Micro-organisms or associated products that may cause disease in humans, animals, economic crops, or the living environment. These include pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and imported unprocessed wool fibers.

**Chemical** – Substances that are toxic, corrosive or injurious due to inherent chemical properties. These include such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, and drugs.

**CHEMTREC** – “Chemical Transportation Emergency Center,” a public service of the Chemical Manufacturers Association located in Washington, D.C. CHEMTREC provides immediate advice for emergency personnel at the scene of an accident or spill. A telephone hotline for emergencies is 1-800-424-9300.

**Civil Disturbance** – Any incident intended to disrupt community affairs and requiring law enforcement intervention and emergency management assistance to maintain public safety. These include, but are not limited to; terrorist attacks, riots, and strikes which result in violence, and demonstrations requiring police intervention and arrests.

**Command Staff** – In an incident management organization, the Command Staff consists of the Incident Command and special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

**Conglomerate** – The combination of a risk area and associated host areas.

**Congregate Care** – Refers to the provision of temporary housing and basic necessities for evacuees.

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

**Counter Terrorism** – Prevention against, preparation for, response to, and crisis management of acts of terrorism.

**Credible Threat** – A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

**Crisis Counseling** – Service provided by mental health professionals to psychiatric casualties such as bystanders, and relatives of disaster victims that need treatment for shock, anxiety, hysteria, or other extreme stress or loss such as damage to home or workplace, displacement, missing family members, etc.

**Crisis Relocation** – The movement of populations from high risk areas to those of lower risk.

**Critical Infrastructure** – Systems and assets, whether physical or virtual, so vital to the County, State, and the nation that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Damage Assessment Service** – Composed of all damage assessment sources and resources, both public and private, and not otherwise under Federal or State control, located in Greenville County.

**Damage Assessment** – An evaluation in dollars of the estimated cost for damages or loss to property and equipment.

**Decontamination (Radiological)** – The reduction or removal of contaminating radioactive material from a structure, area, object or person.

**Direction and control** – The assignment of missions, tasks, and procedures to operate government during emergency operations.

**Disaster Categories:**

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

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

**Catastrophic Disaster** – Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident that produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. For example, whether a given earthquake qualifies as catastrophic depends on the combined effect of geologic parameters (e.g., magnitude, duration, type of earth movement, etc.), and environmental parameters (e.g., building damage and collapse, damage to infrastructure and systems, etc.). For the purpose of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries;

causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on state and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities.

Disaster Medical Assistance Team (DMAT) – A regional group of volunteer medical professionals and support personnel with the ability to quickly move into a disaster area and provide medical care.

Disaster Mortuary Operational Readiness Team (DMORT) – A regional group of volunteer medical professionals and support personnel with the ability to quickly move into a disaster area and provide temporary morgue facilities, victim identification, and processing, preparation and disposition of remains.

Distribution – The process of delivering a commodity from convenient points to the customers.

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

Emergency Information – Material designed to improve public knowledge or understanding of an emergency.

Emergency Instructions – Information provided to the general public during an emergency pertaining to recommendations for actions such as evacuation and sheltering.

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

Emergency Mortuary Actions – The actions which are necessary to assure proper retention and/or disposition of human remains, as resolved by the MS Officer and the Greenville County Coroner. See Appendix 6.

Emergency Operations Center (EOC) – The location from which civil government officials (municipal, county, state and federal) exercise direction and control in an emergency/disaster.

Emergency Operations Center (EOC) Operational Staff – Those designated individuals who are essential for the operation of the EOC in order to provide for the collection, collation,

and dissemination of information, make decisions and allocate resources during an emergency.

Emergency Operations Plan (EOP) – A brief, clear and concise document that provides a description of actions to be taken by all individuals and local governments in the event of an emergency or disaster.

Emergency Support Function (ESF) – A functional emergency management area with a corresponding annexes in the State Emergency Operations Plan and Federal Response Plan which tasks agencies and organizational entities within Greenville County to provide and/or coordinate certain resources in response to emergencies or disasters.

Emergency Public Information – Information which is disseminated primarily, but not unconditionally, at the actual time of an emergency; and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

Energy Management – The technology involving the analysis of energy use resulting in appropriate techniques and methods to ensure more efficient utilization of energy resources.

Exercise – A simulated emergency condition of natural or technological disaster operations involving planning, preparation, and execution.

Explosive – Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to that blast.

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Federal Disaster Assistance – Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288) as amended.

Federal Energy Regulatory Commission (FERC) – The primary federal agency which regulates non-federal hydroelectric dams in S.C. and across the nation, and requires utilities or owners to ensure revision and distribution of Emergency Action Plans (EAPs) every five years or as needed FERC ensures dam safety readiness through testing during regularly scheduled drills.

Fire Service – Composed of all fire fighting organizations, their personnel, facilities and resources at county level, including local government, appropriate state agencies/departments, and non-government/volunteer departments.



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

Natural Hazards or “acts of God” such as earthquakes, tornadoes, floods, hurricanes, wildfires, landslides, or avalanches.

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

Hazardous Materials (HazMat) – A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment.

Host Area – A specified area relatively unlikely to experience direct effects of a hazard or an area designated for evacuees following a major event.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS) – A standardized on-scene integrated organizational structure that manages the complex demands of single or multiple incidents without being hindered by jurisdictional or geographic boundaries. The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish state objectives pertaining to an incident.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Internet Routed Information System (IRIS) – A statewide computer routing message system to allow each county to report incidents, pass messages and makes requests for resources.

Law Enforcement Service – Composed of all law enforcement organizations, their personnel, facilities and resources at county level. Upon request, qualified commissioned personnel from state and federal agencies may be utilized.

Local Government Radio (LGR) – A radio service authorized by the Federal Communications Commission to provide governmental entities with a system for any type of governmental communications. In SC this is low band VHF repeater system. State EPD Warning Point is net control.

Joint Information Center (JIC) – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media, whether located at the scene of the incident or at another strategic location. Public information officials from all participating agencies and involved entities should collocate at the JIC during the emergency incident.

Mass Care – Organization composed of the Greenville Department of Social Services (DSS) and its personnel, facilities and resources of State and County levels; the regional Department of Health and Environmental Control Office and its personnel, facilities and resources at the State and County levels; the Department of Health and Human Services and its personnel, facilities, and resources at the State and County levels; The American Red Cross and The Salvation Army at local and state levels, the County School Districts and their personnel, facilities and resources; appropriate Federal agencies and supporting private and religious organizations.

Mass Care Management Group – Group composed of Mass Care Coordinator, DHEC representative, DHHS representative, School District Superintendents, Manager of the Greenville Chapter of the American Red Cross (ARC), the Salvation Army of Greenville County, and local/state law enforcement. These individuals or their alternates will be located in the Emergency Operations Center (EOC) when it is activated.

Mass Care Services – Resources for basic human needs required as a result of an emergency situation (shelter, food, clothing, information, referral, counseling, and first aid) and provided by the Mass Care organization.

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

Medical Service (MS) Coordinator – The individual designated to coordinate all elements of MS into a functional emergency organization.

Mitigation – 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 other emergency.

Mobile Command Post – A transportable command cell capable of exercising direction and control from a forward-deployed location during an emergency. It is a place for commanders of the responding agencies to meet, plan, organize and communicate.

Mobilization – The process of marshaling appropriate resources.

Monitoring – The procedure of locating and measuring radioactive contamination by the use of survey instruments capable of detecting and measuring ionizing radiation.

Municipal Emergency Operations Center (MEOC) – Protected facility from which the government of a municipality conducts emergency operations during a disaster.

Multi-jurisdictional Incident – An incident requiring action from multiple agencies that each has jurisdiction to manage certain aspects of the incident. In ICS, these incidents are managed under the Unified Command approach.

National Incident Management System (NIMS) – A system mandated by federal legislation that establishes standardized incident management processes, protocols, and procedures that all responders, Federal, State, county, and local, will use to coordinate and conduct response actions. With responders using the standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when disaster incidents occur. Additionally, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the Nation's emergency teams and authorities use common language and procedures.

National Warning System (NAWAS) – A nationwide, dedicated, voice warning network. Its primary purpose is to provide the American population with information of an impending attack upon the United States.

National Weather Service (NWS) – Under the National Oceanic and Atmospheric Administration (NOAA) of the Department of Commerce, the NWS is responsible for providing weather service to the nation. It is charged with responsibility for observing and reporting the weather and with issuing forecasts and warnings of weather and floods in the interest of national safety and economy.

Nuclear Power Plant – An electric generating facility using a nuclear reactor as its power (heat) source.

Preparedness – Those activities, programs and systems that exist prior to an emergency used to support and enhance response to an emergency or disaster.

Public Information Officer (PIO) – The designated individual responsible for disseminating official information relating to emergency operations.

Radio Amateur Civil Emergency Service (RACES) – A group of amateur radio operators authorized by the Federal Communications Commission to provide emergency Civil Defense communications.

Radiological – Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

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

Re-entry – The return to evacuated areas by resident populations, which may be constrained by time or function based on the existing situation.

Rescue Service – Composed of any or all emergency service organizations, their personnel, equipment, facilities and resources at the county level, including local government, volunteer organizations, and upon request, the appropriate State agencies.

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

Return – Reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

Shelter – Pre-identified sites in existing structures or temporary facilities used to house personnel displaced as a result of an emergency evacuation or the effects of a natural or man-made disaster.

Shelter Area – Geographical unit that divides the Mass Care shelter operations into identifiable areas.

Shelter Management – The internal organization, administration and operation of a shelter facility by either pertained or emergent leadership.

Shelter Plan – Document used to direct people to the best available shelter as dictated by the situation. The plan identifies the number of and the requirement for shelter spaces.

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

Staging Area – Facility located in the disaster impact area at the local jurisdictional level where arriving personnel and resources are staged pending assignment to an operational site within the affected jurisdiction.

Standard Operating Procedures (SOPs) – A set of instructions having the force of a directive, covering those features of operations that lend themselves to a standardized procedure without loss of effectiveness.

Supply And Procurement Service – Composed of all supply and procurement sources and resources, both public, private, and those not otherwise under Federal or State control, located in Greenville County prior to or entering the county subsequent to disaster.

Supply And Procurement – The acquisition, use, and payment for those commodities and services necessary during and after a disaster.

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

Title III, Superfund Amendments and Reauthorization Act (SARA) – The “Emergency Planning and Community Right-to-know Act of 1986.” Specifies planning requirements at the state and local levels for specified hazardous materials and extremely hazardous substances. It also specifies minimum plan content; requirements for fixed facility owners and operators to inform officials about hazardous and extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to the public.

Traffic Control – All activities accomplished for the purpose of facilitating the evacuation of the general public in vehicles along specific routes.

Transportation Service – All County, public, private and volunteer organizations within the County, which can be used in support of emergency operations.

Transmission – The process of transporting electricity in bulk from a source of generation to a distribution system or large power consumers.

Unified Command – An application of the ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Urban Search and Rescue – The process of locating, extricating and providing immediate medical treatment of victims trapped in collapsed structures.

Vulnerability or Risk – The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.

Warning – The alerting of public officials, emergency support services, and the general public to the treat of extraordinary danger and the related effects of both technological and natural disasters.

Warning Service – A service provided by local governments to warn and alert county and municipal officials and the public of actual or impending disasters.

Weapons of Mass Destruction (WMD) – As defined in Title 18, U.S. C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

WebEOC – A computer based tool to manage crisis event information and emergency response through the application of Crisis Information Management Software (CIMS) using world-wide-web Internet facilities. WebEOC is used during the planning, mitigation, response and recovery phases of emergencies and also during day-to-day activities for the purpose of managing routine, non-emergency related operations.

I. INTRODUCTION

- A. It is the policy of the Greenville County Government to be prepared for any emergency or disaster. This is in accordance with South Carolina Regulation 58-101.
- B. Emergency response personnel, equipment, and facilities will maintain a state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all who are threatened by an emergency or become victims of disaster.
- C. Greenville County will coordinate emergency response and recovery with local jurisdictions, the State of South Carolina, other states, the federal government, governmental and Non-Governmental Organizations (NGO), and private agencies or organizations.
- D. The Chairman of County Council and the County Administrator will determine the level and duration of commitment of county resources upon recommendation from the Greenville County Emergency Management (GCEM) Director.

II. PURPOSE

- A. Reduce the vulnerability of people and communities of Greenville County due to loss of life, injury, damage, and loss of property resulting from natural, technological, criminal, or hostile acts.
- B. Coordinate disaster operations with timely and effective response and deployment of resources.
- C. Keep the citizens and visitors of Greenville County informed about the situation and provide them information on how they can protect themselves.
- D. Request assistance from other counties or the State when requirements exceed the capabilities or availability of Greenville County's resources.

III. SCOPE

- A. Establishes the policies and procedures by which the county will coordinate the response to disasters impacting Greenville County and its citizens and visitors.

- B. Describes how the county will mobilize resources and conduct activities to guide emergency management efforts through preparedness, response, recovery, and mitigation.
- C. Addresses the various types of emergencies likely to occur in the county, from minor impact to major or catastrophic disasters.
- D. Describes the responsibilities of county agencies in executing effective response and recovery operations, and assigns specific function and responsibilities to the appropriate agencies and organizations.
- E. This plan is supplemented by Emergency Support Function (ESF) Annexes and supporting Standard Operating Procedures (SOP), as well as operational plans of their responsible organizations referenced throughout this document.
- F. Supports the National Incident Management System (NIMS) and the Incident Command System (ICS).

#### IV. ASSUMPTIONS

- A. Greenville County will manage most disasters and emergencies by utilizing resources within the county.
- B. A disaster may occur with little or no warning and may escalate far more rapidly than the ability of the county to handle.
- C. When an emergency exceeds the capability of the county, assistance will be requested from another county and/or the State.

#### V. SITUATION

- A. Vulnerability Analysis
  - 1. According to ESRI Business Analyst, the total population of Greenville County in 2018 was 513,431. This is a growth of 14% since 2010. By 2023, the population is anticipated to increase 8%.
  - 2. Greenville County is South Carolina's most populated county.
  - 3. Greenville County encompasses 794 square miles and has a daily influx of workers, transients, and tourists.



4. Approximately 10% of South Carolina's population resides in Greenville County.
5. There are nearly 77,000 children in the Greenville County School District. The district is the largest in the State and 44<sup>th</sup> largest in the United States.
6. The following statistics from the U.S. Census Bureau and ESRI Business Analyst illustrate the high level of vulnerability of the county's population to hazards:
  - a. 17.2% are age 65 years or older.
  - b. 9% of the housing units are mobile homes.
  - c. 15.4% are living below the poverty level.
  - d. 10.5% under the age of 65 have a disability.
7. According to a Hispanic Alliance SC Survey released in January 2019:
  - a. There are an estimated 44,655 Latinos living in Greenville County. This is approximately 9% of the population.
  - b. The Latino population in Greenville County has increased 52% in less than 10 years.
  - c. The Latino population in Greenville County is ethnically and racially diverse.
    - 42% Mexican
    - 20% Colombian
    - 9% Honduran
    - 6% Guatemalan
    - 5% Puerto Rican
    - 4% El Salvadorian
  - d. English language skills of Greenville County Latinos:
    - 23% excellent
    - 19% good
    - 38% average

- 20% poor

B. Hazard Analysis

1. Greenville County is threatened by natural and technological hazards. These hazards have the potential to disrupt day-to-day activities, cause extensive property, and create mass casualties.
2. The State of South Carolina Hazard Mitigation Plan has a detailed hazard analysis by county called the State of South Carolina Hazard Assessment.
3. The County of Greenville also maintains a Hazard Mitigation Plan.

C. Significant Natural and Man-made Hazards to Greenville County

1. Drought

- a. According to NOAA's Storm Events Database, from 2008 through 2018, Greenville County has experienced 10 drought events..
- b. See the South Carolina Drought Response Plan.

2. Earthquakes

- a. According to the 2001 Comprehensive Seismic Risk and Vulnerability Study for the State of South Carolina, the State is extremely vulnerable to earthquakes.
- b. South Carolina experiences multiple earthquakes annually, but most are low-level events with magnitudes less than 4.0. According to the United States Geological Survey (USGS), over 100 low-level events occurred in South Carolina from 1974-2015.
- c. Approximately 70% of earthquakes in South Carolina occur in the vicinity of the epicenter of the 1886 Charleston/Summerville earthquake. This area is referred to as the Middleton Place-Summerville Seismic Zone (MPSSZ). Greenville County could feel the effects of a strong earthquake in this area in the form of damage, sheltering the affected population, and/or sending resources to assist after an earthquake.

- d. The Brevard Fault Zone and the Pax Mountain fault system cross into the northern part of Greenville County. In addition to these faults, the county is susceptible to earthquakes in other locations, especially near dams.
  - e. According to the USGS, three earthquakes ranging from magnitude 2.2 to 2.5 have occurred in Greenville County since 1997.
  - f. See the Appendix 3 (South Carolina Earthquake Plan) to the South Carolina Emergency Operations Plan (SCEOP).
3. Fires
- a. Structural Fires
    - (1) The threats of structural events facing Greenville County's approximately 30 fire districts create the potential for catastrophic consequences and number of fire related injuries, deaths, and widespread damage and loss.
    - (2) There were 768 structure fires in Greenville County in 2018 with a total loss of \$12,797,463 according to the Office of the State Fire Marshal.
    - (3) For the five year period of 2014-2018 Greenville County experienced 4,145 structure fires, 81 civilian injuries, 56 fire service injuries, and 26 fire related fatalities. The total loss from those fires was \$47,396,964 according to the Office of the State Fire Marshal.
  - b. Wildfires
    - (1) Wildfires can infringe on developed and/or urban areas, and contribute to the structural fire problem. As the population grows and residential developments continue to expand into forested areas, wildland urban interface issues increase and more wildfires threaten homes.

- (2) According to the South Carolina Forestry Commission (SCFC), 98% of the wildland fires are caused by human activities. The leading causes are careless outdoor burning and woods arson.
- (3) Wildfires can occur any time of the year, but the height of the wildfire season usually occurs from late winter through spring.
- (4) During the Fiscal Year July 1, 2017 – June 30, 2018, 9,864 acres were burned in South Carolina, 48 of which were in Greenville County.
- (5) Pinnacle Mountain Fire 2016
  - (a) The Pinnacle Mountain fire began in Pickens County on November 9, 2016 due to an escaped campfire in Table Rock State Park.
  - (b) This fire is the largest mountain wildfire on record in South Carolina.
  - (c) The fire expanded into Greenville County on November 20, 2016.
  - (d) The fire burned a total of 10,623 acres, approximately 5,200 of which were in Greenville County.
  - (e) Preliminary cost estimates of this fire are over \$4.5 million.

4. Flooding

- a. Flooding is the most frequent and most costly natural disaster in the United States, causing almost 4,000 deaths since 1950. About 75% of the Presidential Disaster Declarations are related to flooding.
- b. According to the South Carolina State Hazard Mitigation Plan, historically Greenville County has the highest number of

annualized losses and the highest number of flood-loss causing events.

c. Greenville County is affected by four types of flooding.

(1) Dam/Levee Failure

- (a) South Carolina has over 2,300 regulated dams throughout the State including federal and state regulated dams.
- (b) According to the South Carolina Department of Health and Environmental Control, Greenville County has more dams than any other county in South Carolina.
- (c) Each dam or levee has the potential to fail and suddenly release its impounded water, flooding the land downstream. The threat from dam failure increases from aging dams, when additional dams are built for retention basins, and amenity ponds in new developments. Many dams exist on smaller streams that are not mapped as floodplains or subject to floodplain regulation, leaving downstream residents unaware of potential risks.

(2) Local Drainage Problems

Local drainage problems can occur anywhere in the County where the ground is flat, where drainage pattern has been disrupted, or where channels or culverts have not been maintained.

(3) Flash Flooding

- (a) Flash flooding occurs when heavy rainfall in a short period of time accumulates in areas faster than the ground is able to absorb it.

- (b) According to the National Oceanic and Atmospheric Administration's (NOAA) Storm Events Database, from 2008 through 2018, 22 flash flooding events have been reported in Greenville County, resulting in two deaths and over \$2.3 million in damage.
  - (c) The costliest flash flood occurred on July 29, 2004 when approximately four to nine inches of rain fell in four hours. This resulted in major flooding from Berea to downtown Greenville. The Reedy River reached 19.2 feet in downtown Greenville, which is the second highest level on record. Numerous homes and businesses sustained major damage. At least 30 homes were condemned. Numerous roads and bridges were damaged or washed out. Hundreds of vehicles were damaged or destroyed. Property damage was estimated at \$3.5 million.
  - (d) The second costliest flash flood in the county occurred on August 9-10, 2014. Multiple slow moving thunderstorms moved over downtown Greenville, Taylors, and Greer, dropping three to six inches of rain in a couple of hours. Two people drowned after abandoning their vehicle trying to reach higher ground. Multiple rivers and creeks flooded. Property damage was estimated to be \$1.7 million.
- (4) Riverine Flooding
  - (a) Riverine flooding occurs when an increase of water volume within a river channel causes an overflow onto the surrounding flood plain.
  - (b) The State's topography, combined with its humid, subtropical climate, makes it highly vulnerable to riverine flooding.

- (c) According to NOAA's Storm Events Database, from 2008 through 2018, Greenville County experienced 13 flood events resulting in over \$75,000 in damage.
- (d) On March 20, 2003, a heavy rain event from the previous day and continued moderate rainfall on the 20<sup>th</sup> resulted in flooding along many creeks and streams in the Berea, Greenville, Taylors, Greer, Mauldin, and Simpsonville area. The property damage was estimated at \$1 million.

5. Hurricanes and Tropical Systems

- a. Although Greenville County is not a coastal county, it is still affected by hurricanes and tropical systems.
- b. Inland flooding poses the greatest threat to life and property for the county. Tornadoes, high winds, and heavy rain also accompany these storms.
- c. In 1995, Tropical Storm Jerry dropped over 15" of rain in some portions of Greenville County.
- d. In 2004, South Carolina experienced 89 tornadoes, and a record 44 tornados in a single day on September 7<sup>th</sup>, as Tropical Storm Frances passed near the State.
- e. Greenville County may be called on to assist other areas of the State with personnel and resources due to a hurricane or tropical system.

6. Infectious Disease Outbreak or Other Public Health Emergency

- a. Infectious disease outbreaks or other public health emergencies may occur in Greenville County with little or no notice.
- b. Infectious disease can present special requirements for disease surveillance, rapid delivery of vaccines, antibiotics, or antiviral

drugs, allocation of limited medical resources, and expansion of health care services to meet a surge in demand for care.

- c. See ESF-8 Annex to this Plan and Appendix 5 (South Carolina Mass Casualty Plan) to the SCEOP.

7. Severe Thunderstorms, Tornadoes, and Lightning

- a. According to NOAA's Storm Events Database, from 2008 through 2018, Greenville County experienced 191 thunderstorm wind events resulting in one injury and \$750,000 in damage, three lightning events resulting in one injury and \$225,000 in damage, and 192 hail events.
- b. According to NOAA's Storm Events Database, from 2008 through 2018, Greenville County experienced eight tornadoes that caused \$626,000 in damage.
- c. NOAA's 25-year Average Number of Tornadoes per State (1989-2013) shows that South Carolina experiences most tornadoes in March, April, and September. However, tornadoes can occur any time of the year.
- d. On March 15, 1996 a squall line raced across the Upstate, impacting multiple counties. At Donaldson Center Industrial Air Park, wind equipment at the Lockheed facility measured 75 mph winds, and trees and powerlines were downed across the Air Park. This storm was estimated to cause one death, seven injuries, and approximately \$100,000 in damage.
- e. On August 16, 2003 a microburst caused damage to 12 airplanes and three hangars at the Greenville Downtown Airport. One plane was blown approximately 300 feet into the side of a hangar, causing the plane to break in half. Three single-engine planes were flipped over. A concrete block wall was also blown over. The total event cost about \$300,000 in property damage.
- f. On March 21, 2017 scattered thunderstorms dropped multiple swaths of hail, especially in the Eastside and Greer areas. Some of



the hail stones were the size of baseballs, causing extensive damage to vehicles and structures.

8. Severe Winter Weather

- a. Snow, ice storms, and extremely cold temperatures periodically threaten the county.
- b. 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.
- c. According to NOAA's Storm Events Database, from 2008 through 2018, Greenville County experienced eight heavy snow events, nine winter storm events, and 26 winter weather events.
- d. On December 4, 2002 an ice storm causing \$100 million in property damages affected the majority of the counties in South Carolina. Greenville was one of the counties that suffered most of the losses from this event, which included ice accumulations up to 1.5" in some areas. Hundreds of thousands of home were without power, many for as long as two weeks.
- e. In December 2005 a winter storm producing ice and snow across the Upstate of South Carolina, including Greenville County, caused almost \$1.5 million in property damage due to power outages and housing unit damage from falling limbs and trees. The winter storm resulted in a Presidential Disaster Declaration in January 2006.

9. Active Shooter/Hostile Action

- a. An active shooter is an individual(s) actively engaged in killing or attempting to continuously harm people. In most cases, active shooters use firearms, and there is generally no pattern or method to the selection of victims.
- b. Active shooter/hostile action situations are unpredictable and evolve quickly.

- c. An active shooter/hostile action situation could occur anywhere at any time with little or no warning and may result in mass casualties.
- d. See Appendix 13 (South Carolina Active Shooter-Hostile Action Consequence Management Plan) and Appendix 9 (South Carolina Catastrophic Incident Plan) of the SCEOP.

10. Civil Disturbance

Civil disturbances may occur at any time in the county and are often preceded by periods of increased tension caused by questionable social and/or political events, such as controversial jury trials or law enforcement actions.

11. Hazardous Materials Spill or Release

- a. The county's industrial capacity and network of interstate highways and railways result in vulnerabilities to hazardous materials releases from both moving and stationary sources.
- b. According to the South Carolina State Hazard Mitigation Plan, Greenville County has the most Toxic Release Inventory (TRI) and Superfund sites in the State.
- c. In 2018, 3575 facilities reported chemical inventories as required by the federal Emergency Planning Community Right-to-Know Act (EPCRA) regulations. Of those, 138 reported storing extremely hazardous substances exceeding the Threshold Planning Quantity as classified by Section 302/304 of the Federal Superfund Amendments and Reauthorization Act (SARA, Title III).
  - (1) These facilities are located throughout the county in both rural and densely populated areas and do not include retail gas stations, warehouses, most power sub-stations, or telephone relay battery storage sites.
  - (2) Many of these facilities are located along Interstate 85.

- d. An accident/incident along the interstate highways and railways that supply industries with chemical and petroleum products could result in a moderate to large accidental release of hazardous materials from a transportation source.

12. Radiological Release

a. Nuclear Facilities

- (1) Greenville County is located within the 50-mile Emergency Planning Zone (EPZ) of the Oconee Nuclear Station and could affect the county's citizens.
- (2) The county is a host county for evacuees from Pickens County near the Oconee Nuclear Station.
- (3) See the Greenville County Radiological Plan and South Carolina Operational Radiological Emergency Response Plan.

b. Transportation of Nuclear Materials

- (1) The South Carolina Department of Health and Environmental Control (SCDHEC) maintains situational awareness of the transport of radiological waste and materials into and through the State of South Carolina.
- (2) SCDHEC maintains the processes and procedures to address potential releases of radiological materials/waste during transportation.

13. Terrorism and Cyber Terrorism

- a. There are many critical and high-profile facilities, high concentrations of population, and other potentially attractive venues for terrorist activity that make the county vulnerable to a variety of terrorist methods.
- b. Cyber terrorism is a risk for all organizations, including county government. Though the county uses technology that consists of firewalls, proxy servers, and virus walls to provide a secure

perimeter around the network, these can be ineffective when users fail to head security requirements.

14. Pipelines

- a. Both Colonial Pipeline Company and Kinder Morgan have gas/petroleum pipelines that run through the southern end of Greenville County.
- b. Pipeline issues could have an impact on the environment, health, and economy.

15. Landslides and Mass Wasting

- a. According to the USGS, landslides are geologic hazards that occur in all states, and cause \$1-2 billion dollars in damage, and over 25 average annual fatalities.
- b. Mass wasting is the downward movement of rock material. Landslides are a type of mass wasting, which refers to the sudden collapse of a slope, also known as slope failure. Other types of mass wasting include mudflow, earthflow, creep, rock fall, slump, and these are characterized by their downward movement and the amount of moisture.
- c. The Upstate of South Carolina most closely fits the typical landslide topography as outlined by the USGS, with steep slopes in Greenville County at Caesars Head and Glassy Mountain.
- d. According to the USGS, Greenville County ranges from the Moderate to High Susceptibility and Low to Moderate Incidence to landslides.

16. Heat

- a. According to the NOAA Storm Events Database, from 2008 through 2018 Greenville County has had 2 heat events.
- b. On June 29, 2012, Greenville-Spartanburg International Airport recorded a high temperature of 105°F. On June 30, 2012,

Greenville-Spartanburg International Airport recorded a high temperature of 103°F.

- c. On July 1, 2012, Greenville-Spartanburg International Airport hit an all-time record high temperature of 107°F.

## VI. CONCEPT OF OPERATIONS

### A. General

1. This Plan, and its Annexes and Attachments, support the National Response Framework (NRF).
2. This plan is supported by the local, State, and Federal organizational levels of emergency management.
3. Preparedness, response, recovery, and mitigation are general responsibilities of all levels of government working together to provide a system to meet the needs of the public.
4. Emergency operations will be initiated at the lowest level able to effectively respond to the situation.

### B. Emergency Support Functions (ESF)

1. The county has established ESFs with county agencies, state agencies, and volunteer organizations to support response and recovery operations.
2. A county or state agency within each ESF has primary responsibility for the coordination and implantation of the ESF.
3. The designated primary agency will coordinate the development and preparation of Standard Operating Procedures (SOP).
4. Support agencies and volunteer organizations are incorporated into plans and annexes.
5. Additional state and county agencies may be required to support each ESF.
6. ESFs and Coordinating Agencies are designated in the following table:

ESF	TITLE	PRIMARY AGENCY
1	Transportation	Greenville County School District
2	Communications	Greenville County Sheriff's Office
3	Public Works & Engineering	Greenville County Public Works
4	Firefighting	Greenville County Fire Chief's Association
5	Emergency Management	Greenville County Emergency Management
6	Mass Care	South Carolina Department of Social Services – Greenville County
7	Resource Support	Greenville County Supply and Procurement Service
8	Health & Medical	South Carolina Department of Health and Environmental Control, Region 2
9	Search & Rescue	Greenville County Special Operations
10	Hazardous Materials	Greenville County Special Operations
11	Food Services	Greenville County School District
12	Energy	Greenville County Public Works
13	Law Enforcement	Greenville County Sheriff's Office
14	Recovery & Mitigation	Greenville County Public Works
15	Public Information	Greenville County Public Information
16	Evacuation	Greenville County Sheriff's Office
17	Animals and Agriculture	Greenville County Animal Care
18	Donated Goods & Volunteer Services	Greenville County Voluntary Organizations Active in Disaster

D. Operating Conditions and Activation

1. The county has established a system of Operating Condition (OPCON) levels.
2. These OPCON levels increase the county's level of readiness and response capability on a scale from "3" to "1" with "3" being normal day-to-day operations with no known threats or expectation of activation, to "1" which is full activation and full response in progress. OPCON levels will not necessarily progress sequentially from 3 to 1.
3. The Greenville County Emergency Management (GCEM) Director may order a change to the OPCON level and request representation from county and/or state agency coordinators and voluntary organizations.

4. The county, its agencies, or the Emergency Operations Center (EOC) may conduct some level of response operations at any OPCON level, but responses requiring ESF coordination normally occur at OPCON 2 or greater. In addition, increases to OPCON 2 or greater are normally accompanied by the activation of the Greenville County Emergency Operations Plan (GCEOP).
5. The following chart describes the OPCON levels as it related to the EOC's required level of alert/response capability, expected ESF actions and status of the EOC.

OPCON	Level of Alert/Response Capability	Actions	EOC Status
3	<ul style="list-style-type: none"> <li>No expectation of activation.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies coordinate, plan, train, and exercise as warranted.</li> <li>Incidents are monitored by the State Warning Point and GCEM.</li> </ul>	<ul style="list-style-type: none"> <li>Cold (Systems on stand-by/not activated)</li> </ul>
2	<ul style="list-style-type: none"> <li>Enhanced Awareness.</li> <li>A disaster or emergency is likely to affect the county.</li> </ul>	<ul style="list-style-type: none"> <li>Partial activation if necessary.</li> <li>Selected ESFs are coordinating and/or have presence in EOC.</li> <li>GCEOP implanted.</li> </ul>	<ul style="list-style-type: none"> <li>Hot (Systems activated and operating)</li> </ul>
1	<ul style="list-style-type: none"> <li>Full Alert.</li> <li>A disaster or emergency is imminent or occurring.</li> </ul>	<ul style="list-style-type: none"> <li>GCEOC is fully activated.</li> <li>County response team personnel are activated or ready to deploy.</li> </ul>	<ul style="list-style-type: none"> <li>Hot (Systems activated and operating)</li> </ul>

		<ul style="list-style-type: none"> <li>• ESFs are coordinating and have a presence in the EOC.</li> </ul>	
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E. Plan Activation

1. The GCEM Director has the authority to order the activation. If the GCEM Director is not available, then the GCEM Deputy Director has the authority to order the activation. The County Administrator and/or their designee will be made aware of the decision to activate.
2. Activation of the GCEOP is also associated with OPCON levels. At OPCON 2, the GCEOP may be activated. At OPCON 1, the GCEOP activation is required.

F. Direction and Control

1. General

Once the GCEOC is activated, the GCEM Director, as authorized by the County Administrator and County Council Chairman, is responsible for the direction, control, and coordination of emergency management activities in Greenville County. The execution of these activities will be conducted through the GCEOC.

2. Executive Group

The Executive Group provides executive level policies relating to emergency response and promotes and enhances multi-jurisdictional coordination. The Executive Group sets the objectives and coordinates decisions directly with the GCEM Director or his/her designee. EOC members may be requested to provide information to the Executive Group. The Executive Group is composed of the following:

- County Administrator
- Deputy County Administrator
- Chairman of County Council
- Members of County Council



- Assistant County Administrators
- County Attorney
- County Public Information Officer
- Sheriff
- Greenville County Fire Chief's Association President
- Emergency Medical Services Director
- Emergency Management Director
- Municipal Liaison Officers

G. National Incident Management System (NIMS)

1. The GCEOC is organized in accordance with NIMS to provide a consistent countywide approach for federal, state, and local governments to work together more effectively and more efficiently during an emergency or disaster.
2. On-Scene Operations
  - a. The Incident Command System (ICS) is the standard for on-scene operations.
  - b. The first senior local emergency responder to arrive on the scene of an emergency situation will implement ICS and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual.
  - c. When more than one agency is responding to an incident, the agency having jurisdiction and other responding agencies will work together to ensure that each agency's objectives are identified and coordinated. Other agency personnel working in support of the incident will maintain their normal chain of command, but will be under control of the IC.
  - d. If widespread emergencies occur across the county, emergency operations with different objectives may be conducted at geographically separate scenes. Incident Command will be established at each scene. It is crucial that allocation of resources be coordinated through the EOC if this occurs.

- e. In an emergency or disaster situation where other jurisdictions or the State or Federal government are providing significant response resources or technical assistance, a transition from the normal ICS structure to a Unified Command structure may occur. Principles of Area Command or Multi-Agency Coordinated System (MACS) may also apply. This arrangement helps to ensure that all participating agencies are involved in objectives and strategies to deal with the emergency or disaster.

#### H. Evacuations

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or man-made disaster.
2. The evacuation of large numbers of people from vulnerable areas will stress the county's road network and may require assistance from the State.
3. Emergency conditions and situation that may require evacuation may include, but are not limited to:
  - Hazardous Materials Incidents
  - Dam Failures and Floods
  - Earthquakes
  - Weapons of Mass Destruction Incidents
4. The EOC will monitor conditions that have the potential to require the evacuation of any area(s) of the county.
5. In order to manage an evacuation and ensure all involved agencies and organizations have timely and accurate information, the EOC will establish a process for routine communications and coordination. Necessary information includes:
  - Characteristics of hazard and associated events
  - Designated evacuation area, initiation times, and resource mobilization status
  - Current status of evacuation routes

- Progress of resource pre-deployment
  - Status of available public shelter
  - Estimated time to complete evacuation
- 6. ESF-16 will conduct evacuation operations as outlined in Annex 16 of this plan.
- 7. ESF-13 in conjunction with ESF-16 will develop, coordinate, and execute an Evacuation Traffic Management Plan as well as a Return Traffic Management Plan.
- 8. ESF-15 will gather information through the EOC needed to inform the public and assist in the evacuation of citizens.
- 9. After the threat has passed, the EOC will assess the situation and recommend when the evacuation should be rescinded.
- 10. Post evacuation activities will also include a review and critique of the evacuation and associated procedures.
- I. Access Control and Re-Entry Operations
  - 1. General
    - a. Events will occur that encourage or require evacuation from areas, or require local government to restrict or control access within a defined area. An area may be defined as a county, municipality, or as specified by geography.
    - b. The county and its municipalities will determine the need and level of access control within their jurisdiction, and when it is safe for citizens to return.
    - c. The State may assist with public information activities, resources needed to provide and coordinate access control, and/or assist with and coordinate the return of citizens.
    - d. Citizens will make decisions to evacuate or return based on available information.

- e. Non-evacuating citizens may have remained in the impacted areas, and evacuated citizens will want to return as soon as possible. Upon return, they may choose to remain even if their homes are damaged or destroyed.
- 2. Access Control and Public Re-entry Are Separate, Distinct Actions or Operations.
  - a. Access Control
    - (1) General
      - (a) Access control is an attempt to manage access to and area by time and defined groups (e.g. responders, businesses, general public, etc.).
      - (b) Access controls are designated locally, and resourced internally or augmented by other agencies.
    - (2) Levels of Access Control
      - (a) No Access
        - [1] The area is too dangerous because of a known or suspected danger, or because no information is available about the conditions of the area.
        - [2] Access is limited to only personnel necessary to conduct an evaluation of the area.
      - (b) Restricted Access
        - [1] The agency having jurisdiction over the area determines who is or is not authorized to enter the area.
        - [2] Access to the area is limited to personnel, agencies or organizations necessary to

address the issues or conditions preventing the return of the population (e.g. utility and infrastructure repair teams, emergency responders, etc.).

(c) Open Access

There are no restrictions to access the area.

b. Public Re-entry

(1) Re-entry occurs when the general population returns to the impacted area following an evacuation.

(2) The terms used to describe to the public to message regarding return (re-entry) are:

(a) Too Dangerous to Return

[1] Conditions in the area are unsafe for the return of the public.

[2] Traffic control measures are in place to control and restrict access.

(b) Limited Return

[1] The area is unsafe for the return of the public, but the situation allows for limited visits for specific purposes.

[2] Traffic control and security measures are in place to control access.

(c) Safe to Return

[1] The area is safe for the public to return.

[2] Traffic control and security measures are in place to assist the return of the population.

3. Responsibilities of Greenville County

- a. Conduct Response and Initial Recovery (short-term) operations to include access control as required. Re-entry may occur at any time during these operations.
- b. Establish access control procedures and public re-entry policies and procedures. These policies and procedures should be coordinated with adjacent counties as necessary.
- c. Inform the State EOC of access control status and desired public message by area.

J. Continuity of Government (COG) / Continuity of Operations (COOP) Plan

Greenville County Government has a Continuity of Government/Continuity of Operations Plan that provides framework in which Greenville County, as a whole, have planned to perform essential functions during an emergency or disaster. This includes development of plans, procedures, provision for alternate facilities, personnel, resources, interoperable communications, and vital records and databases. The entire county plan is maintained by Emergency Management, but each department maintains their own plan.

1. Succession of Authority

- a. Continuity of government and the direction of emergency operations are essential. The following two positions are considered critical and must be filled. In the event the primary individual is unavailable, the next person on the list will fill the position.

(1) Director of the Executive Group

- (a) County Administrator
- (b) Deputy County Administrator
- (c) Emergency Management Director

(2) EOC Manager

- (a) Emergency Management Director
- (b) Emergency Management Deputy Director

- b. Lines of succession for each county department head are within the COG/COOP Plan.

2. Preservation of Records

- a. All county departments will develop plans and procedures to guarantee the preservation of vital public records, to include their reconstitution if necessary, during and after emergencies.
- b. Documentation of actions taken during an emergency or disaster is a legal requirement. All appointments and work assignments in an emergency situation will be documented.

3. Continuity of Operations

a. Primary Emergency Operations Center (EOC)

- (1) The Primary EOC is in the basement of Greenville City Hall, 206 South Main Street, Greenville, SC 29601.
- (2) The EOC is the facility from which the county coordinates, directs, and responds to emergencies and disasters.
- (3) The EOC is staffed by representatives of county agencies, and other personnel, as required.
- (4) The coordination of a county response will come from the EOC under the direction of the County Administrator, Chairman of County Council, and GCEM Director.

b. Alternate Emergency Operations Center (AEOC)

- (1) The AEOC is located at Greenville County Square, 301 University Ridge, Suite 400, Greenville, SC 29601.
- (2) The EOC staff is capable of conducting operational coordination from the AEOC.

VII. DISASTER INTELLIGENCE AND COMMUNICATIONS

A. Situation Reports

1. When the EOC is open, Situation Reports (SITREPS) will be produced for each operational period. The EOC Manager will set the operational period which is usually 24 hours. The initial SITREP will be completed within an hour after activation. Additional SITREPS will coincide with the EOC briefings.
2. Each EOC position will provide input to the SITREP.
3. Once the SITREP is reviewed and approved by the EOC Manager, it will be sent to the rest of the EOC, Executive Group, and the South Carolina Emergency Management Division (SCEMD).

B. Briefings

1. Upon EOC activation, the EOC Manager will conduct a briefing that will detail the situation, provide guidance, and outline the objectives for the operational period.
2. Once the EOC is operational, the EOC Manager will conduct situational briefings. Briefing times will be determined at the beginning of the activation and will be based on the type and speed of the incident. All EOC positions will be expected to give an update of their priority issues and any unresolved issues they have.

C. Public Information

1. In the event of an emergency or disaster, ESF-15 will closely monitor the situation, receive information from the GCEM Director, and disseminate timely written and verbal information to the public. ESF-15 will utilize all available media sources to include radio, television, the internet, social media, and any other sources that are feasible.
2. ESF-15's primary purpose is to provide information to the citizens of Greenville County regarding the emergency or disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active emergencies and disasters, pertinent information regarding evacuation, re-entry, and recovery efforts. This information will also tell citizens what they need to do to ensure safety.



3. ESF-15 is a member of the Executive Group and will be present for all executive level meetings during an emergency or disaster.
4. ESF-15 will include the County PIO and will be supplemented with additional staff which may include GCEM staff and PIOs from other county departments.
5. See Annex 15 (Public Information) to the GCEOP.

D. Alert and Notification

1. GCEM Staff is on call 24/7 and maintains several methods of communication for alert and notification. This includes cell phones with email and text capability, CodeRED, home or personal cell phones, and radios.
2. Local first responders can request assistance by contacting E-911. E-911 dispatch will contact GCEM.
3. E-911 will notify GCEM of the following situations:
  - HazMat incidents
  - Search and rescue operations
  - Events that require an evacuation
  - Terrorist or perceived terrorist events
  - Explosive Ordinance Disposal (EOD) incidents and bomb threats
  - Severe weather events resulting in injury to persons or damage to property
  - Any incident that has the potential for generating significant public interest
  - Any incident that has or could result in extensive loss of life and/or property damage
4. When called to an incident and additional resources are needed, GCEM is responsible for coordinating agencies.
5. South Carolina State Law requires all emergency management agencies to report specific events to the State Warning Point in West Columbia as they happen.

E. Warning

The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many ways to communicate emergency messages.

- E-911
- Emergency Alert System (EAS)
- National Alert Warning System (NAWS)
- CodeRED
- Radio Amateur Civil Emergency Services (RACES)
- Integrated Public Alert & Warning System (IPAWS)

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Operations Organization

1. This plan establishes emergency management organization within Greenville County. The organization is comprised of program stakeholders and all departments, agencies, and organizations that have roles in the ESFs. Each ESF is responsible for developing and maintaining emergency procedures in accordance with this plan. Specific responsibilities are outlined in separate annexes to this plan.
2. ESFs represent groupings of departments, agencies, and organizations with a similar function that would support the response activities in times of emergencies or disasters. The GCEM Director will determine which ESFs need to be activated to meet response requirements.
3. The ESFs used in Greenville County reflect the state ESFs.

B. Roles and Responsibilities

Specific responsibilities for each ESF are included in the ESF Annexes. Position specific functions can be found in department and position SOPs.

1. Executive Group

The Executive Group gives direction and makes policy decisions in support of response activities that save life and protect property. The group also recommends protective actions. Members of the Executive

Group are listed earlier in this Basic Plan under Concept of Operations. Their responsibilities include:

- Promote and enhance multi-jurisdictional coordination.
- Develop policy and strategy.
- Disseminate policy guidance and direction through the GCEM Director.
- Provide interface to the media and public.
- Liaison with state and federal officials as necessary.
- Communicate the disaster declaration priorities to the state and federal delegation.

2. EOC Manager and Deputy Manager

The EOC Manager and Deputy Manager are responsible for the overall functioning of the EOC and coordinates with other emergency management planning levels and agencies. They also provide direction and control necessary to conduct emergency operations and manage resources to respond. Their responsibilities include:

- Notify the County Administrator, Chairman of County Council, and other senior staff of significant situations that could affect the county.
- Activate the EOC.
- Set priorities for response in the affected area(s).
- Establish the appropriate level of staffing for the EOC and monitor organizational effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished.
- In consultation with ESF-15, direct appropriate emergency public information actions using the best methods for dissemination.
- Approve press releases and other public information materials.
- Liaise with elected officials.
- Develop and implement strategic decisions.

3. Public Information

ESF-15 is a member of the Executive Group who ensures that the right information is getting to the right people, at the right time, so that they can make the right decisions. The information released will be consistent, accurate, and timely, and provided to all required agencies and media.

ESF-15 responsibilities include:

- Document all calls from the media and public concerning an emergency situation and respond with official information or relay calls to the EOC Manager and Deputy Manager.
- Prepare press releases.
- Conduct briefings and interviews as needed.
- Designate an on-scene PIO if needed.
- Arrange interviews with key personnel, when requested by the media, EOC Manager, or the Executive Group.
- Consider activating a Joint Information Center (JIC) to enhance coordination of information.

4. Operations Section

The Operations Section coordinates and manages all tactical response to a disaster or emergency. They manage this response by coordinating with ESFs that are needed to respond.

5. Planning Section

The Planning Section manages incident-related information and guides the county through planning for the next operational period. This includes writing the Incident Action Plan (IAP) every day during activation.

6. Recovery Section

The Recovery Section works closely with the Planning Section to make sure the needs of the county are met. This includes making sure damage assessment is completed and the information is compiled and reported to the EOC Manager.

7. Logistics Section

The Logistics Section ensures the acquisition, transportation, and mobilization of resources to support the response effort for the emergency or disaster. This includes guidance for procurement of all necessary personnel, supplies, and equipment for the EOC and field operations. They are also responsible for providing and coordinating all support needs and maintaining proper documentation for all actions taken and all items procured.

8. Finance Section

The Finance Section is responsible for tracking, compiling, projecting, and reporting all incident costs, and providing guidance to the Executive Group of financial issues that may have an impact on incident operations and essential county government functions and services.

9. County Departments

Many county departments have emergency-related functions in addition to their normal daily responsibilities. Each department head is responsible for the development and maintenance of their Annexes of which they are the primary agency, respective SOPs, and departmental procedures. Specifically, the following common responsibilities are assigned to each department and will be implanted by the department head.

Preparedness

- Prepare an emergency kit that contains everything needed for the EOC and keep it current.
- Develop and maintain an emergency plan for the department.
- Develop written procedures and/or forms for in-field tracking of emergency expenses to meet the requirements of the finance department and the Federal Emergency Management Agency (FEMA).
- Create and maintain a department emergency call list for notification.
- Provide a list of employees with their appropriate assignments to Human Resources.

- Establish department and individual responsibilities and emergency tasks.
- Departments having shared responsibilities, as stated in the ESF Annexes, work together to complement each other and train together.
- Attend EOC training and other emergency specific training annually.
- Ensure current and new employees complete online NIMS and EOC 101 training.
- Develop site-specific plans for department facilities are necessary.
- Review and update the departmental COG/COOP, ESF Annexes, and SOPs annually.
- Ensure applicable employee job descriptions reflect their emergency skills.
- Train staff to perform emergency duties outlined in the GCEOP, departmental plans, Annexes, and SOPs.
- Identify, categorize, and inventory all available department resources.
- Develop procedures for mobilizing additional personnel and resources.
- Identify department administrative staff responsible for financial disaster documentation.

#### Response

- Upon receipt of an alert or warning, initiate notification actions to alert employees on assigned response duties.
- As appropriate, suspend or curtail normal business activities, recall essential off-duty personnel, send non-critical employees home on standby, and secure and evacuate departmental facilities.
- Keep the EOC informed of field activities and maintain event logs and communication with the EOC.
- Report damages and status of critical facilities to the EOC.
- If appropriate or requested, send a representative to the EOC.

- Department staff may be assigned by the EOC Manager to serve in an EOC function not otherwise assigned during normal operations.
- Coordinate with ESF-15 before releasing information to the public or media.
- Be prepared to submit reports to the EOC detailing departmental emergency expenditures and obligations.
- Track all resources committed to the event.
- Ensure staff members tasked to work the in the EOC are familiar with department operations and have the ability to coordinate and disseminate information between the EOC and the department.
- Coordinate with the EOC to establish protocols for interfacing with state and federal responders.
- Ensure that records are maintained upon the announcement of an activation or possible activation. These records include time sheets, supplies, and include expenses over and above normal operating expenses that are directly related to an incident.
- Ensure position logs or activity logs are initiated as a matter of record upon the announcement of an activation or possible activation.

IX. ADMINISTRATION, LOGISTICS, AND FINANCE

A. General

1. A large scale emergency or disaster will place great demands on the resources of the county. Distribution of required resources may be made more difficult by the emergency itself. Assistance from the state may be requested if resources are not available within the county.
2. Voluntary organizations provide an excellent resource to support logistical and administrative disaster response and recovery.
3. Coordination between the EOC and the State is essential for an effective logistical, financial, and administrative response.

4. The county, local, and state government agencies will conduct administrative and financial procedures in accordance with existing laws, rules, and regulations.

B. Personnel

1. County Staff

When the EOP is implanted, all county resources are available to respond to and facilitate recovery from a disaster. Personnel may be tasked to accomplish a mission outside their normal area of responsibility. County departments should maintain staffing rosters for these events. The roster may include:

- EOC Staff – Pre-identified staff to work in the EOC during an emergency or disaster.
- Critical Staff – Staff that would maintain their normal work function during an emergency or disaster.
- Non-Operations Staff or Non-Essential Staff – Employees that could be re-assigned to emergency operations during an emergency or disaster.

2. If additional personnel resources are needed, they can be requested through:

- Mutual Aid Agreements with other counties or municipalities
- Statewide Mutual Aid Agreement
- State resources through the SEOC
- National Guard
- Contractors
- Volunteers
- Emergency Management Assistance Compact (EMAC)

If additional personnel are brought in to assist in managing the disaster, care must be given to ensuring liability, pay, and sustainment issues are addressed properly prior to their arrival.

C. Financial Accountability



1. Expenditures of county money for emergency operations will be conducted in accordance with county ordinances. In addition, state and federal money may become available to assist in the disaster effort. Accounting for the expenditures of the federal, state, and county money will be subject to audits, both internally and externally.
2. Individual departments are responsible for collection, reporting, and maintenance of records documenting disaster costs. The County Finance Director will provide specific documentation to the Assistant County Administrators and Department Heads on an annual basis and upon EOC activation.

X. PLAN DEVELOPMENT AND MAINTAINANCE

A. General

1. This plan is the principal document regarding Greenville County's emergency operations organization and activities. ESF Primary Agencies have the responsibility for coordinating, developing, and maintaining portions of the plan that pertain to their ESF. The GCEM Director and Planning Coordinator will perform overall coordination and development guidance of the annual plan evaluation and plan revision.
2. The EOP is also updated as required to incorporate new directives, legislative changes, and lessons learned from exercises and actual events.

B. GCEM Planning Coordinator

1. The GCEM Planning Coordinator, with assistance from GCEM Staff, will coordinate the efforts of all county departments responsible for plan updates and revisions. The GCEM Director and Training and Exercise Coordinator will conduct After Action Reviews (AARs) following each major disaster to make the plan operationally sound. This plan and all supporting SOPs will be reviewed and updated annually.
2. To validate this plan and supporting SOPs, the GCEM Director and Training and Exercise Coordinator will ensure that local training and exercises will be developed and executed at least biannually, and ensure participation in state-level training events. Exercises will include tabletop, functional, and full-scale exercises.

3. Any revisions or material changed from the last edition of the EOP will be documented.

XI. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

- a. Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, Title VI, as amended.
- b. Code of Federal Regulations (CFR), Title 44, as amended.
- c. Presidential Executive Order 12148 – Federal Emergency Management
- d. Superfund Amendments and Reauthorization Act (SARA), 1986
- e. Radiological Emergency Planning and Preparedness Regulation – FEMA/44 CFR 351, Revised 1994
- f. Homeland Security Presidential Directive – 3, Homeland Security Advisory System, March 2002
- g. Homeland Security Presidential Directive/HSPD 5, Management of Domestic Incidents, February 2003
- h. Homeland Security Presidential Directive/HSPD 7, Critical Infrastructure Identification and Protection, December 2003
- i. Homeland Security Act of 2002, Public Law 107-296
- j. Homeland Security Presidential Directive/HSPD 8, National Preparedness, December 2003
- k. Department of Homeland Security National Response Plan, December 2003

2. State

- a. South Carolina Constitution

- b. South Carolina Code of Laws, 4-9-610 through 4-9-630
  - c. South Carolina Code of Laws, 6-11-1410 through 6-11-1450
  - d. South Carolina Code of Laws, 25-1-420 through 25-1-460
  - e. SC Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
  - f. SC Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations
  - g. Governor's Executive Order 2005-12, June 2005
  - h. South Carolina Emergency Operations Plan, with current changes
3. Local
- Greenville County Ordinance Number 1326, as amended

B. References

- 1. National Response Framework, 2008
- 2. National Incident Management System, March 2004
- 3. South Carolina Emergency Operations Plan, as amended
- 4. South Carolina Hurricane Plan, as amended
- 5. South Carolina Earthquake Plan, as amended
- 6. South Carolina Radiological Response Plan, as amended
- 7. South Carolina Recovery Plan, as amended
- 8. South Carolina Logistics Plan, as amended
- 9. South Carolina Mass Casualty Plan
- 10. South Carolina Catastrophic Plan
- 11. South Carolina Drought Response Plan
- 12. South Carolina Active Shooter/Hostile Action Plan

13. Greenville County COG/COOP Plan

Appendix A – Hazard Rating Summary

<b>SEVERITY</b>	<b>Catastrophic</b>	Nuclear Power	Earthquake Terrorism	Hurricane/ Tropical Storm Transportation (Major Accident)	
	<b>Critical</b>				Tornado Winter Storm Flood Wildfire Structural Fires
	<b>Limited</b>		Civil Disorder		Hazardous Materials (Transportation) Drought Dam Failure
	<b>Negligible</b>				Hazardous Materials (Fixed Facility)
		<i>Unlikely</i>	<i>Possible</i>	<i>Likely</i>	<i>Highly Likely</i>
		<b>FREQUENCY</b>			

**Frequency**

**Highly Likely:** Near 100% probability in the following year.

**Likely:** Between 10 and 100% probability in the next year or 1 chance in the next 10 years.

**Possible:** Between 1 and 10% probability in the next year or at least 1 chance in the next 100 years.

**Unlikely:** Less than 1% probability in the next 100 years.

**Severity**

(Based on effects in any county or smaller jurisdiction)

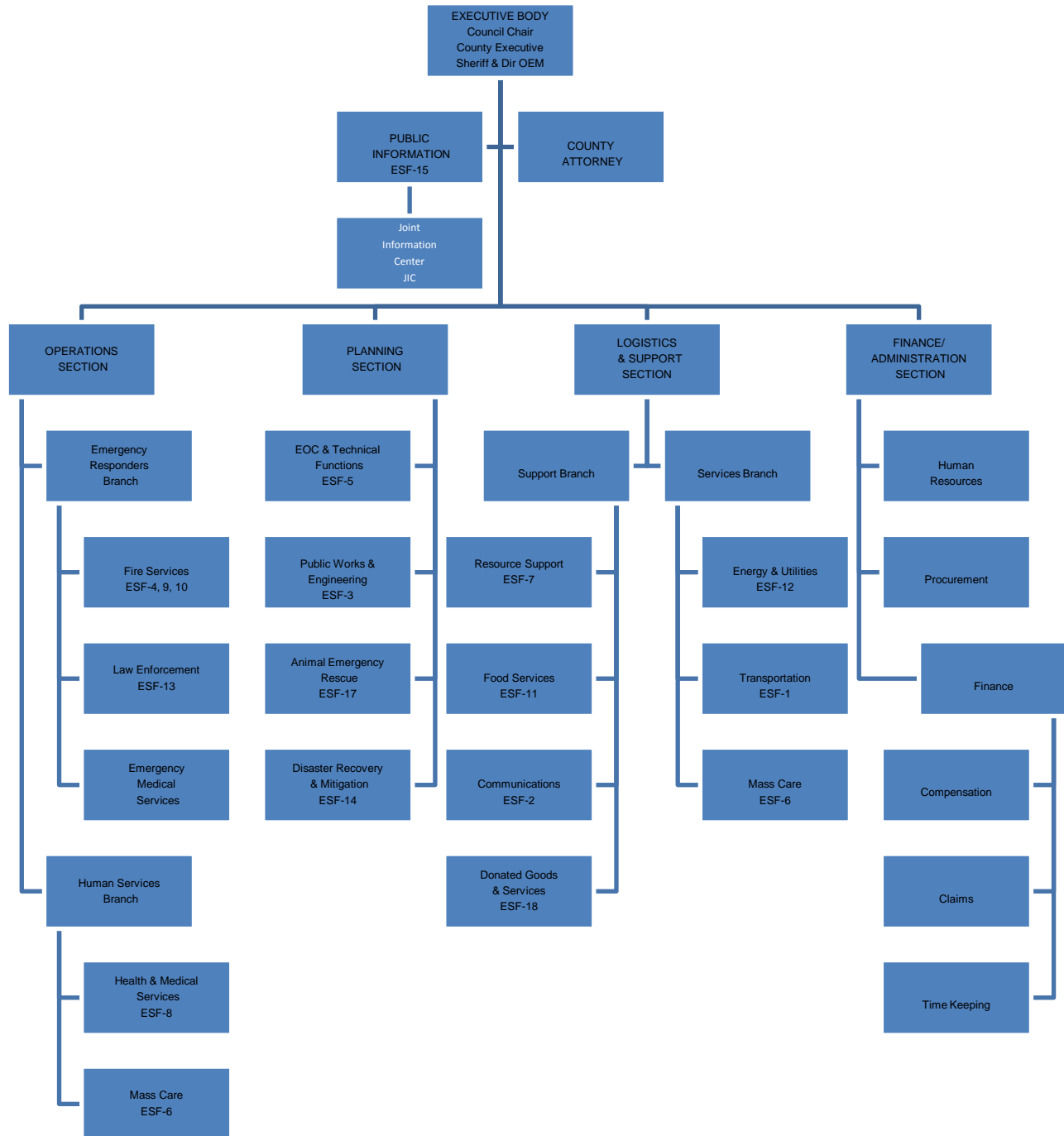
**Catastrophic:** Multiple deaths, complete shutdown of critical facilities for over 30 days, more than 50% property damage.

**Critical:** Permanent disabilities, shutdown of critical facilities for two weeks, more than 25% property damage.

**Limited:** No permanent disabilities, shutdown of critical facilities for one week, more than 10% property damage.

**Negligible:** Injuries treatable with first aid, minor quality of life lost, shutdown of critical facilities for 24 hours or less, less than 10% property damage.

Appendix B – Organization of Emergency Operations



## ***Annex 1 - Transportation***

***Primary: Greenville County School District, Transportation***

***Support: Green Link; Greenville County Vehicle Service Center***

### **I. Introduction**

A disaster or any emergency may severely damage the local transportation infrastructure. Most state/local transportation activities may be hampered by damaged roads, bridges, and disrupted communications. Responses that require mass transportation assets will be coordinated by ESF-1 before, during, and after an emergency or disaster. The county's emergency responsibility will primarily include the allocation and prioritization of county transportation assets, with the assistance of the Emergency Management Division, to include processing all transportation requests from local governments, agencies, and organizations. Further, ESF-1 will coordinate use of air, rail, and water transportation assets if needed.

### **II. Mission**

To provide a well organized transportation organization within the county through the coordination and use of all county, public, private, and volunteer transportation resources capable of supplying the necessary transportation requirements to support emergency response and the evacuation of people during a disaster.

### **III. Concept of Operations**

- A. The Greenville County School District Transportation has been designated as the primary agency for ESF-1. They are responsible for coordinating transportation activities and operations of all county, public, private, and volunteer transportation organizations within the county, including transportation resources in transit within the county at the time of, or entering the county subsequent to, a disaster situation. All ESF-1 supporting agencies and organizations will assist Greenville County School District Transportation in the planning and execution of the above.
- B. The primary agency is responsible for the execution of all emergency transportation services necessary to support the emergency operations of local agencies and organizations. (See Appendix B for an Alert List)
- C. The process of furnishing transportation services during a disaster situation involves two series of actions. First, essential immediate transportation needs are identified

and actions are taken to provide for these needs. Second, as soon as possible, future continuing needs for transportation service and expected future transportation capabilities are estimated. Decisions are then made and actions taken to direct these expected future capabilities to meet the needs considered most essential. Priority will be given to restoring transportation infrastructure (roads, routes, rail, and channels) supporting mobilization sites, distribution points, staging areas, post-impact evacuations, and medical facilities.

- D. The primary agency is to assess the situation (both pre- and post-event) and, in coordination with the Director of the Emergency Management Division, develop strategies to respond to the emergency.
- E. Priority will be given to students, if school is in session, in accordance with the emergency plans of the County School District until all students have been transported to their destination.
- F. Transportation service will be provided for the timely evacuation of persons from any area of the county that has been affected by a disaster or that is considered a threat to life.
- G. All available resources will be used to provide transportation for those persons who do not have private means of transportation. Vehicles of the county, public and private, and volunteer organizations will be used to the maximum extent possible. Ambulance requirements for hospitals and nursing homes will be coordinated through the Health/Medical Service, ESF-8. (See Annex 8)
- H. All county, public, private, and volunteer transportation organizations will be activated by the primary agency when required during a disaster period.
- J. Requests for use of additional transportation resources will be made through the County Emergency Operations Center (EOC). State and Federal support will be committed, as available, on a mission type basis upon request to the State.
- K. Transportation operations will be controlled from the County EOC and/or the mobile command post.

#### **IV. ESF Actions**

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

- A. Preparedness/Mitigation



1. Greenville County School District, Transportation
  - a. Maintain normal day-to-day operations.
  - b. In coordination with the Director of the Emergency Management Division, develop plans and procedures, organize personnel, and maintain a readiness posture.
  - c. Maintain liaison with the County Emergency Management Division and with all organizations within ESF-1.
  - d. Review, develop, and prepare procedures for acquisition of additional equipment, supplies, and resources (See Appendix C for a Transportation Service Resource List).
  - e. Develop and maintain a transportation resources list by type and availability, including a driver status/availability list.
  - f. In coordination with the Emergency Management Division and ESF-15 (Public Information), review the Emergency Public Information (EPI) materials regarding transportation and evacuation.
  - g. Maintain liaison with ESF-16 to coordinate the traffic.
  - h. Develop liaison with organizations requiring transportation support.
  - i. Update procedures, supporting guidelines, and this Annex as appropriate.
  - j. ESF-1 will participate in exercises and conduct, at least annually, training to validate this annex and supporting SOPs.
2. Local Government, Public, Private, and Volunteer Organizations
  - a. Maintain liaison with ESF-1.
  - b. Develop Standing Operating Procedures (SOPs) for use during disaster operations.
  - c. Maintain resource lists of personnel and resources for ESF-1.

B. Response

1. Greenville County School District, Transportation

- a. Activate ESF-1 upon request of the Director of the Emergency Management Division.
- b. Deploy personnel and equipment to designated areas upon request of the Emergency Management Division.
- c. Maintain liaison with the County EOC.
- d. Coordinate and maintain liaison with all organizations of ESF-1.
- e. Maintain liaison with ESF-16 regarding traffic flow into and out of the disaster area.
- f. Maintain liaison with organizations requiring transportation support.
- g. Request State School Bus Transportation Office to provide maintenance for the state owned buses when required.
- h. Report operational status of vehicles and equipment to the County EOC, ESF-1.

2. Local Government, Public, Private and Volunteer Organizations

- a. Maintain liaison with the ESF-1.
- b. Keep personnel informed on the current situation.
- c. Dispatch personnel and equipment to designated areas at the request of ESF-1.
- d. Maintain liaison with ESF-16 for current information on the traffic control situation.

C. Recovery

1. Greenville County School District, Transportation

- a. Provide transportation support for movement of personnel, supplies, and equipment.

- b. Maintain coordination with the County Emergency Management Division and all organizations of ESF-1.
  - c. Report damage to vehicles and equipment to the County Emergency Management Division.
  - d. Keep all ESF-1 informed on current situation.
  - e. Provide after action reports and other documentation as required, and evaluate changes to improve operational SOPs and this annex.
- 2. Local Government, Public, Private and Volunteer Organizations
  - a. Maintain liaison with ESF-1.
  - b. Inform all personnel of the current situation.
  - c. Move personnel, supplies and equipment, as required.
  - d. Report damage to vehicles and equipment to ESF-1.

**V. Administration and Logistics**

**A. Administration**

**1. Initial Situation Reports**

As soon as communications are established, ESF-1 will secure reports from the school district, public, and volunteer transportation organizations and submit a report to the County EOC, which will include the following:

- a. Status of mobilization of the County Transportation Services
  - b. Available communications
  - c. Emergency tasks or operations that require immediate initiation
  - d. Immediate support required from the County EOC
- 2. Special Reports

Any significant change in the status of the ESF-1's capability to accomplish its mission will be reported immediately to the County EOC.

3. After Action Reports

After action reports will be made following termination of any emergency, or other action in which the ESF-1 elements were involved. The primary agency will submit a report to the County Emergency Management Division, which will include the following:

- a. Type and scope of action completed
- b. Elements of the ESF-1 that were involved
- c. Nature and extent of any further public assistance required

B. Logistics

Supplies, operational aids, and all available transportation resources will be used by all organizations of ESF-1. Additional supplies, transportation, and manpower will be requested through the County EOC.

**VI. Direction and Control**

- A. Transportation activities and operations will be controlled from the County EOC within the Services Branch of the Logistics & Support Section when the EOC is activated
- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC.
- C. Transportation activities will be directed over the County School District Maintenance Communication frequencies. (See Appendix D for a Radio Frequencies List)

**VII. Local, State, and Federal Interface**

ESF-1 will coordinate with the State Annex 1, or ESF-1 – Transportation Services, which will coordinate with Federal ESF-1 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County School Bus Director should be kept apprized of any anticipated communications needs, or major changes in agency personnel status.

## ***Annex 2 - Communications***

***Primary: Greenville County Sheriff's Office Communications Officer***

***Support: Greenville County E-911, State Law Enforcement Division (SLED); S.C. Forestry Commission; S.C. Department of Natural Resources; S.C. Department of Public Safety; S.C. Department of Transportation; S.C. National Guard (Radio Net); State RACES Net; ARES; S.C. PD Local Government Radio Network; County Law Enforcement; County Fire; County EMS; County Public Works; Local Police Department; Local Fire Department; Local Public Works; E-911***

### **I. Introduction**

A disaster could tax the capability and resources of the counties communications systems. Communications includes information and reports, surveillance of threatening conditions, and 24-hour radio, telephone, internet, and NCIC capability. Responses that require communication assets will be coordinated by ESF-2 during the immediate pre- and post-disaster period. The county's emergency responsibility will primarily include the utilization of essential equipment and personnel and the dissemination of information before, during, and after an impending or actual disaster situation; not to include media broadcast operations. These functions will be conducted in coordination with the County Emergency Management Division.

### **II. Mission**

To provide and coordinate communications support available for direction and control during any emergency situation within Greenville County. To provide a means of defining, specifying, and performing the functions of communication through coordination with appropriate federal, state, and local agencies and organizations to minimize loss of life and property in the event of an emergency or disaster.

### **III. Concept of Operations**

The primary agency shall ensure all ESF-2 personnel integrate NIMS principles in all planning.

- A. The Greenville County Sheriff's Office Communications Officer has been designated as the primary agency and is responsible for the execution of all emergency communication services necessary to support the emergency operations of local agencies and organizations. (See Appendix B for an Alert List)
- B. ESF-2 will coordinate all communication requirements during a disaster period.

- C. ESF-2 has overall responsibility for the coordination of communication activities during a disaster situation. ESF-2 will be responsible for establishing and maintaining the Greenville County emergency radio net(s) to include communications with municipalities and adjacent counties.
- D. ESF-2 will assess the situation and, in coordination with County Emergency Management Division, develop strategies to respond to the emergency.
- E. The Communications Coordinators of the various municipalities will develop and maintain all communication activities in their respective jurisdictions.
- F. The primary means of communications will be by telephone. Telephone and radio communications are available between the County Emergency Operations Center (EOC) and all local and supporting agencies with emergency assignments during a disaster to include shelters when opened. Communications between the County EOC and State EOC/Federal EOC will be via the SC EPD LGR Net.
- G. Operators from each agency of local government will operate their own radio systems. Back-up communications support will normally be by RACES and other Amateur and Citizens Band groups.
- H. Shelters will use telephone for primary communications and/or, if available, a reliable 2-way radio system for secondary communications.
- I. All written messages will be processed through WebEOC logging process, and then routed to the ACTION addressee by the most effective means according to assigned precedence.
- J. All county, public, private, and volunteer communication organizations will be activated by the primary agency when required during a disaster period.
- K. Requests for use of additional communication resources will be made through the County EOC. State and Federal support will be committed, as available, on a mission type basis upon request to the State.
- L. Communication operations will be controlled from the County EOC and/or the mobile command post.

#### IV. ESF Actions

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

##### A Preparedness/Mitigation

1. Maintain normal day-to-day operations.
2. In coordination with the Emergency Management Division, develop plans and procedures, organize personnel, and maintain a readiness posture to include alerting of communications staff.
3. Maintain liaison with the County Emergency Management Division and with all organizations within ESF-2.
4. Review, develop, and prepare procedures for acquisition of additional equipment, supplies, and resources (See Appendix C for a Communications Resource List).
5. Develop and maintain a communication resources list by type and availability.
6. In coordination with the County Emergency Management Division, review the Emergency Public Information (EPI) materials.
7. Develop and maintain lists of county employed radio technicians.
8. Assist, as required, the development and conduct of communications training.
9. Review requirements for additional equipment, supplies and resources and take action as appropriate.
10. Maintain frequency lists.
11. Develop emergency measures to protect radio equipment from the elements of man-made or natural disasters.
12. Identify public and private communications facilities, equipment, and personnel located throughout Greenville County including emergency communications vehicles or mobile command posts.



13. Identify actual and planned actions of commercial telecommunications companies to restore services.
14. Develop plans to prioritize the deployment of services based on available resources and critical needs.
15. Assess pre-event needs and develop plans to pre-stage assets for rapid deployment into disaster areas.
16. Conduct a yearly test and exercise of this Annex.
17. Update procedures, supporting guidelines, and this Annex as appropriate.

B. Response

1. Activate ESF-2 upon request of the County Emergency Management Division.
2. Conduct communications needs assessment (to include determining status of all communications systems), prioritize requirements, and make recommendations, with the assistance County Emergency Management Division, to deploy equipment and personnel to affected area, as required.
3. Identify actual actions of commercial telecommunications companies to restore services.
4. Maintain constant two-way communication with all appropriate emergency-operating services of local governments.
5. Provide capability for responsible officials to receive emergency information and communicate decisions.
6. When alerted by appropriate authority, notify the emergency communications staff.
7. Assist the warning officer in alerting other emergency staff as necessary. (See Appendix B)
8. Activate all emergency communications systems.
9. Establish communications between EOC official, shelters that are opened, and MEOCs .

10. Maintain liaison with the County EOC.
11. Report operational status communications to the County EOC.

C. Recovery

1. Emergency communication systems will continue to function until normal communications have been restored .
2. Communications may be expanded through utilization of commercial systems.
3. Maintain records for labor, materials, and equipment utilized for federal reimbursement along with providing after-action reports, SITREPs, and other reports as required.
4. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.
5. Make communications channels available to provide appropriate information to the public concerning safety and resources required for disaster recovery.
6. Gather communications damage assessment information from public and private organizations (including telephone outages) and report to ESF-5.
7. Assess the need for and obtain telecommunications industry support as needed.
8. Keep all communication organizations informed on current situation.
9. Provide after action reports and other documentation as required, and evaluates changes to improve operational SOPs.

V. **Administration and Logistics**

A. Administration

1. An initial status report, made by ESF-2, will be submitted to the EOC as soon as practical.
2. After action reports, as required, will be submitted to the County Emergency Management Division.

B. Logistics

Supplies, operational aids, and all available communication resources will be used by all organizations of the Communication Service. Additional supplies, communications, and manpower will be requested through the County EOC.

VI. **Direction and Control**

- A. Communication activities and operations will be controlled from the County EOC within the Infrastructure Support Branch as part of the Operations Section in the NIMS EOC structure.
- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC.

VII. **Local, State, and Federal Interface**

Annex 2 will coordinate with the State Annex 2, or ESF-2 - Communications, which will coordinate with Federal ESF-2 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. Greenville County Sheriff's Office Communications Officer should be kept apprized of any anticipated communications needs, or major changes in agency personnel status.

### ***Annex 3 – Public Works and Engineering***

***Primary: Greenville County Department of Public Works***

***Support: Municipal Public Works Departments; South Carolina Department of Transportation; Public Service Commission; Employment Security Commission; Forestry Commission; Department of Natural Resources; Department of Health and Environmental Control***

#### **I. Introduction**

Greenville County is subject to disasters that could result in the need for the restoration of damaged or destroyed essential facilities and utilities. Responses that require public works and engineering assets will be coordinated by ESF-3. The county's emergency responsibility will primarily deal with water and sewer services, including an emergency supply of potable water, temporary restoration of water supply systems, and providing water for firefighting. Engineering activities will include 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, and critical needs assessment).

#### **II. Mission**

To provide a well organized and equipped Public Works to effectively support the needs of Greenville County during any disaster or emergency. To provide for the coordination and use of Public Works personnel and resources to facilitate restoration of essential public buildings, highway facilities, and utilities damaged or destroyed resulting from a disaster.

#### **III. Concept of Operations**

- A. The Greenville County Public Works has been tasked as the primary agency and is responsible for the execution and coordination of all emergency public works and engineering services necessary to support the emergency operations of local agencies and organizations.
- B. ESF-3 has the overall responsibility for mission assignments and coordination of the available engineering and construction resources within the county.
- C. ESF-3 will assess the situation and, in coordination with the County Emergency Management Division, develop strategies to respond to the emergency.
- D. Each municipality director of utilities is primarily responsible for engineering operations within the limits of the municipality.

- E. The combined municipalities engineering resources will work closely with ESF-3. They become an integral part of the Public Works Service resources available for employment in the public interest, with due regard to local needs.
- F. State forces used in support of this Plan will be committed on a mission type basis by request through the County EOC.
- G. South Carolina Department of Transportation is responsible for the restoration and repair of state maintained roads and bridges.
- H. County Public Works resources, when available, will support the South Carolina Department of Transportation operations.
- I. Activities will be coordinated from the County EOC and controlled at the Public Works Office.

#### **IV. ESF Actions**

The emergency operations necessary for the performance of ESF-3 include but are not limited to:

- A. Preparedness
  - 1. In coordination with the County Emergency Management Division, develop plans and procedures, organize personnel, and maintain a readiness posture.
  - 2. Coordinate those procedures jointly affecting city/county disaster operations with each municipality utilities director.
  - 3. Maintain resource lists, engineering/public works assignments, and alert lists. (See Appendix B for an Alert List)
  - 4. Maintain formal agreements and/or working relationships with city, state and federal agencies having mutual engineering/public works emergency responsibilities.
  - 5. Coordinate with municipal, county and state agencies in the development and maintenance of a priority restoration list on all essential facilities and utilities.
  - 6. Develop procedures for clearance of debris in an emergency in coordination with ESF-1.

7. Develop procedures for backup electrical power to be used for the County EOC during an emergency.
8. Plan for the provision of potable water into the disaster area if local supplies become inadequate.
9. Identify and locate chemicals to maintain potable water supply.
10. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
11. Establish operational needs for restoration of public works service during the emergency.
12. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
13. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.
14. In coordination with the County Emergency Management Division, develop and participate in training and periodic test exercises for the Engineering/Public works.
15. Update procedures, supporting guidelines, and this Annex as appropriate.
16. Conduct a yearly test and exercise of this Annex.

B. Response

1. Upon notification from the County Emergency Management Division, activate the ESF-3.
2. Evaluate available information concerning the nature and extent of the disaster situation and establish a program based on priority lists for the restoration of essential facilities and utilities.

3. Based on available information, establish priorities, determine manpower, and equipment requirements.
4. Provide assistance to Emergency Response Teams in support of their mission to protect life and or property.
5. Provide support to ESF-21.
6. Provide backup electrical power for the EOC.
7. Evaluate structural safety of evacuation routes.
8. Maintain labor, equipment, and materials forms used for possible reimbursement, if authorized.

C. Recovery

1. Continue to direct Public Works and Engineering operations.
2. Develop long-range recovery operations and establish priority of tasks to be accomplished.
3. Develop a stand-down plan for appropriate levels of operation.
4. Provide after action reports and other documentation as required, and evaluates changes to improve operational standard operations procedures (SOPs) and this annex.

V. **Administration and Logistics**

A. Administration

1. Initial Situation Reports

As soon as communications are established, the primary agency will gather data from the agencies/organizations and individuals that have engineering, maintenance and construction support assignments. The primary agency will submit a report to the County EOC, which will include, but not be limited to the following:

- a. Status of essential personnel of the service

- b. Availability of supplies and equipment
  - c. Emergency tasks or operations underway and/or to be taken in accordance with previously established priority lists
  - d. Immediate support and/or assistance required of any other county agency, private firm or state agency
2. Special Reports
- a. Any significant change in status of the services capability to accomplish its mission will be reported immediately.
  - b. Report immediately any essential facility that cannot be repaired or restored in accordance with established priorities.
  - c. Report immediately any recommended changes to priority lists and the reason for the change.

3. After Action Reports

An after action report will be submitted to the County Emergency Management Division and will include, but not be limited to, the following:

- a. Type and nature of service performed
- b. Forces involved (include municipalities, county, state, federal, and private)
- c. Casualties
- d. Nature and extent of further assistance required

B. Logistics

Supplies, equipment, and manpower available to the agencies comprising the Public Works will be utilized to the fullest extent possible. Additional supplies, equipment, and manpower will be requested through the County EOC.

**VI. Direction and Control**

- A. ESF-3 activities will be coordinated through the County EOC and controlled at the Public Works Office within the Planning Section in the NIMS EOC structure.



- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC.
- C. Public Works operations will be directed over the County Public Works Radio Communications Network.

**VII. Local, State, and Federal Interface**

Annex 3 will coordinate with the State Annex 3, or ESF-3 – Public Works and Engineering, which will coordinate with Federal ESF-3 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County Public Works should be kept apprized of any anticipated communications needs, or major changes in agency personnel status.

## **Annex 3, Appendix A**

### **Disaster Preparedness and Debris Removal Plan**

#### **1. Introduction**

This plan (Disaster Preparedness and Debris Removal Plan) is an important resource document to be used when responding to issues related to disasters. These disasters could include fires, floods, ice storms, or tornadoes all of which have the potential to generate large amounts of debris. Most disaster debris management activities are implemented at the local level. This Disaster Plan presents methods by which disaster debris management can be coordinated to achieve maximum diversion from landfilling.

The following presents background information about the Disaster Plan, its purpose, and the Public Works Departments' role in its development and implementation.

#### **Purpose of the Disaster Plan**

The purpose of the disaster Plan is to insure that the necessary resources are available and procedures in place to accomplish the tasks of responding to and recovering from natural or man made disasters including Debris Management.

- Improve recovery of FEMA Disaster Funds.
- Reduced disaster impact on State and County.
- Reduced impact on business community.
- Reduced environmental impacts.
- Reduced time for debris removal.

#### **Objective**

The objective of a Debris Management Plan is to produce a procedure which incorporates resources within the State and County that may be most efficiently utilized during the clearance and debris removal stages of a disaster. These resources may include State and Federal assistance as well as mutual aid agreements. It should be noted that the intent of this plan is to provide a mechanism for coordination of resources not to dictate to the agencies involved on the way they should operate or utilize their resources. The function of the Emergency Operations Center (EOC) is to act as an interagency to match needs with these resources.

- Identify and evaluate Scope of Debris Clearance problem.
- Implement Debris Removal Plan.
- Mobilize manpower and equipment.

- Clear roadways for emergency access.
- Begin debris pick-up process.
- Finalize debris disposal.

## **DEBRIS REMOVAL**

### **1.0 Purpose**

- 1.1** To provide policies and guidance to the agencies of Greenville County for the removal and disposition of debris caused by an event and/or a major disaster.
- 1.2** To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

### **2.0 Situation and Assumptions**

#### **2.1 Situations**

- 2.1.1** Natural and man-made disasters precipitate a variety of debris that would include, but not be limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.
- 2.1.2** The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- 2.1.3** The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- 2.1.4** In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

#### **2.2 Assumptions**

- 2.2.1 A natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur in Greenville County at any time.
- 2.2.2 The amount of debris resulting from an event or disaster could exceed the local or county's ability to dispose of it.
- 2.2.3 If the event or disaster requires, the Governor would declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request Federal assistance in accordance with standard procedures established in the Federal Response Plan (FRP).
- 2.2.4 Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.
- 2.2.5 The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and landfilling, respectively.

### **3.0 Concept of Operations**

#### **3.1 Initial Actions**

- 3.1.1 **EOC Activation and Annex Implementation.** When an event occurs that has generated debris that has exceeded local and county removal and disposal resources, then the State Emergency Management Agency will activate the Emergency Operations Center (EOC) according to standard operating procedures. This annex will be implemented and the Debris Management Task Force (DMTF) will be assembled to assist in the coordination and management of the debris removal and disposal process. The EOC Director or his designated representative in conjunction with the DMTF will determine the Emergency Support Functions (ESFs) that are required to support these removal and disposal efforts. Appendix 2 is a listing of core agencies and points of contact for the DMTF.
- 3.1.2 **Estimating the Type and Amount of Debris.** The Damage Assessment Annex will determine the type and amount of debris. The amount of debris that is generated by an event can be estimated by several methods. One method is to accomplish a drive-through "windshield" damage assessment and

estimate the amount of debris visually with the drive through. Another method that can be used is an aerial assessment by flying over the area using South Carolina Highway Patrol and/or South Carolina National Guard helicopters and Civil Air Patrol (CAP) reconnaissance flights. The damaged area can be assessed either visually or using aerial photography.

- 3.1.3 Site Selection Priorities.** After the amount of debris has been estimated, the next critical issue that the DMTF will need to determine is the number of temporary sites and location of these sites for the collection and processing of debris. The priority of site location, as determined by the DMTF is:

*First Priority:* If possible, establish the site within the damaged area.

*Second Priority:* Pre-determined local, county, or state property.

*Last Priority:* Private property.

- 3.1.4 Pre-Designated Sites.** The DMTF has pre-identified areas that may be used as temporary collection and processing sites. These general areas are identified on county maps located in Appendix 3. Detailed information pertaining to each of these sites is maintained by the Solid Waste Division. The information includes exact location, size, available ingress and egress routes, and some environmental assessment data. This list of sites should be reviewed annually and updated as necessary as part of the normal plan maintenance. The location of these sites will be disseminated to the public by the Public Information Annex.

- 3.1.5 Existing Landfills.** There are additional solid waste and resource recovery facilities within Greenville County but they are private facilities and generally allow only specific products. These facilities will be listed as available resources and will be considered as an option by the DMTF when an event occurs. A list of existing Construction and Demolition landfills, resource recovery facilities and transfer stations is included as Appendix 4.

- 3.1.5 Site Preparation.** After a pre-designated site has been selected to be activated, there are many preparatory actions that need to be accomplished. For private sites, a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) would be required. An example MOU and MOA are included in Appendix 5. The site operation layout would be determined by the DMTF to include ingress and egress routes.

## **3.2 Debris Removal**

### **3.2.1 General**

**3.2.1.1** Natural disasters can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be equally heavy in both urban and rural areas depending on the magnitude of the fallen trees and associated structural damage such as homes, businesses, utilities, signs, etc. This section provides guidelines on debris removal issues including emergency roadway clearance, public right-of-ways removal, mobile home park removal, private property removal, and household hazardous waste (HHW) removal.

**3.2.1.2** Debris removal, regardless of source, becomes a high priority following a disaster as it is a visible sign of action and helps to restore a sense of normalcy to a shocked and stunned population. Removal often represents the first visible step towards recovery. In developing a management strategy for a large-scale debris removal operation, the operation should be divided into two phases. Phase I consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety. Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to health and safety.

### **3.2.2 Emergency Roadway Debris Removal (Phase I).**

**3.2.2.1** There is an immediate need to open emergency access routes into devastated areas following any type of major natural disaster. Local governments must identify routes within their jurisdiction that are essential to emergency operations. This information is essential for directing the efforts of local assets and for identifying areas that State and Federal assistance can target.

**3.2.2.2** Debris will include fallen trees and broken limbs; yard trash such as outdoor furniture, trash cans, etc.; utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.

**3.2.2.3** Roadway debris removal involves the opening up of arterial roads and collector streets by moving debris to the shoulders of the road.

There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite:

- Movement of emergency vehicles.
- Law enforcement.
- Resumption of critical services.
- Assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, municipal owned utilities.

**3.2.2.4** The requirement for government services will be increased drastically following a major natural disaster. Therefore, after emergency access has been provided to hospitals, police, and fire stations, the next priority is to open access to other critical community facilities such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units and airports.

**3.2.2.5** Damaged utility systems, structurally unstable buildings and other heavily damaged public facilities must be expeditiously repaired, deactivated, barricaded, or removed. Activities involving these facilities should be closely coordinated with their owners and/or operators. Demolition of unsafe structures, which constitute a public health and safety threat in most situations, may be deferred if access to the area can be controlled.

**3.2.2.6** Emergency management and/or the DMTF should be aware of local, State and Federal capabilities to provide service for emergency roadway debris removal. Available resources should include:

***Local and State Governments:***

Municipal workers and equipment.  
Local and State DOT workers and equipment.  
National Guard.  
Local contractors hired by local and/or State governments  
Local fire departments

***Federal Assistance:***

US Department of Agriculture (USDA) Forest Service chain saw crews.  
Local US Army Corps of Engineers (USACE) workers and equipment.  
Regional contractors hired by the Federal Emergency Management Agency (FEMA) or the USACE.

- 3.2.2.7** Immediate debris removal actions should be supervised by local public works or DOT personnel using all available resources. Requests for additional assistance and resources should be made to the State EOC. Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO). The request will be directed to the Federal assistance debris coordinator (if on site and operational), or the USACE district authorized to contract services for FEMA.
- 3.2.2.8** Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews should coordinate with local utility companies to have power lines de-energized for safety reasons.
- 3.2.2.9** Front end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and stormwater inlets should be left unobstructed. All personnel should wear protective gear such as hard hats, gloves, goggles, and safety shoes.
- 3.2.2.10** The USDA Forest Service and other State and Federal land management agencies are equipped for fast responses to forest fires. The Forest Service is assigned to Emergency Support Function (ESF) #7 under the FRP for fire fighting support to State agencies. Assistance would be requested through the State EOC/SCO to the FCO according to standard procedures.
- 3.2.2.11** Assessment of the amounts and types of debris to be removed from key routes is very difficult. This drawback slows the development of the right mix of equipment and manpower, especially when contracting for additional resources. Therefore, the equipment rental contract is recommended for this type of debris removal. It will allow the flexibility to respond to local hot spots.

### **3.2.3 Public Right-of-Way Debris Removal (Phase II).**

- 3.2.3.1** Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide



for the safe movement of emergency and support vehicles into and out of the disaster area.

- 3.2.3.2** As removal operations progress, the initial road side piles of debris become the dumping location for additional yard waste and other storm generated debris such as construction material, personal property, trash, white goods (refrigerators, washers, dryers, hot water heaters, etc.), roofing, and even household, commercial, and agricultural chemicals.
- 3.2.3.3** Expedient removal of debris from in front of residents' homes should become a priority since it is a positive sign that restoration actions are underway. The removal operations will also assist in expediting the replacement of key utilities located along public rights-of-way.
- 3.2.3.4** The emergency manager and/or DMTF will be faced with the monumental task of coordinating debris removal that represents a significant health and safety hazard to the community. There will be requests from all sectors of the community to remove the debris so that residents can start putting their lives and property in order.
- 3.2.3.5** Local and State government employees will transition from opening roadways to clearing rights-of-way. State DOT forces from other districts and other community work forces (mutual aid agreements) may become available as will locally hired contractors who normally have limited resources. For large scale/catastrophic disasters, direct Federal assistance, if required, will be provided by FEMA, USACE, and large regional contractors with resources, experience, short mobilization times, and an understanding of Federal contracting procedures.
- 3.2.3.6** The emergency management and/or the DMTF will be required to provide accurate information surrounding the magnitude of the debris removal mission. Providing information to FEMA Regional headquarters and coordinating with other agencies may require an independent means to assess debris removal progress. This void can be filled using local or State personnel to create independent field inspection teams. The teams become the "eyes and ears" for the debris staff.

**3.2.3.7** The emergency management and/or the DMTF should be prepared to take the following actions:

- Coordinate through local agencies to establish a contracted work force capable of expeditious removal of the debris.
- Develop an independent team using the local and State personnel to monitor the removal activities. This team becomes the debris manager's "eyes and ears" in the field.
- Conduct daily update briefings with key debris managers. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.
- Ensure that a representative of the DMTF attends all briefings to resolve any coordination problems between State and Federal debris removal efforts and local debris removal and disposal efforts
- Coordinate with local and State DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.
- Establish a pro-active information management plan involving the Public Information Annex. Emphasis should be placed on actions that the public can perform to expedite the cleanup process, such as *separating burnable and nonburnable debris; segregating HHW; placing debris at the curbside; keeping debris piles away from fire hydrants, valves, etc; reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.*
- The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) environmental regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps.
- Agency PIOs should be prepared to respond to questions pertaining to debris removal from the press and local residents. If required, a Joint Information Center (JIC) may be established to ensure a coordinated response is made to the public. The following questions are likely to be asked:

*What is the pick-up system?*

*When will the contractor be in my area?*

*Who are the contractors and how can I contact them?*  
*Should I separate the different debris materials and how?*  
*How do I handle Household Hazardous Waste (HHW)?*  
*What if I cannot pay?*  
*What if I am elderly?*

### **3.2.4 Mobile Home Park Debris Removal**

**3.2.4.1** Tornadoes can cause almost complete destruction to mobile homes. This can result in extensive amounts of mixed debris confined to relatively small areas. The mixed debris will include:

- tree blow-down, out buildings, screened porches, trailer frames, personal property such as clothing, food, furniture, etc.;
- appliances such as stoves, refrigerators, washers, dryers, etc.;
- household chemicals, commercial chemicals, propane and oxygen tanks, gasoline, oil, lubricants, automobiles, trucks, bicycles, lawn mowers, and utility hookups.

**3.2.4.2** A catastrophic disaster may require temporary housing that cannot be provided by local or State agencies. If Direct Federal Assistance is requested and approved, FEMA may provide mobile homes on a temporary basis under the Individual Assistance (IA) Program. FEMA's IA managers must obtain suitable locations to place FEMA mobile homes to provide temporary shelter expeditiously. Local mobile home parks will be surveyed and arrangements made with park owners for FEMA to clear the parks of debris in return for the park to lease pads for FEMA mobile homes. The local emergency manager and/or the DMTF will need to closely coordinate with his/her counterpart in the FEMA IA office to assist in possible clean-up activities and to enforce condemnation procedures. The debris removal mission must strive to retain the existing undamaged utility hookups. Legal aspects as well as health and safety concerns will have an important impact on the debris removal activities.

#### **3.2.4.3 Documentation Needed Prior to Contract Issuance:**

Local officials should:

- Obtain copies of the local ordinance authorizing condemnation of mobile home parks. Condemnation due to health issues is associated with prolonged exposure of trailer contents to the natural elements.

- Provide a copy of the local government resolution with appropriate recitals required to support adoption/enactment of ordinances to condemn, demolish and remove mobile home park contents.
- Provide all applicable permits necessary for demolition of the mobile home park.
- Provide access to all lands, easements and rights-of- way necessary for the accomplishment of the approved work.
- Acquire documentation signed by the mobile home park owner that will hold and save the local, State or Federal Government free from damages due to the requested work, and shall indemnify the local, State or Federal Government against any claims arising from such work.
- Provide documents allowing right-of-entry to the mobile home parks.
- Provide notice to individual mobile home owners to remove items of personal property in accordance with local ordinances.
- Provide the names of mobile home parks to include the names of mobile home park owners, complete addresses and legal descriptions of the property, and limits, if any, of debris clearance to occur within the parks. Additional materials should include plats of the mobile home parks and any information about existing utilities. If the system is available, the GIS should be utilized to identify these mobile home parks.
- Ensure that the mobile homes are unoccupied.
- Ensure that the property is posted in accordance with local regulations and that mobile home owners have removed their personal property.
- Ensure that any agreement made with the mobile home park owner is in writing to avoid subsequent disputes.
- Obtain photographic documentation of trailer sites prior to commencement of work.

#### **3.2.4.4 Utilities:**

Local officials should:

- Ensure that utilities are installed according to local code.

- Ensure that trailer tie down straps do not conflict with utility placement.
- Be responsible for turning off utility services such as water, sewer, electrical, natural gas.
- Have septic tank locations flagged prior to debris removal and special care given to protect them during debris removal operations.
- Evaluate existing utilities as to the feasibility of using them. Consideration should also be given to whether using heavy equipment would cause further damage to existing utilities.
- Provide standards for capping of all utilities.

**3.2.4.5 *Contracts:***

The contract should:

- Provide that all private automobiles be stored in a specific location within the park to be retrieved later by the private owner.
- Provide salvage rights to the contractor for materials remaining on site at the time of debris removal.
- Require flagging of existing utilities prior to debris removal. Rubber tire vehicles and backhoe with grapple attachments should be used to protect existing utilities.
- Require the contractor to phase debris removal operations to allow utility repair/replacement to begin immediately after an area has been cleared.
- Provide a signed letter to the contractor/FEMA identifying the park and stating that all notices have been issued and the park is released for debris removal.

**3.2.4.6 *Inspection Prior to Contract Issuance:***

Local officials should:

- Should determine the extent of repairs required to use existing utilities or if full replacement of utilities will be required. These actions require close coordination with IA officials responsible for the temporary housing operations.

- Ensure that the mobile home park will be vacated prior to removing any debris from the site.
- Describe clearly and completely the extent of debris removal required within the mobile home park. Specify any structures, other than mobile homes, that are to be removed. This information will be utilized in developing the contract scope of work.
- Locate and estimate any HHW within the park and ensure that appropriate procedures are established for separation and removal of such materials prior to debris removal. HHW contractors under contract with the local government should be utilized for this task via FEMA's Damage Survey Report (DSR) process or the USACE could award a separate contract for this purpose. HHW items typically found on site include propane tanks, paint cans, paint thinners, pesticides, refrigerators, freezers, etc.
- Conduct initial inspections of the mobile home park. This should be done in conjunction with representatives from public health office, building and zoning office, real estate office, USACE, and FEMA.
- Notify the mobile home park owner of the pending inspections.
- Ensure that the "Notice to Proceed" contract scope of work reflects findings of the field inspection.

### **3.2.5 Private Property Debris Removal**

- 3.2.5.1** Major natural disasters may create health and safety concerns with respect to severely damaged private property. Remaining dangerous structures should be the responsibility of the owner or local government to demolish to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain due to lack of insurance, absentee landlords, or under-staffed and under-equipped local governments. Consequently, demolition of these structures may become the responsibility of the local emergency manager and/or the DMTF.
- 3.2.5.2** This issue will require the complete cooperation of numerous local and State government officials and may require resources from any or all of the following: real estate offices, local law and/or code enforcement agencies, State historic preservation office, qualified

contractors to remove HHW, asbestos, and lead-based paint, and field teams to photograph the sites before and after demolition.

- 3.2.5.3** Demolition of private property will present significant coordination problems. Therefore, a checklist has been developed to identify key tasks that local officials must address before the structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently. The “Demolition of Private Property” checklist is shown in Appendix 6.
- 3.2.5.4** Communities in disaster-prone areas should have copies of the checklist and samples of required ordinances as part of the community’s emergency management plan. The ordinances should be activated when a “state of emergency” is implemented, eliminating any unnecessary waiting period. All of these pre-planning actions should be accomplished prior to a disaster.
- 3.2.5.5** The most significant building demolition problem will be that local governments do not have proper ordinances in effect to handle emergency condemnation procedures. Moreover, structures will be misidentified or have people or belongings in them when the demolition crews arrive. Buildings may be occupied by drug users or homeless people who will necessitate removal by local law enforcement. Close coordination is essential and it is recommended that at least one FEMA staff person be on site to work directly with the local government staff to ensure that all required legal actions are taken.

### **3.2.6 Household Hazardous Wastes (HHW) Removal.**

- 3.2.6.1** HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
- 3.2.6.2 Pre-Disaster.** The emergency manager and/or DMTF should be aware of the problems that HHW will have on the overall debris removal and disposal mission. Consider HHW response teams to be assigned and respond ahead of any removal efforts. Consider preparing draft emergency contracts with generic scopes of work.

Coordinate with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.

**3.2.6.3 Removal Operations.** Where possible, separate hazardous materials from other debris before removal. Arrange for salvageable hazardous materials to be collected and segregated based on their intended use. Removal of hazardous waste should be accomplished by properly trained personnel or emergency response HHW contractors. Coordinate with regulatory agencies to ensure cleanup actions meet local, State, and Federal regulations.

**3.2.6.4 Building Demolition.** Complete HHW identification and segregation before building demolition begins. HHW debris should be removed by qualified contractors. Uncontaminated debris can be removed by regular demolition contractors.

**3.2.6.5 Disposal Sites.** A separate staging area for HHW materials, contaminated soils, and contaminated debris should be established at each site. The staging area should be lined with an impermeable material and bermed to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified HHW personnel/contractors in accordance with local, State and Federal regulations.

### **3.3 Debris Collection and Reduction Sites**

**3.3.1** Once the debris is removed from the damaged area, it will be taken to temporary collection and reduction sites. These reduction sites have been pre-identified as discussed in Sec 3.1.3 and shown on county maps located in Appendix 3. Removal and disposal actions will be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e. local level, county level, state level and when resources are exceeded at each level of responsibility, and then Federal assistance may be requested according to established procedures. Due to the limited debris removal and reduction resources, the establishment and operation of these temporary sites are generally accomplished by contracts.

**3.3.2** Emphasis is placed on local government responsibilities for developing debris disposal contracts under FEMA Damage Survey Report (DSR) procedures.



Removal and reduction activities may be handled locally or assigned to the USACE by FEMA pursuant to CFR 44, Section 206.5 and 206.8. Mission assignment may be used instead of DSRs when responding to a catastrophic natural disaster. This allows FEMA and the USACE more flexibility in responding to specific debris removal and disposal tasks.

**3.3.3** Local/county and/or State governments may be responsible for developing and implementing these contracts for debris removal and disposal under most disaster conditions that are not catastrophic. The costs associated with preparing, implementing, and monitoring contracts are covered under FEMA DSR procedures. The local emergency manager and/or the DMTF (based on magnitude of event) should review all debris disposal contracts. There should be a formal means to monitor contractor performance in order to ensure that funds are being used wisely.

**3.3.4 Site Preparation.** The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.

**3.3.5 Site Operations.** Site preparation and operation are usually left up to the contractor but guidance can help avoid problems with the ultimate closeout.

**3.3.5.1** Establish lined temporary storage areas for ash, HHW, fuels, and other materials that can contaminate soils and groundwater. Set up plastic liners when possible under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.

**3.3.5.2** If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills of petroleum products, hydraulic fluids, etc. Include clauses in contract scope of work to require immediate cleanup by the contractor.

**3.3.5.3** Not In My Back Yard (NIMBY) Concerns. Be aware of and mitigate things that will irritate the neighbors such as:

*smoke* - proper construction and operation of burn pits. Don't overload air curtains.

*dust* - employ water trucks.

*noise* - construct perimeter berms.

*traffic* - proper layout of ingress and egress procedures to help traffic flow.

### 3.4 Debris Reduction Methods

This section provides guidelines on debris volume reduction methods including burning, grinding and chipping, and recycling. The DMTF should have an understanding of each method. Ideally, all methods should comply with local ordinances and environmental regulations.

#### 3.4.1 Volume Reduction by Burning

- 3.4.1.1** There are several burning methods available including *uncontrolled open burning, controlled open burning, air curtain pit burning, and refractor lined pit burning*. The DMTF should consider each burning method before selection and implementation as part of the overall volume reduction strategy.

**Uncontrolled Open Burning:** Uncontrolled open burning is the least desirable method of volume reduction because it lacks environmental control. However, in the haste to make progress, SCDHEC may issue waivers to allow this method of reduction early in a disaster.

**Controlled Open Burning:** Controlled open burning is a cost-effective method for reducing clean woody tree debris in rural areas. This option must be terminated if mixed debris (treated lumber, poles, nails, bolts, tin, aluminum sheeting, etc.) enters the waste flow. Clean woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community. South Carolina Department of Agriculture and Clemson University agricultural extension personnel should be consulted to determine if and how the resulting ash can be recycled as a soil additive. Responsible agencies and telephone numbers are listed below.

(864) 244-4023 Department of Agriculture  
(864) 232-4431 County Extension Office

**Air Curtain Pit Burning:** Air curtain pit burning offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open burning. Specifications and statements of work should be developed to expedite the proper use of the systems since experience has shown

that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.

**Refractor Lined Pit Burning:** Pre-manufactured refractory lined pit burners are an alternative to air curtain open pit burning. The units can be erected on site in a minimal amount of time. Some are portable and others must be built in-place. The units are especially suited for locations with high water tables, sandy soil, or where materials are not available to build above ground pits. The engineered features designed into the units allows for a reduction rate of approximately 95 percent with a minimum of air pollution. The units use air curtain blowers that deliver air at predetermined velocities and capacities. A nozzle 20 feet long would have a velocity of over 120 miles per hour and would be delivering over 20,000 cubic feet of air per minute to the fire. The air traps smoke and small particles and recirculates them to enhance combustion that reaches over 2500 degrees Fahrenheit. Manufacturers claim that combustion rates of about 25 tons per hour are achievable while still meeting emission standards.

**3.4.1.2** Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of burning method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of burning. PIOs should take the initiative to keep the public informed. A proactive public information strategy to include press releases, media broadcasts, etc. should be included in any operation that envisions burning as a primary means of volume reduction.

**3.4.1.3** Environmental controls are essential for all burning methods and should include:

- A setback of at least 1000 feet should be maintained between the debris piles and the burn area. Keep at least 1000 feet between the burn area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the burn area.
- The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches two feet below the lip of the burn pit.

- The burn area should be placed in an above ground or below ground pit that is no wider than eight feet and between nine and 14 feet deep.
- The burn pits should be constructed with limestone and reinforced with earth anchors, or wire mesh in order to support the weight of the loaders. There should be a one-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- The ends of the pits should be sealed with dirt or ash to a height of four feet.
- A twelve-inch dirt seal should be placed on the lip of the burn pit area to seal the blower nozzle. The nozzle should be three to six inches from the end of the pit.
- There should be a one-foot high, unburnable, warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the burn pit.
- Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- The airflow should hit the wall of the pit about two feet below the top edge of the pit and the debris should not break the path of the airflow except during dumping.
- The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along the length.

**3.4.1.4 Dead Animal Incinerators.** It is very probable that an event may require the removal of dead animals as part of the debris management process. Mobile incinerators may be used to manage dead animals; however, air regulations require permits for such operations, which must have prior zoning approval. Permit applications are required by statute to be advertised which creates the possibility that public hearings may be requested, thus delaying the permitting process. Local air regulations may specifically prohibit the transfer of a permit from one location to another. If, as a result of a state disaster or emergency declared by the Governor,

these permitting restrictions were waived, the use of properly designed and operated mobile incinerators would be preferable to the use of “air-curtain incinerators.”

### **3.4.2 Volume Reduction by Grinding and Chipping.**

- 3.4.2.1** Tornadoes and ice storms may present the opportunity to employ large scale grinding and chipping operations as part of the overall debris volume reduction strategy. This may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.
- 3.4.2.2** Grinding and chipping woody debris is a viable reduction method. Although more expensive than burning, grinding and chipping is more environmentally friendly and the resulting product, mulch, can be recycled. In some locations the mulch will be a desirable product due to shallow topsoil conditions. In other locations it may become a landfill product.
- 3.4.2.3** Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable in urban areas where streets are narrow.
- 3.4.2.4** Emergency management and/or the DMTF should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.
- 3.4.2.5** There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic, dirt, etc.
- 3.4.2.6** The following specifications should provide a mulch product that is suitable for agricultural purposes.
  - The average size of wood chips produced should not exceed four inches in length and one half inch in diameter. Production output should average 100 to 150 cubic yards per hour when

debris is moderately contaminated and slow feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris. Note, this is not machine capability; this is contractor output or performance capabilities.

- Contaminants are all materials other than wood products and should be held to ten percent or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers. Bucket-loaders tend to scoop up earth, which is a contaminant, and cause excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris.

**3.4.2.7** Chippers are ideal for use in residential areas. The number of damaged and uprooted trees present significant problems if they are pushed to the right-of-ways for eventual pick-up and transport to staging and reduction sites. The costs associated with chipping are reasonable since the material does not need to be transported twice.

**3.4.2.8** Grinders are ideal for use at debris staging and reduction sites due to their high volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris (up to 3 months prior to grinding) and an area to hold the resulting mulch (up to 1 month). Ingress and egress to the site is also an important consideration.

### **3.4.3 Volume Reduction by Recycling.**

**3.4.3.1** Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive and strongly supported since there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility (MRF) could be set up at the site. Metals and soils are prime candidates for recycling. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large

usage of chemical agricultural fertilizer the recovered soil may be too contaminated for use on residential or existing agricultural land.

**3.4.3.2** Floods may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the prime contractors who exercise their initiative to segregate and recycle debris as it arrives at the staging and reduction sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.

**3.4.3.3** Specialized contractors should be available to bid on disposal of debris by recycling if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recyclers comply with local, State, and Federal environmental regulations.

**3.4.3.4** Recycling should be considered early in the debris removal and disposal operation since it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling.

- **Metals.** Tornadoes may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.
- **Soil.** Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. This soil could also be used at landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.

- **Wood.** Woody debris can be either ground or chipped into mulch. (See Section 3.3.2 Volume Reduction by Grinding and Chipping)
- **Construction Material.** Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be shred to reduce volume. This construction material could also be used at landfills for cover.
- **Residue Material.** Residue material that cannot be recycled, such as cloth, rugs, and trash can be sent to a landfill for final disposal.

### **3.5 Site Close-Out Procedures**

- 3.5.1** Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use. If the size of event required mission tasking from the USACE, then the mission tasking may include requirements to cleanup contractor-operated staging and reduction sites. Contractors would be required to remove and dispose of all mixed debris, construction and demolition (C&D) debris, and debris residue to approved landfills. Quality Assurance (QA) inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, State, and Federal environmental requirement due to the nature of the staging and reduction operation.
- 3.5.2** The emergency management and/or DMTF must be assured by the contractor that all sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups.
- 3.5.3** The basic close-out steps are: remove all debris from the site; conduct an environmental audit/assessment, develop a remediation/restoration plan, approved by the appropriate environmental agency; execute the plan; get acceptance from the landowner; and terminate lease payments, if applicable. The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.



**3.5.4 Environmental Restoration.** Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. HHW and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include some, or a combination of the following activities: stockpiling, sorting, recycling, burning, grinding, and chipping. Burning is done in pits fed by an air curtain and generally only woody debris is burned; however, the efficiency of the burn and the quality of burn material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, burn sites, and ash piles.

**3.5.5 Site Remediation.** During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.

- The monitoring of the ash should consist of chemical testing to determine the suitability of the material for landfilling.
- Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. This may be done by the contractors if it is determined that they dumped hazardous material, such as oil or diesel fuel spills on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- The monitoring of the groundwater should be done on selected sites in order to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

**3.5.6** A recommended format for a closure checklist has been developed. The closure checklist is shown on Appendix 7. Consider the following requirements to closeout a temporary staging and reduction site(s).

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and counsel regarding requirements and support for implementation of a site remediation plan.
- Establish a testing and monitoring program. The contractor should be responsible for environmental restoration of both public and leased sites.

Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure.

- Reference appropriate and applicable environmental regulations.
- Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for air, water, and soil testing.
- Develop cost estimates.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate contractor closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist.

#### **4.0 Organization and Responsibilities**

##### **4.1 State Departments and Agencies**

###### **4.1.1 The Office of the Governor will:**

- Declare a State of Emergency if required.
- Issue supplementary declarations and orders, as the situation requires.
- Request Federal assistance as necessary.
- Make public safety/evacuation recommendations to the public.

**4.1.2 Department of Public Safety will:**

- Make public safety recommendations to the Governor.
- Evaluate protective actions as recommended by State EOC.

**4.1.3 Greenville County Emergency Management Agency will:**

- Perform as Primary Agency for Information and Planning.
- Perform as a core agency in the Debris Management Task Force.
- Activate the State Emergency Operations Center (EOC) when necessary using established Standard Operating Procedures (SOP). Partial activation may be necessary during early phases of an event. Full Emergency Support Function (ESF) activation will be required when a catastrophic event is imminent or has occurred in Greenville County. ESF representatives responding to the EOC must have the knowledge of their department and their resources and have full authority to commit those resources for response and recovery operations.
- Implement the Damage Assessment Annex, if necessary, to assess and evaluate the damage and debris removal requirements.
- Send emergency management liaisons to local EOCs to assist response and recovery operations.
- Monitor the weather and make distribution of National Weather Service advisories to appropriate agencies if weather conditions are a factor to debris removal efforts.

**4.1.4 Department of Health & Environmental Control will:**

- Perform as the Primary Agency for Hazardous Material.
- Perform as a core agency in the Debris Management Task Force.
- Develop a plan of action for an event for the removal and disposal of HHW debris.

**4.1.5 Greenville County Public Works Department will:**

- Perform as Primary Agency for Transportation.
- Perform as a core agency in the Debris Management Task Force.
- Identify routes, in conjunction with local jurisdictions that are essential and critical to emergency operations.
- Be responsible for coordinating the emergency roadway clearance and public right-of-way clearance plan of action.
- Ensure emergency workers wear protective clothing such as hard hats, gloves, goggles and safety shoes. Supervisors must emphasize safety practices and procedures.
- Coordinate with local utility companies during emergency roadway clearance operations.

**4.1.6 South Carolina National Guard will:**

- Perform as the Primary Agency for Military Support.
- Perform as a core agency in the Debris Management Task Force.
- Coordinate with Public Works to assist in the emergency roadway clearance and public right-of-way clearance operations.

**4.1.9 Greenville County Solid Waste Division will:**

- Perform as a core agency in the Debris Management Task Force.

**4.1.10 Public Utilities will:**

- Coordinate with Greenville County Public Works Department to de-energize downed power lines during emergency roadway clearance and public right-of-way clearance operations.

**4.2 County and Municipal Government**

**4.2.1 Local/Municipal Emergency Management Agencies will:**

- Perform as core agencies in the Debris Management Task Force if their municipality is involved.

### **4.3 Support Agencies**

#### **4.3.1 Greenville County Chapter of the American Red Cross will:**

- Assist in developing a volunteer list to help in debris clearance issues.

#### **4.3.2 Volunteer Fire Service will:**

- Assist as necessary in emergency roadway clearance and public right-of-way clearance.
- Coordinate with local utility companies during emergency roadway clearance and public right-of-way clearance operations.
- If possible, assist in HHW assessment and/or clearance.

### **5.0 Administration and Logistics**

- 5.1** All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any Federal assistance that may be requested or required.
- 5.2** Requests for support and/or assistance will be upchanneled from the local level to the county level EOC and then up to the State EOC. Requests for Federal assistance will be made by the State EOC through established procedures as outlined in the Federal Response Plan.
- 5.3** All agencies will ensure 24-hour staffing capability during implementation of this annex if the emergency or disaster requires.
- 5.4** EMA, in coordination with DOT and DHEC will be responsible to initiate an annual update of this annex. It will be the responsibility of each tasked agency to update their respective portion of the annex and ensure any limitations and shortfalls are identified, documented, and work-around procedures developed if necessary.

### **Tabs**

- 1** *Acronyms and Abbreviations*
- 2** *Debris Management Task Force Agencies*
- 3** *Maps of Pre-selected Sites (State, County, Municipal)*
- 4** *List of Greenville County Solid Waste Facilities*
- 5** *Sample Documentation (Agreements, Contracts, MOU/MOAs)*

- 6    *Demolition of Private Property Checklist***
- 7    *Closure Checklist***

**Tab 1**

**Acronyms and Abbreviations**

<b>ARC</b>	- American Red Cross
<b>CAP</b>	- Civil Air Patrol
<b>C&amp;D</b>	- Construction and Demolition (debris)
<b>CFR</b>	- Code of Federal Regulation
<b>DHEC</b>	- Department of Health & Environmental Control
<b>DMTFG</b>	- Debris Management Task Force Group
<b>DSR</b>	- Damage Survey Report
<b>EOC</b>	- Emergency Operations Center
<b>EPA</b>	- Environmental Protection Agency
<b>ESF</b>	- Emergency Support Function
<b>FCO</b>	- Federal Coordinating Officer
<b>FEMA</b>	- Federal Emergency Management Agency
<b>GCEP</b>	- Greenville County Emergency Preparedness
<b>GCVOAD</b>	- Greenville County Voluntary Organizations Active in Disasters
<b>HHW</b>	- Household Hazardous Waste
<b>IA</b>	- Individual Assistance
<b>MOA</b>	- Memorandum of Agreement
<b>MOU</b>	- Memorandum of Understanding
<b>PA</b>	- Public Assistance
<b>QA</b>	- Quality Assurance
<b>SCDOT</b>	- South Carolina Department of Transportation
<b>SCNG</b>	- South Carolina National Guard
<b>SCO</b>	- State Coordinating Officer
<b>SLED</b>	- State Law Enforcement Division
<b>SOW</b>	- Scope of Work (contracts)
<b>USACE</b>	- U.S. Army Corps of Engineers
<b>USDA</b>	- U. S. Department of Agriculture

## Tab 2

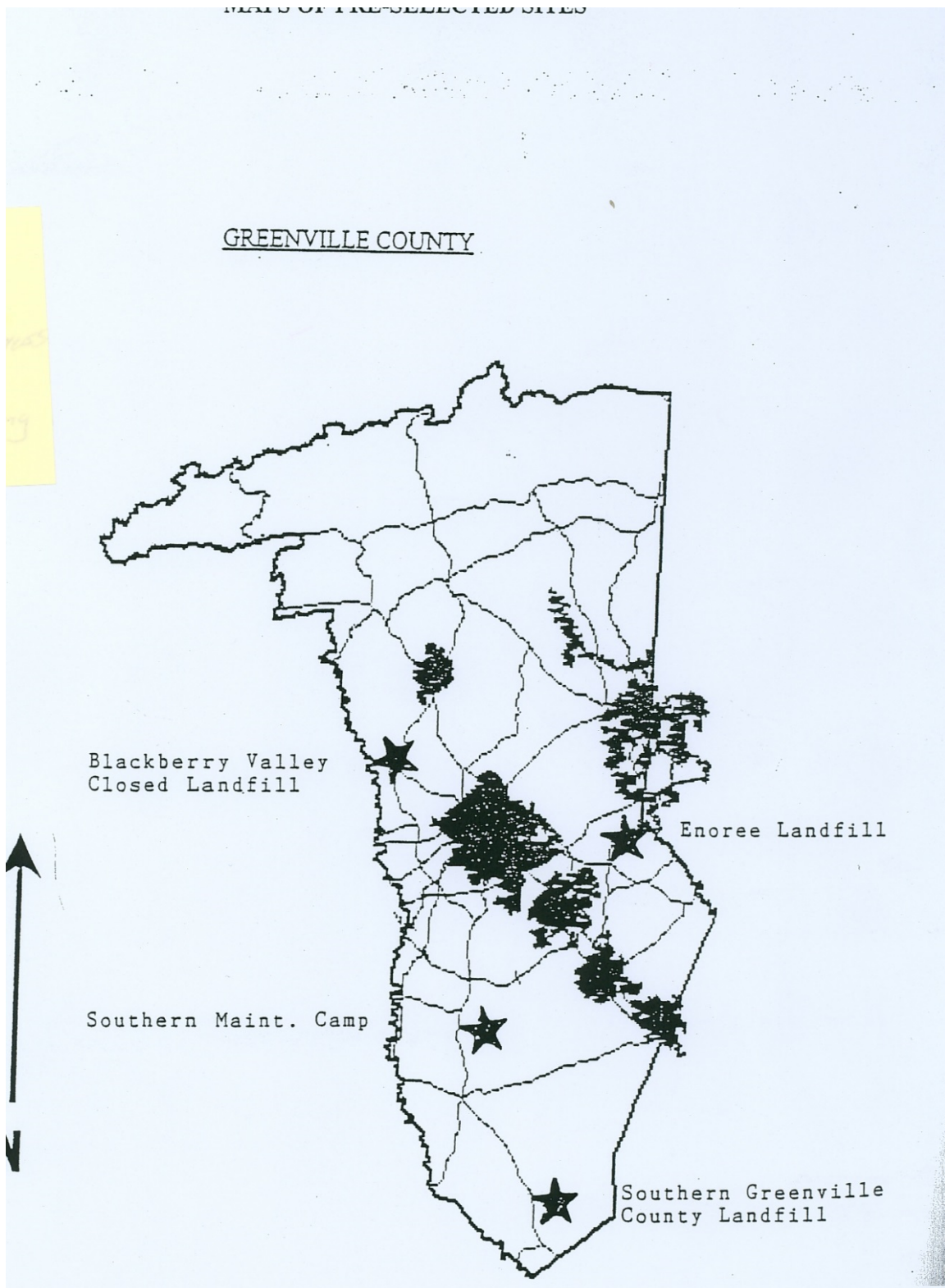
**Debris Management Task Force****(Core Agencies)**

<b><u>Agency</u></b>	<b><u>Point of Contact</u></b>	<b><u>Telephone Number</u></b>
Greenville County Office of Emergency Management	Scot Wendelken 467-2680 Office	271-5210 Emer
South Carolina National Guard		803-737-8500
Greenville County Solid Waste Division	Marcia Papin	234-5847 Office 608-6696 Cellphone
Department of Public Services	Judy Wortkoetter	467-7010
Department of Health & Environmental Control	Brian Kemp	241-1090 Office
Department of Transportation		241-1224

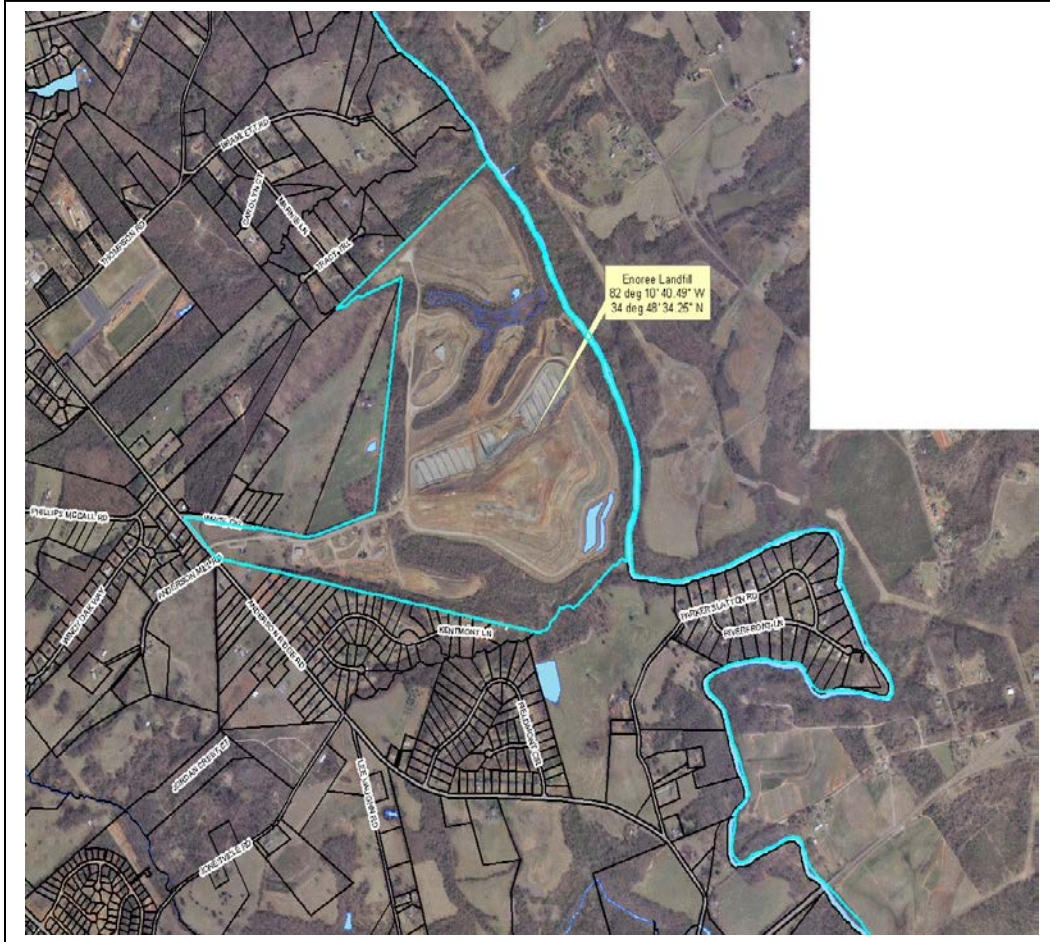


**TAB 3**

**Maps of Pre-Selected Sites**



## Enoree Landfill

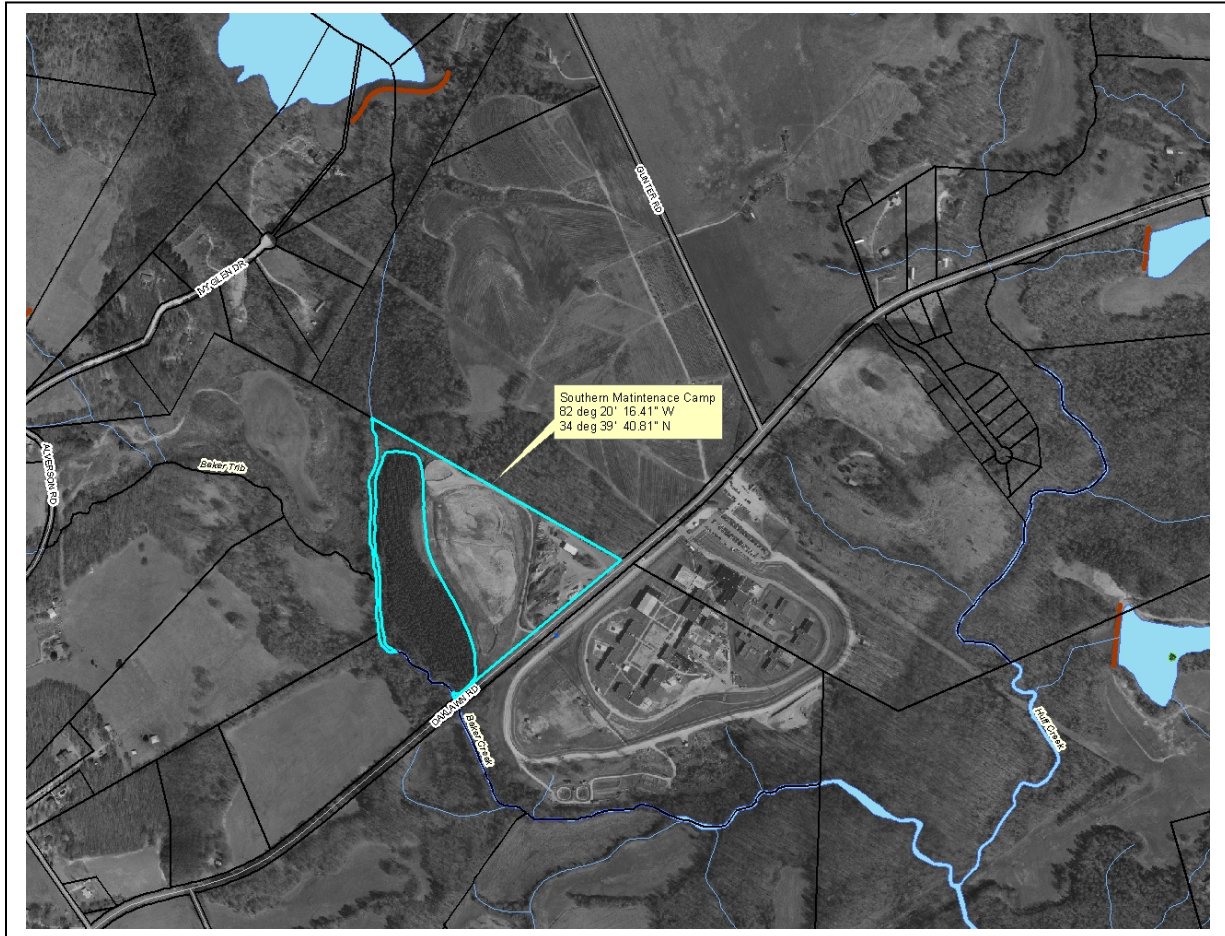




## Blackberry Landfill

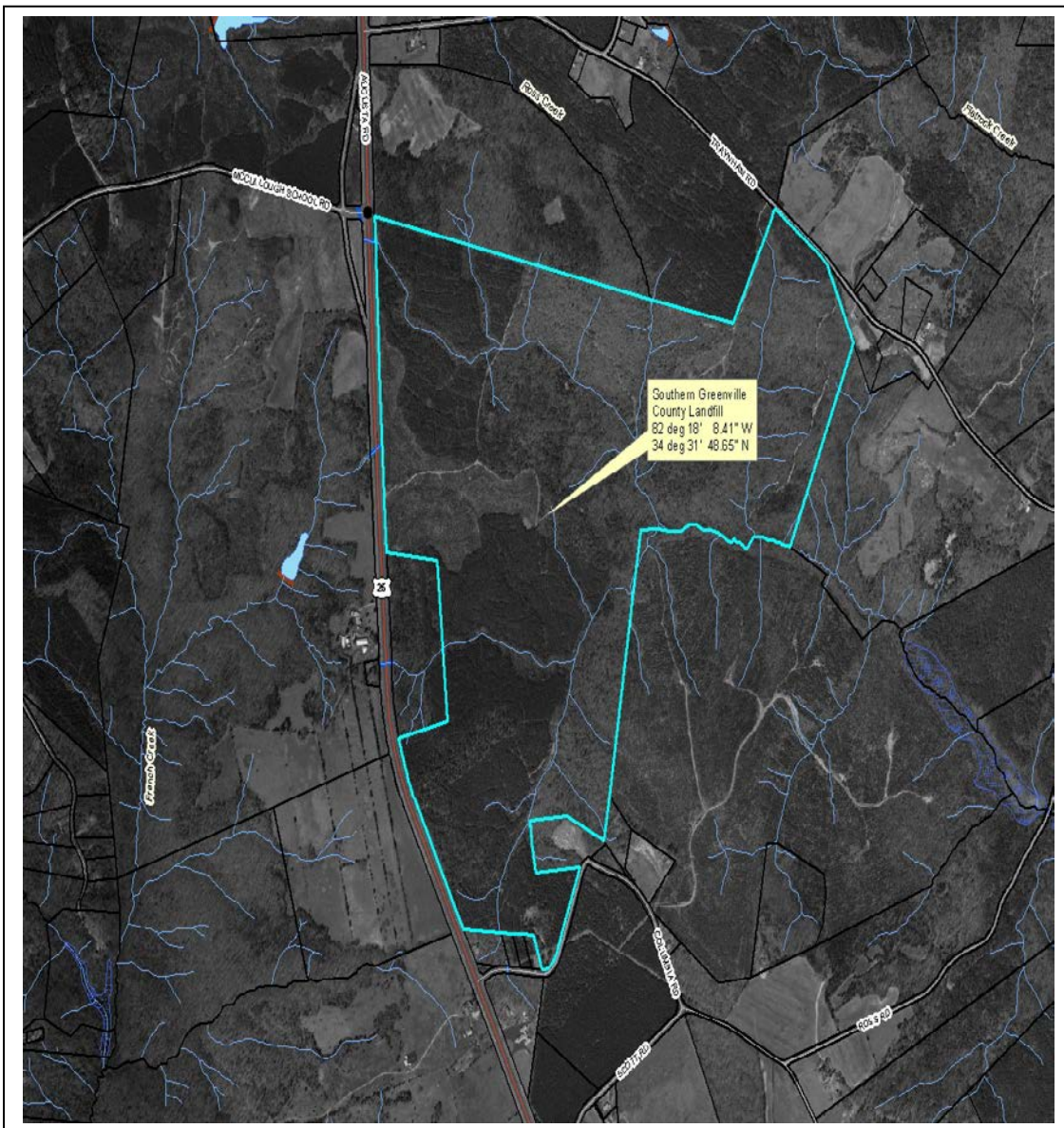


**Southern Maintenance Camp**





## Southern Greenville County Landfill



**Tab 4****List of Greenville County Solid Waste Facilities****Construction and Demolition Facilities  
Located in Greenville County****Public Facilities:**

Facility: Greenville County (Enoree) C&D  
Owner: Greenville County  
Location: Greer, South Carolina  
Permitted Rate: 408,285 tons total capacity  
Actual Rate: 18,525 tons FY00  
Hours of Operation: 7:30 a.m. – 4:30 p.m. Monday through Friday and 8:00 a.m. – 4:00 p.m. Saturdays

**Private Facilities:**

Facility: Carter Excavating Company  
Owner: Steve Carter  
Location: Greenville, South Carolina  
Permitted Rate: Unknown  
Actual Rate: 17,505 tons  
Hours of Operation: 7:00 a.m. – 4:30 p.m. Monday through Friday (Saturdays by appointment only)

Facility: WCA Shilo Landfill  
Owner: Unknown  
Location: Travelers Rest, South Carolina  
Permitted Rate: 100,000 tons  
Actual Rate: Unknown; does not report  
Hours of Operation: 7:00 a.m. – 4:00 p.m. Monday through Friday

Facility: GE (Greenville) Gas Turbines LLC  
Owner: General Electric  
Location: Greenville, South Carolina  
Permitted Rate: Unknown  
Actual Rate: Unknown; does not report  
Hours of Operation: Not open to the public

Facility: Gramling Brothers Land-Clearing Debris Landfill  
Owner: John Gramling, III  
Location: Mauldin, South Carolina  
Permitted Rate: 5,500 tons  
Actual Rate: Unknown; does not report  
Hours of Operation: Not open to the public

Facility: Trotter Land-Clearing Debris & Yard Trash Landfill  
Owner: James Trotter  
Location: Greer, South Carolina  
Permitted Rate: 100 tons per year  
Actual Rate: Unknown; does not report  
Hours of Operation: Not open to the public

Facility: Glenn Short-Term C&D Landfill  
Owner: Walter Glenn  
Location: Greer, South Carolina  
Permitted Rate: Unknown  
Actual Rate: Unknown; does not report  
Hours of Operation: Not open to the public

Facility: Hunt/Strange Land-Clearing Debris & Yard Trash Landfill  
Owner: Ronald G. Strange, Jr.  
Location: Taylors, South Carolina  
Permitted Rate: Unknown  
Actual Rate: Unknown; does not report  
Hours of Operation: Not open to the public

Facility: Moon/Henderson Land-Clearing Debris & Yard Trash  
Owner: H. R. Garrett  
Location: Pelzer, South Carolina  
Permitted Rate: 400 tons per year  
Actual Rate: 50 tons per year  
Hours of Operation: Not open to the public



**Tab 5**

**Demolition of Private Property Checklist**

**Documentation**

- Provide a letter to FEMA that sets forth the nature of the city/county ownership or interest in the buildings to support their authority for demolition.
- Provide a copy of all ordinances that authorizes the city/county to condemn privately owned structures. The authority to condemn privately owned structures would probably have to be accomplished by an ordinance other than one designed or enacted for the demolition of publicly owned structures.
- Provide a copy of the local government's resolution with appropriate recitals required to support adoption/enacts of ordinances of other local laws, required to condemn, demolish and remove public buildings. Public Law 93-288, as amended by Public Law 100-707, authorizes the demolition of public structures that are rendered "unsafe and endanger the public." It is essential that the city make a declaration of such findings as it specifically applies to each building to be demolished/removed.
- The city/county resolution should comply with Public Law 93-288. The city/county should agree to provide, without cost to the Federal Government, all lands, easements and rights-of-way necessary for the accomplishment of the approved work, and hold and save the Federal Government free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work.
- Implement laws that reduce the time it takes to go from condemnation to demolition.
- Provide copies of all applicable permits required for demolition of subject structure(s).
- Provide copies of pertinent temporary well capping standards.
- Designate and authorize a representative to provide to the Federal Government with rights-of-entry.
- Provide executed right-of-entry and hold-harmless agreements that have been signed by the owner (and by renter if rented). Right-of-entry should indicate any known owner intent to rebuild (to ensure foundation and utilities are not damaged). If these agreements are not executed, document reason(s).

- Give notice to property owners and their tenants (renters) to remove all personal property in advance of demolition.
- Document name of owner on the title, the complete address and legal description of the property; and the source of this information. Document name or renter if available.
- Ensure property will be vacated by demolition date.
- Provide a list that clearly and completely describes the structures designated for demolition. Additionally, provide a list that also identifies related structures, trees, shrubs, fences, and other items to remain on the respective property. Give written notice to property owners of the proposed demolition and scope of demolition (structures, outbuildings, fences, trees, shrubs).
- Notify mortgagor of record.
- Provide the property owner the opportunity (public meeting, newspaper ad, radio, letter) to participate in decision on whether the property can be repaired.
- Determine the existence and amount of insurance on the property prior to demolition.
- Identify historic properties. Demolition or repair of these properties should be handled by the Damage Survey Report (DSR).
- Specify procedures to determine when cleanup of property is completed.

### Inspection

- Coordinate all pertinent site inspections with the Federal Government's inspection team(s). Identify HHW materials prior to demolition.
- Notify the owner and/or renter of any and all site inspections.
- Verify that all personal property has been removed from public and/or private structure(s).
- Verify that the building is unoccupied immediately prior to demolition.
- Ensure that the property is properly posted.
- Provide a clear, concise and accurate property description and demolition verification.

- Include a Public Health official on demolition inspection teams.
- Inspection criteria shall be based not only on structural integrity of building, but also must demonstrate “imminent and impending peril” to public health and safety.
- Segregate all HHW materials to a permitted facility prior to building demolition.
- Provide photographs of the property taken immediately prior to and immediately after demolition.

#### Utilities

- Locate, mark, turn-off, and disconnect all water and sewer lines.
- Locate, mark, turn-off, and disconnect electrical service.
- Locate, mark, turn-off, and disconnect gas service.

## ***Annex 4 - Firefighting***

***Primary: Greenville County Fire Chiefs' Association***

***Support: Greenville County Emergency Management Special Operations Coordinator; Belmont Fire Department; Berea Fire Department; Boiling Springs Fire Department; Canebrake Fire Department; Clear Springs Fire Department; Donaldson Fire Department; Duncan Chapel Fire Department; Dunklin Fire Department; Fountain Inn Fire Department; Gantt Fire Department; Glassy Mountain Fire Department; Gowensville Fire Department; Greenville Fire Department; Greer Fire Department; GSP Jetport Fire Department; Lake Cunningham Fire Department; Mauldin Fire Department; North Greenville Fire Department; Parker Fire Department; Pelham-Batesville Fire Department; Piedmont Fire Department; Piedmont Park Fire Department; River Falls Fire Department; Simpsonville Fire Department; Slater-Marietta Fire Department; South Greenville Fire Department; Taylors Fire Department; Tigerville Fire Department; Travelers Rest Fire Department; Wade Hampton Fire Department; South Carolina Department of Labor, Licensing and Regulation, State Fire Marshal; South Carolina Forestry Commission; South Carolina Fire Fighter Mobilization***

### **I. Introduction**

- A. County assistance under this function (ESF-4) shall include actions taken through the application of equipment, manpower, and technical expertise to control and suppress urban, rural, and wildland fires that have, or threaten to, become disasters. The local Fire Authority having jurisdiction will be in charge of the scene of a fire, or other emergency involving the protection of life or property, and may compel an evacuation if the situation warrants. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other states and established recognized standard firefighting methods.
- B. The potential for damage from fires in urban areas during and after a major disaster is extremely high. Numerous fires have the potential to spread rapidly causing extensive damage and threatening life and property. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruptions of communications, transportation, utility and water systems.

### **II. Mission**

To provide for the coordination and use of all firefighting organizations, personnel and equipment in Greenville County during a disaster situation. To provide a well-organized and equipped firefighting organization for fire suppression, and if required, provide hazardous materials response, as well as rescue operations during a disaster situation.

### **III. Concept of Operations**

- A. The Greenville County Fire Chief's Association President has overall responsibility for the coordination of fire fighting forces during emergencies and providing decision-making advice on the hazards associated with hazardous materials. (See Annex 10 Hazardous Materials)
- B. The Greenville County Fire Chief's Association President will coordinate all firefighting requirements during a disaster period.
- C. The Fire Chiefs of the various organizations will direct emergency firefighting operations in their respective areas.
- D. Mission assignments will be requested by the ESF 4 Coordinator in the EOC.
- E. State forces used in support of this Annex will be committed on a mission type basis when requested and in accordance with the South Carolina Emergency Operations Plan.

### **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 fire service facilities, equipment, and personnel throughout the county.
  - 2. Organize and train fire service emergency teams to rapidly respond to requests for assistance.
  - 3. Monitor weather and hazardous conditions that contribute to increased fire danger.
  - 4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
  - 5. Based on hazardous conditions, conduct fire prevention and education activities for the public.

6. Develop and maintain procedures to implement this Annex.
7. Identify, train, and assign personnel to the Hazardous Materials Technician and Specialist for response to mitigate hazardous materials incidents.
8. Implement an accelerated training program for additional fire fighting personnel.
9. Determine location of shelters to be used by assigned emergency response personnel.
10. Develop procedures for inspection of congregate care, upgradeable, and essential facilities for fire protection.
11. Keep all Fire Service personnel on alert and informed of the situation. (See Appendix B.)
12. Maintain mutual aid agreements and working relationships with supporting agencies/departments.
13. Participate in state exercises and conduct, at least annually, an ESF-4 exercise to validate this annex and supporting standard operating procedures (SOPs).
14. Update procedures, supporting guidelines, and this Annex as applicable.

B. Response

1. Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate requests for specific assistance.
2. Deploy personnel and equipment to designated areas upon request of the local incident commander in conjunction with the EMD Director.
3. Using the National Incident Command System (NIMS), assume responsibility for coordinating and tracking all firefighting resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
4. Develop an Incident Action Plan for the event, as well as operational periods for the duration of the event.

5. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
6. Contact ESF 6 in the EOC if sheltering is needed for the victims.
7. Support fire investigations, as requested.
8. Provide hazardous materials response resources as needed.
9. If radioactive material is involved, contact the EOC and prepare for decontamination operations if needed.
10. Document any lost or damaged equipment, personnel injuries, or equipment accidents.
11. Require supporting agencies maintain appropriate records of cost incurred during an event to include mileage, timesheets, and logs.
12. Keep the EOC informed of the situation within their areas of responsibility and provide situation reports (SITREPs) as requested directly and through WebEOC.
13. The local Incident Commander will maintain liaison with the EOC.
14. Report operational status of vehicles and equipment to the EOC.
15. Develop a demobilization plan for personnel and resources as needed.

C. Recovery

1. Continue to provide firefighting capabilities within affected area(s) until conditions return to normal as requested by on scene Incident Commander.
2. Maintain coordination and communication with the EOC.
3. Assist in search and rescue duties as necessary and other areas when feasible.
4. If hazardous material is involved, coordinate with the EOC for needed remediation activities
5. Conduct reviews of incident actions with teams involved to improve future operations.

6. Provide after action reports, SITREPs, documentation that may be needed for reimbursement, and other documentation as required, and evaluates changes to improve operational SOPs.

**V. Administration and Logistics**

**A. Administration**

Initial situation reports will be submitted to the ESF 4 Coordinator as soon as practicable. Reports will be consolidated and submitted to the County Emergency Management for analysis and should contain but not be limited to the following:

1. Type incident
2. Damage
3. Action taken
4. Casualties incurred
5. Nature and extent of any assistance required
6. Estimated cost of damage

**B. Logistics**

Individual fire departments will utilize supplies, equipment and transportation specific to their department. Additional supplies, firefighting equipment, transportation and personnel will be requested through the EOC. See Appendix C.

**VI. Direction and Control**

- A. Firefighting resources will be coordinated from the EOC under the control of the respective fire departments in support of the EOC NIMS structure.

1. If needed, regional command centers can be established. Those command centers will be broken down into 3 regions: Northern, Central, and Southern.

Northern Command: Berea Fire District, Caesars Head Fire Service Area, Duncan Chapel Fire District, Foothills Fire District, Glassy Mountain Fire District, Gowensville Fire District, Lake Cunningham Fire District, Landrum Fire Service



Area, North Greenville Fire District, Piedmont Park Fire District, River Falls Fire District, Slater Marietta Fire District, Tigerville Fire District, Travelers Rest City.

Central Command: Boiling Springs Fire District, Greenville City, Greer City, Mauldin City, Parker Fire District, Pelham Batesville Fire District, Taylors Fire District, Wade Hampton Fire District.

Southern Command: Belmont Fire District, Canebrake Fire District, Clear Spring Fire District, Donaldson Fire District, Dunklin Fire District, Fountain Inn City, Gantt Fire District, Piedmont Fire District, Simpsonville City, South Greenville Fire District.

- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC. The alternate location will be the Greenville County Square, 301 University Ridge Suite 400, Greenville, SC.
- C. Firefighting operations will be directed over urban/rural fire radio communications nets and telephones.
- D. Mutual Aid Agreements

Existing mutual aid agreements of agencies (city, county, and state) involved will apply; to be updated every three years.

## **VII. Local, State, and Federal Interface**

Annex 4 will coordinate with the SC Fire Fighter Mobilization, State Annex 4, or ESF-4 – Firefighting, which will coordinate with Federal ESF-4 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County Fire Chiefs' Association President should be kept apprized of any anticipated firefighting needs, or major changes in agency personnel status.

## ***Annex 5 – Emergency Management***

### ***Primary: Greenville County Emergency Management***

***Support: Greenville County Administrator; Greenville County Planning Commission; Greenville County Geographic Information Systems (GIS) Division; Executive Group***

#### **I. Introduction**

Greenville County is subject to disasters (natural and man-made) that could greatly affect the public health and result in a large number of deaths and/or injuries and damage. While Greenville County has the capability and resources to meet routine operational needs, the complexities and magnitude associated with disasters can severely tax county capabilities. Because this potential is continually present, the Emergency Operation Center (EOC) will be the focal point for county emergency operations during a disaster. 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, in support of emergency operations. Accurate information regarding the situation will facilitate the effectiveness of the overall response and recovery of the disaster operations. ESF-5 will be in charge of collecting and disseminating such information.

Additionally, during a major or catastrophic emergency in South Carolina, even counties not impacted may be requested to activate their EOCs. This action allows the State EOC to coordinate delivery of intra-state mutual aid in an organized manner through the county network.

#### **II. Mission**

To provide centralized direction to, and coordination of, any or all of the following functions: coordination of all emergency operations; communications and warning; consolidation, analysis and dissemination of damage assessment data; collection and analyzing of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions. To identify problems and recommend solutions, and to coordinate with the South Carolina Emergency Management Division. To provide for policies and procedures for the activation, operation and staffing of the Greenville County Emergency Operations Center during any disaster situation.

#### **III. Concept of Operations**

- A. Information and Planning operations will be controlled from the County EOC and/or the Incident Command Post (ICP).

1. ESF-5 will perform the following functions:

Information Processing: Collect and process essential elements of information from county government agencies, municipalities, ESFs, and other sources; disseminate information for use by the Operations Section and provide input for reports and briefings. At a minimum, the following information is required:

- a. Death
  - b. Injuries
  - c. Missing persons
  - d. Boundaries of the disaster area and designation of an area of operations
  - e. Political boundaries
  - f. Infrastructure status (transportation, communications, energy, and medical)
  - g. Hazard-specific information
  - h. Weather data
  - i. Activated emergency management facilities
  - j. Shelter and mass care information
  - k. Immediate life threatening needs
  - l. Fire reported in impacted area
  - m. Lists of non-state resources operating within state boundaries
  - n. Re-entry
2. ESF-5 will provide weather and climate information during emergencies and disasters as required.
  3. ESF-5 will coordinate WebEOC operations during EOC activations.
  4. Notify all ESF-5 supporting agencies upon activation.
  5. Assign duties to support agency personnel and provide training as required.
  6. Coordinate EOC effort in collecting, processing, reporting, and displaying essential information to include development of the Situation Report (SITREP).
  7. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.

- C. The EOC will be activated and operated as follows:
1. The activation of the EOC will be ordered by the Emergency Management Director based on the best available information. The Emergency Management Director will solicit input from the County Administrator and ESF Lead Agencies to help determine the needs of the emergency response community, and whether or not the EOC needs to be activated. When requested to do so, the County's Warning Point will notify designated personnel as listed in Appendix – C to the Basic Plan. Depending on the situation, a partial or a full activation will be ordered.
    - a. Partial activation will be ordered when the emergency is minor and requires relatively few personnel to handle the situation. Such situations might vary from weather warnings or during operations resulting from minor damages of weather, fire, wreck, etc.
    - b. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction that requires the combined and concentrated efforts of county personnel to control available resources.
  2. Initial situation briefing will be provided by the Emergency Management Director.
  3. Direction and control of county forces and resources employed in support of disaster operations are the responsibility of the department or agency furnishing support.
  4. When the State EOC is operational, all requests for State and/or Federal forces or resources are made to the South Carolina Emergency Management Division. State and Federal forces and resources that are made available will be assigned on a mission type basis.
  5. When the State EOC is not operational, requests for State and/or Federal forces or resources to support County Law Enforcement will be made to the State Law Enforcement Division (SLED).
  6. Upon employment and activation of the Incident Command Post (ICP), the EOC monitors disaster activities and responds to requests from the ICP.

7. Depending upon the severity and magnitude of the disaster, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

D. Actions

Emergency Operations Center functions during all three operational phases (Mitigation/Preparedness, Response, and Recovery) include, but are not limited to:

1. Executive Group
  - a. Establishes policy and procedures.
  - b. Coordinates overall emergency operations.
  - c. Initiates activation of the EOC.
  - d. Determines operational courses of action.
  - e. Makes decisions as to adoption of course of action, to include the need to evacuate.
  - f. Adjudicates conflicting claims and/or requests for available personnel, equipment and other resources.
2. Operations Section
  - a. Develops and maintains an accurate status of the emergency situation through an all-hazards monitoring and reporting capability.
  - b. Records and maintains current status of resources (map, journal reports, charts, etc.).
  - c. Implements course of action approved by the Executive Group.
  - d. ESF-2 Personnel: Establishes and maintains Greenville County Emergency radio net(s) to include communications with municipalities and adjacent counties.
  - e. Establishes and maintains the following Radio Nets to State EOC when required.

- 1) Forestry
  - 2) Department of Natural Resources
  - 3) Department of Transportation
  - 4) National Guard
- f. Ensures continuous telephone communications.
- g. Monitors EAS Stations.
- h. Establishes and operates the EOC Message Center.
3. Planning Section
  - a. Develops course(s) of action approved by the Executive Group.
  - b. Maintains current damage status to include estimated dollar amounts.
  - c. Displays damage status in EOC.
  - d. Recommends to Operations Group priorities for damage clearance/prevention.
4. Public Information Group
  - a. Performs as the emergency public information outlet for severe emergencies and disasters in Greenville County.
  - b. Establishes and operates an emergency information clearing point in a Joint Information Center (JIC).
  - c. Make official press releases to media based on Executive Group decision(s).
  - d. Maintain the ESF-15 to Emergency Operations Plan.
5. Director of Emergency Management

- a. Directs Operations Group and develops course(s) of action based on emergency and resources available.
- b. Prepares EOC for activation for emergency operations.
- c. Coordinates and process requests for support from within and outside the county.
- d. Manages EOC once activated for emergency operations.
- e. Update procedures, supporting guidelines, and this Annex as appropriate.

**IV. Administration and Logistics**

**A. Finance/Administration Section**

- 1. Reports will be submitted as required by Emergency Operations Plan.
- 2. Administrative supplies will be furnished by the Greenville County Emergency Management.
- 3. Security procedures and personnel will be provided by Greenville County Sheriff's Office.
- 4. Personnel will sign in and out at Information Desk.
- 5. Support for the Finance/Administration Section will be provided by the County Human Resources, Procurement, and Finance Departments.

**B. Logistics Section**

- 1. Coordinates the procurement and utilization of all support forces and resources made available from within and outside the county.
- 2. Identify and utilize resources for special or critical facilities, including radiological laboratories
- 3. Procure food for EOC Staff.
- 4. Resource Support – ESF-7

- a. Requests for supplies and services will be made to the Greenville County Administrator, who must authorize all expenditures.
  - b. All purchases of such goods and services will be paid for on county purchase order voucher.
  - c. Agencies/departments will furnish supplies peculiar to that activity.
  - d. Personnel will provide their own personal use items.
5. Transportation – ESF-1
- a. Transportation to and from the EOC is the responsibility of the individual.
  - b. Emergency requests for transportation to and from the EOC will be made to ESF-5 on individual basis for requirements generated due to breakdown or inclement weather.

**V. Direction and Control**

- A. Emergency Operations Center activities will be coordinated by the Greenville County Emergency Management Director.
- B. The Greenville County Emergency Operations Center is located in the basement of Greenville City Hall, 206 S. Main Street, Greenville, SC. The alternate EOC is located in the Greenville County Square, 301 University Ridge, Greenville, SC.



## ***Annex 6 – Mass Care***

**Primary:** *Greenville County Department of Social Services*

**Support:** *Upstate South Carolina Chapter of the American Red Cross; Greenville County Salvation Army, Greenville County School District; Department of Health and Environmental Control*

### **I. Introduction**

- A. The Greenville County Director of the Department of Social Services (DSS) is the County Mass Care Coordinator and is responsible for the coordination of all governmental and non-governmental agencies that comprise the Mass Care organization, which effectively supports the needs of the populace of the county during emergencies/disasters.
- 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. The Department of Health and Environmental Control (DHEC) will manage Special Medical Needs Shelters. This will include, but is not limited to, reimbursing the facility for feeding shelterees when there is a cost, providing sufficient staff to open the shelter, supporting special medical needs operations by registering special medical needs evacuees and their care givers, and preparing/submitting shelter openings and occupancy reports to the County Emergency Operations Center (EOC).
- D. South Carolina DSS is designated as the lead agency for coordinating mass care operations.

### **II. Mission**

To provide assistance to meet basic human needs (shelter, food, inquiry, and emergency social services) in a disaster situation and to outline responsibility and policy established for Mass Care operations before, during and after a disaster.

### **III. Concept of Operations**

- A. The Primary Agency is responsible for coordinating all ESF-6 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include coordinating, and maintaining the ESF-6 Standard Operating

Procedures (SOPs) and annexes. All ESF-6 supporting agencies will assist DSS in the planning and execution of the above.

- B. The Primary Agency will coordinate with the American Red Cross (ARC), Salvation Army, other volunteer relief organizations, and all supporting and other appropriate agencies/organizations to facilitate interagency/inter-organizational planning and to promote operational coherence.
- C. Each Mass Care member agency/organization will manage its own program(s) and maintain administrative and financial control over its activities.
- D. On notification by the County Emergency Management Director, the Primary Agency will activate ESF-6. Requests for assistance will be routed through the EOC. Decisions for response are made by the Mass Care Coordinator or a designee.
- E. Upon activation, Mass Care Operations will be conducted from the EOC located in the basement of City Hall, 206 S. Main Street, Greenville, SC.
- F. Mass care encompasses the following:

- 1. Food

ESF-6 will use local resources to the fullest including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the State EOC. The release, sale, or use of emergency items for purposes other than authorized is prohibited.

- 2. Disaster Sheltering

For ARC managed shelters, the Upstate South Carolina Chapter of the ARC will manage internal shelter operations in accordance with ARC regulations.

- a. The Greenville County Emergency Management Director, in conjunction with ESF-6, will determine the need for sheltering. The decision to open a shelter(s) and supporting data (estimate of shelterees; geographical locations) will be communicated to the Mass Care Coordinator and the ARC.
- b. The EMD Director, along with the Primary Agency and the ARC, will determine the most appropriate shelter(s) to open. The Primary Agency and ARC will coordinate with the appropriate School District Superintendent or the owner/manager of designated shelter.

- c. The ARC will support and maintain shelter surveys with the school district and other facilities as needed.
  - d. The Primary Agency will assign county DSS staff in support of ARC County shelter operations as required.
3. Mass Care Services Policy

Mass Care Services shall be rendered to any person in need of such services with no discrimination against any such person(s) because of race, religious creed, political beliefs, or national origin.

#### **IV. ESF Actions**

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

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

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

- 1. Each agency will have and maintain appropriate listings of agency staff to notify for response activities. (See Appendix B for an Alert List)
- 2. Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization and GCEMD. Final decision rests with the ARC for ARC managed shelters.

3. The Primary Agency will monitor occupancy levels and ongoing victims' needs, and will provide ESF-5 with an updated list of operational shelters.
4. The Primary Agency will coordinate with the county ARC and DHEC to update lists of available shelters including SMN Shelters.
5. The Primary Agency will coordinate with ESF-8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
6. The Primary Agency will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the County EOC and the managing agency. This may include radio, telephone, computer, or cellular telephone communication devices.
7. The Primary Agency will provide a list of mass care sites requiring restoration of services to the County EOC.

C. Recovery

1. The Primary Agency will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.
2. The Primary Agency will coordinate with responsible agencies for the provision of food and water to mass feeding sites, if needed.

V. **Responsibilities**

A. Greenville County DSS

1. Will be the coordinator of all mass care activities including:
  - a. All county disaster shelter planning and operations.
  - b. The provision of DSS services (upgraded to emergency status).
  - c. The provision of support staff for shelter operations.
2. Will administer State and Federal disaster relief programs (when authorized).

B. Greenville County School District Superintendents

Will coordinate all activities pertaining to the provision of shelter services within the schools of their districts with the Primary Agency and the ARC Disaster Program Manager. See Appendix D.

C. Greenville County Food Services Coordinators

1. Greenville County School Lunch Supervisors will serve as County Food Services Coordinators.
2. Will be the coordinators of all activities pertaining to the provision of following services:
  - a. Feeding
  - b. Food Supply
3. See Appendix F and G.

D. American Red Cross

1. ARC will manage and be responsible for all activities pertaining to the provisions of the following services within ARC managed shelters:
  - a. Internal shelter operations.
  - b. Registration and Inquiry.
  - c. Shelter staffing upon the opening of a designated shelter or as soon thereafter as is practical.
  - d. Basic First Aid
    - (1) The ARC provides basic first aid services at ARC managed shelters and will follow ARC Disaster Cycle Services Guidance and Doctrine to provide disaster relief programs.
    - (2) See Appendix H.

E. Greenville County Salvation Army

1. The Salvation Army of Greenville responds locally in coordination with The Salvation Army's North and South Carolina Division. The Divisional Disaster Plan provides for supporting the local Salvation Army if the impacts of the disaster exceed the local capacity. The Salvation Army North & South Carolina Division has a Memorandum of Understanding with South Carolina Emergency Management Division (SCEMD).
2. Upon request, subject to authorization by the Zone Commander and the availability of personnel, will be the coordinator of all activities pertaining to the provision of the following services:
  - a. Clothing and household items

- b. Counseling
  - c. Religious activities
  - d. Recreation
- 3. Will provide additional services in support of the primary responsibilities of the Mass Care components. These services include:
  - a. Feeding (Mobile Canteens)
  - b. Other services as may be deemed necessary and appropriate by the Mass Care when agreed upon by the Salvation Army.
- 4. In the event of a disaster will administer authorized Salvation Army disaster relief programs.

F. Greenville County Health Department (DHEC)

The Director is responsible for providing nursing staff for the Special Medical Need Shelters in the county. DHEC will assist DMH in the coordination of mental health activities and counseling in shelters. DHEC is also responsible for coordinating Mental Health activities and counseling in shelters.

**VI. Administration and Logistics**

Reports, Invoices, Vouchers

ARC and SMN Shelter Managers will be responsible for maintaining reports, invoices and vouchers for that shelter. The ARC will follow their own regulations in maintaining records for the shelters, which they manage.

**VII. Direction and Control**

A. Direction

On request of the Greenville County Emergency Management Director, ESF-6 will report to the County EOC, and will direct Mass Care operations from that location within the Human Services Branch as part of the Operations Section in the NIMS EOC structure.

B. Control

1. Communications will be maintained between Mass Care organizations by telephone, fax, ARC ham radio (where available) and through any other means available.
2. Additional means of communications will be available through the County EOC.
3. Whenever ESF- 6 is activated, communication will be established between the Mass Care agencies and their agency representatives at the State EOC as soon as possible.
4. This Annex will be reviewed and revised annually by the County Mass Care Coordinator and GCEMD Planning Coordinator.

#### **VIII. Local, State, and Federal Interface**

ESF-6 will coordinate with the State Annex 6, or ESF-6 – Mass Care, which will coordinate with Federal ESF-6 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County DSS should be kept apprised of any anticipated communications needs, or major changes in agency personnel status.

## **Annex 6 – Mass Care Appendices**

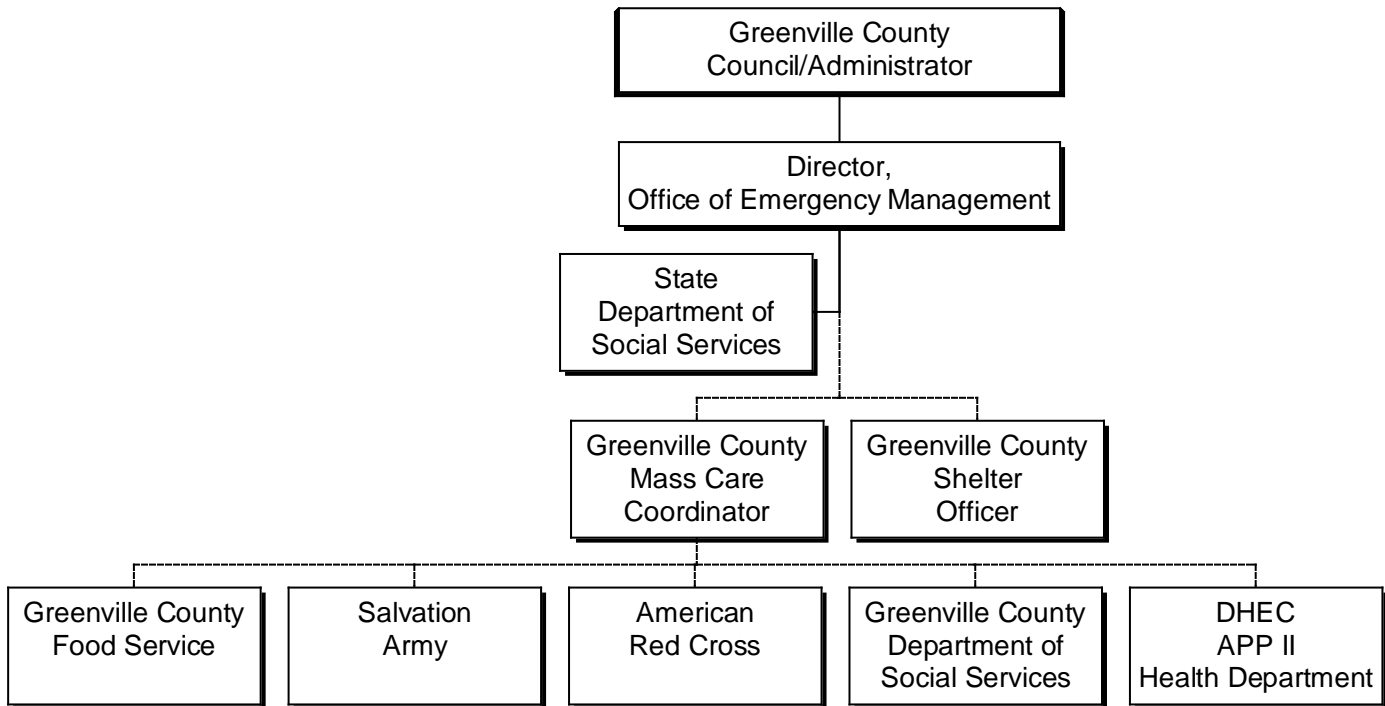
- A. Organization Chart, Mass Care
- B. Alert List
- C. Tasks to be Performed in Three Phases, DSS
- D. Tasks to be Performed in Three Phases, School District Superintendent
- E. Shelter Managers Responsibilities
- F. Tasks to be Performed in Three Phases, Greenville County Food Services Coordinator
- G. Resources, Greenville County Food Services Coordinators
- H. Tasks to be Performed in Three Phases, Greenville County Chapter American Red Cross
- I. Tasks to be Performed in Three Phases, Greenville County Salvation Army



**Appendix A**

**Organization Chart**

**Greenville County  
Mass Care**



\_\_\_\_\_ Direction

- - - - - Coordination

**Appendix B**

**Alert List**

**Greenville County**

<u>Title</u>	<u>Business Numbers</u>
Director, Greenville County DSS (Mass Care Coordinator)	467-7797
Superintendent Greenville School District	241-3457
Director, Emergency Services Upstate South Carolina Chapter American Red Cross	271-8222
Greenville County Salvation Army	235-4803
Greenville County Shelter Officer (Director, American Red Cross)	271-8222
DHEC APP II Health Department	596-3333

## **Appendix C**

### **Tasks to be Performed in Three Emergency Phases, Coordinator Mass Care**

#### **Greenville County**

1. Preparedness / Mitigation

- a. Maintains current information on Federal, State and County policies, laws and regulations relevant to the South Carolina DSS' responsibility in the Mass Care.
- b. Coordinates, with all Mass Care agencies to develop and maintain the Mass Care Annex to the County Emergency Operations Plan (EOP).
- c. Maintains liaison with the County Office of Emergency Management regarding DSS and Mass Care roles and responsibilities under the State Emergency Operations Plan.
- d. Coordinates the maintenance of basic data on location and inventories of Mass Care resources.
- e. Maintains formal agreements and/or working relationships with supporting Mass Care agencies and organizations.
- f. Maintains SOPs to include alert list of Mass Care personnel who may be notified when emergency operation is implemented.
- g. Maintains normal essential operating records and reference materials.
- h. In coordination with the Emergency Management Director conducts and evaluates periodic Mass Care test exercises. The exercises will be coordinated as necessary with the elements of the Mass Care and other agencies.
- i. Coordinates the provision of guidance and consultation to local government in developing and maintaining a local Mass Care capability.
- j. Assists in recruiting volunteer Mass Care personnel.
- k. Assists ARC in the designation and identification of shelters.
- l. Coordinates with the ARC in the development and maintenance of lists and location maps of the shelters.

- m. Ensures the planned allocation of disaster victims to shelter facilities for all disasters. Assures that disaster victims with special needs have ready access to shelters, as well as space in the shelter, adequate for any special needs.
- n. Plans to administer State and Federal disaster relief programs for which DSS has responsibility.

2. Response

- a. Coordinates all Mass Care activities of the County DSS and other elements of the Mass Care Annex.
- b. Assists in the evaluation of all available information concerning the crisis and, as appropriate, responds to requests for Mass Care assistance.
- c. Exchanges information concerning implementation procedures with the other agencies having Mass Care and/or related responsibilities.
- d. Keeps the public informed of available Mass Care services and assistance programs by augmenting the Greenville County Public Information Officer (ESF-15).
- e. Ensures the continuation of collection, compilation and maintenance of all essential vital Mass Care records and information.
- f. Advises the Greenville County Emergency Management Director of actions taken and problems encountered.
- g. Assigns County DSS staff in support of County Shelter operations as required.
- h. Request assistance from supporting and related County and State Mass Care agencies as needed.
- i. Prepares to implement State and Federal disaster relief programs (when authorized) for which DSS has responsibility.

3. Recovery

- a. Continues to coordinate Mass Care assistance and service available through the County DSS and other elements of the Mass Care Annex.
- b. Continues to keep the public informed of available emergency welfare services and assistance programs by augmenting the Greenville County Public Information Officer (ESF-15).

- c. When notified by the Director of the Greenville County Emergency Management coordinates the closing of county shelter operations.
- d. Administers State and Federal disaster relief programs (when authorized) for which DSS has responsibility.

## **Appendix D**

### **Tasks to be Performed in Three Emergency Phases, School District Superintendent**

#### **Greenville County**

1. Preparedness / Mitigation

- a. Coordinates with the ARC to promote ARC Shelter Management Training within the school district.
- b. When notified that a disaster is imminent or that a threat of a disaster exists, the District Superintendent will remain in frequent communication with the Mass Care Coordinator, other agencies of the Mass Care and the designated school shelter managers.
- c. Assists the Mass Care Coordinator in developing procedures to implement this plan.

2. Response

- a. Authorizes opening of District schools as shelters.
- b. Ensures that responsible officials arrive to open school(s) designated as shelters.
- c. Maintains frequent communication with the Mass Care Coordinator, County ARC, and other agencies of the Mass Care and the designated school shelter managers.

3. Recovery

- a. Continues frequent communication and coordination with the Mass Care Coordinator, County ARC, other agencies of Mass Care and the designated school shelter managers.
- b. Ensures the continued utilization of designated schools, as shelters until notified by the Mass Care Coordinator that the shelter(s) are no longer required.

## **Appendix E**

### **Shelter Managers Responsibilities**

#### **Greenville County**

1. Duties and responsibilities of the Shelter Manager will include, but are not limited to those listed below. The Shelter Manager shall accomplish his duties and responsibilities through his shelter organization. For disasters other than War, Greenville County shelters will be managed in accordance with ARC procedures.
  - a. Survey the shelter and maintain a record of any building damage or defects.
  - b. Receive shelterees and assume the role as leader/shelter manager.
  - c. Register shelterees to include names of all family members present and absent.
  - d. Obtain list of specialties of any volunteers that could be utilized in the operation of the shelter.
  - e. Develop and implement plans to provide fresh air, water, food, sleep, sanitation, and medical care insofar as the conditions and resources of the shelter permit. Special needs, to include access, space and dietary; of the handicapped, mobility impaired and elderly must be addressed.
  - f. Establish a schedule and organize the people to carry out all shelter activities.
  - g. Maintain order and social standards.
  - h. Maintain morale of shelterees by providing for religious, recreational and social activities.
  - i. Pass on to the shelterees as much information as is available concerning the disaster situation, this may make them more content and assist them in coping with shelter living.
  - j. Attempt to obtain information concerning the status of missing family members.
  - k. Maintain a log of all activities and actions occurring during the shelter period.
  - l. Prepare and disseminate reports as necessary.

- 1) Initial Shelter occupancy reports will be made to the School District Superintendent or other designated agency of the Mass Care Annex, as soon as possible. Additional reports should include, but not be limited to:
  - (a) Numbers (by sex) sheltered (total)
  - (b) Names of shelterees
  - (c) Status of feeding, water, sanitation, health and medical and fallout, when requested.
- 2) After action reports should include:
  - (a) Length of stay
  - (b) Number of shelterees
  - (c) The conditions surrounding the different aspects of shelter living with recommendations for improving sheltering procedures.
  - (d) Expenses incurred.



**Appendix F**

**Tasks to be Performed in Three Emergency Phases, Greenville County Food Services Coordinators**

**Greenville County**

1. Preparedness / Mitigation

- a. Upon notification that a disaster is imminent or that a threat of a disaster exists, the Greenville County Food Services Coordinators will maintain communication with the School District Superintendents and the other Mass Care agencies.
- b. Assist in the recruitment of volunteers to augment the Food Services operation.
- c. Maintain the manning roster and alert list of the food services staff.
- d. Review procedures for the procurement of food.
- e. Review bookkeeping procedures for accountability of foods obtained from USDA stock and from private sources.
- f. Review emergency feeding menus with the non-governmental relief agencies.
- g. Review procedures for emergency food purchasing/ acquisition.

2. Response

- a. Upon notification by the School District Superintendent or his designee that shelters have been opened or that feeding is required, the County Food Services Coordinators will notify the Food Services staff to report to their designated areas.
- b. Determine feeding requirements.
- c. Organize staffing requirements.
- d. Ensure the implementation of feeding operations.
- e. Coordinate these activities based on apparent needs as reported by the ARC, Salvation Army, and other authorizing non-governmental agencies.

3. Recovery

- a. The County Food Services Coordinators will coordinate the purchasing of emergency food and the feeding of disaster victims and disaster relief workers with the authorizing government non-governmental agencies.
- b. Maintain accurate records of food usage for reimbursement from the government or non-governmental authorizing agencies.
- c. Continue to coordinate all activities with government and non-governmental relief agencies.
- d. Submit an after action report to the School District Superintendent with copies of food usage records.

## **Appendix G**

### **Resources, Greenville County Food Services Coordinator**

#### **Greenville County**

Bi-Lo Warehouse  
39 South Park Drive  
Mauldin, SC 29662  
864-234-1600

Greenville County Jail  
4 McGee Street  
Greenville, SC 29602  
864-467-2330

Greenville County School  
Food Services  
864-292-7746

Red Cross  
864-282-8650

Salvation Army  
864-235-4803

Winn Dixie Distribution Center  
2819 Wade Hampton Boulevard  
Taylors, SC 29687  
864-322-1700

## Appendix H

### Tasks to be Performed in Three Emergency Phases, Greenville County Chapter American Red Cross

#### Greenville County

NOTE: For all disaster sheltering the ARC will manage all internal shelter operations in accordance with ARC regulations.

1. Preparedness / Mitigation

- a. Reviews the ARC Disaster Service Guidelines and Procedures (ARC 3000 Series) and plans to administer ARC disaster relief programs.
- b. Assists in the recruitment of volunteers for the Mass Care Annex.
- c. Conducts ARC training courses for shelter managers.
- d. Coordinates and executes agreements with the School District Superintendent and owners or administrators of other facilities relative to the use of the facilities as disaster shelters.
- e. Upon notification that a disaster is imminent or that a threat of disaster exists, the Greenville County Chapter ARC Director, Emergency Services will maintain communications with the County Office of Emergency Management Director and the Mass Care Coordinator.

2. Response

- a. Upon request of the County Office of Emergency Management Director and the Mass Care Coordinator, opens and manages shelters in accordance with ARC procedures.
- b. Assists in determining the staffing necessary to support emergency operations in conjunction with other Mass Care component agencies.
- c. Provide or support, when requested, the following services:

Food	Medical Care
Shelter	Identification, inquiry and referral of disaster victims
Clothing	Personnel and Resources

- d. Initiates authorized ARC disaster relief programs.

3. Recovery

- a. Supported by the other Mass Care components, continues to manage shelters to provide the following services:

Food	Medical Care
Shelter	Identification, inquiry and referral of disaster victims
Clothing	Personnel and Resources

- b. Continues shelter management and operations until a decision is made in coordination with the County Office of Emergency Management Director and Mass Care Coordinator that shelters are no longer required.
- c. Administers authorized ARC disaster relief programs.

## Appendix I

### Tasks to be Performed in Three Emergency Phases, Greenville County Salvation Army

#### Greenville County

##### 1. Preparedness / Mitigation

- a. Upon notification that a disaster is imminent or that a threat of a disaster exists, the Commanding Officer of the Greenville County Salvation Army will maintain communication with the other Mass Care agencies of Greenville County.
- b. Will notify the Zone Commander of the Salvation Army that a disaster is imminent or that a threat exists.
- c. Review the Salvation Army Guidelines and Procedures in the following areas:

Feeding	Registration and identification
Housing	Furniture and bedding
Clothing	Household needs
Counseling	Personnel and Resources
- d. Assist in the recruiting of volunteer assistance for Mass Care.
- e. Will plan to administer Salvation Army disaster relief programs.

##### 2. Response

- a. When a disaster occurs the Commanding Officer will notify the Zone Commander of the Salvation Army.
- b. Assist in determining the staffing necessary to support emergency operations in conjunction with other Mass Care component agencies.
- c. As resources and staff are available will support or provide, when requested, the following services:

Feeding	Furniture and bedding
Housing	Household needs
Clothing	Personal services to victims
Registration	Counseling
	Personnel and Resources

- d. Will initiate authorized Salvation Army disaster relief programs.

3. Recovery Phase

- a. In conjunction with other Mass Care components, the Salvation Army will continue to assist in the operation of shelters to provide the following services:

Feeding	Registration and identification
Housing	Furniture and bedding
Clothing	Household needs
Counseling	Personnel and Resources

- b. Continue support of shelter operations until such operations are suspended.
- c. Will administer authorized Salvation Army disaster relief programs.

## ***Annex 7 – Finance and Administration***

### ***Primary: Greenville County Supply and Procurement Service***

#### **I. Introduction**

When disasters or large emergencies occur, normal logistical support operations are severely disrupted. Additionally, the emergency requires resources that go beyond the normal supply system. Emergency procurement operations often make the difference between successful mission accomplishment or failure. ESF-7 will have methods and procedures to evaluate, locate, procure, and through coordination with ESF-1, deliver essential material and personnel resources upon request by local officials.

#### **II. Mission**

Provide or coordinate the provision of services, equipment, and supplies to support expedient operations associated with a disaster or emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames. To provide a trained emergency supply and procurement organization for the purchase, supply, and delivery of those commodities and services necessary to meet the needs of Greenville County during any disaster or emergency.

#### **III. Concept of Operations**

- A. The Greenville County Supply and Procurement Service, County Purchasing Agent, is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-7 Standard Operating Procedures (SOP). All ESF-7 supporting agencies will assist the Greenville County Supply and Procurement Service, County Purchasing Agent in the planning and execution of the above.
- B. Before taking any emergency supply and procurement action, the County Purchasing Agent will coordinate with the Coordinator of the Mass Care Annex, ESF-6, to ensure the proper utilization of the resources of the Mass Care Service and to avoid any duplication of supply and procurement efforts.



- C. The County Purchasing Agent or his/her duly authorized representative will follow emergency supply and procurement procedures in carrying out the responsibility assigned to the Supply and Procurement Service of the county during a disaster or emergency situation.
- D. The County Purchasing Agent or his duly authorized representative will review and authorize all disaster related purchase requests.
- E. The County Purchasing Agent will assist their municipal counterparts, as they may be able to give the circumstances of the incident.
- F. Requests for use of additional resources will be made through the County Emergency Operations Center (EOC). State and Federal support will be committed, as available, on a mission type basis upon request to the State.
- G. Resource Support operations will be controlled from the County EOC.

#### IV. **ESF Actions**

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

- A. Preparedness/Mitigation
  - 1. Develop methods and procedures for responding to and complying with requests for resources.
  - 2. Develop procedures for reimbursing private vendors for services rendered.
  - 3. Maintain a list of private vendors and suppliers and their available resources.
  - 4. Develop procedures to implement this annex to include alerting of procurement staff and distribution procedures. See Appendix B.
  - 5. Coordinate with county, municipal, and state agencies for development of a critical resource list and alert roster.
  - 6. Coordinate with county, municipal, and state agencies for development of procedures to accept and distribute donated goods and services.

7. Participate in county exercises and conduct, at least annually, an ESF-7 exercise to validate this Annex and supporting SOPs.
8. Determine location for coordination of supply and procurement activities during a disaster.
9. Update procedures, supporting guidelines, and this Annex as appropriate.

B. Response

1. Upon notification from the Director of the County Emergency Management Division that the EOC has been activated, alert procurement staff listed on alert roster.
2. Assign ESF-7 member to the County EOC.
3. Implementation of supply and procurement procedures necessary to provide for the commodities and services needed during the disaster period.
4. Authorization of all purchase requests necessary for response and initial recovery.
5. Continual coordination with ESF-6 and other municipalities and state agencies to ensure the proper utilization of resources and to avoid any duplication of supply and procurement efforts.
6. Maintain records for labor, equipment, and materials required for federal reimbursement as may be required.

C. Recovery

1. Continue to provide for those purchases needed to support the Supply and Procurement Service of Greenville County.
2. Review all purchases to authenticate the need for accountability and accuracy.
3. Provide status reports and other after-action documents, as necessary.
4. Assist municipality EOCs with their long-range recovery operations as operations permit and as it relates to emergency procurement.

**V. Administration and Logistics**

- A. Before taking any emergency supply and procurement action, the County Purchasing Agent will coordinate with ESF-6 to insure the proper utilization of the Mass Care Service resources and to avoid any duplication of supply and procurement efforts.
- B. Status/action report(s) will be made by the County Purchasing Agent or his/her designated representative to the County EOC as soon as practical.
- C. The County Purchasing Agent or his/her designated representative will act upon authorized requests to provide necessary supply and procurement services.
- D. All supply and procurement service documentation will be maintained and reviewed by the County Purchasing Agent.

**VI. Direction and Control**

- A. Coordination of the Supply and Procurement Service of the County will be under the general direction of the County Purchasing Agent.
- B. Control of the supply and procurement operations will be conducted from the County EOC within the Logistics Section when the EOC is activated. When conditions warrant the activation of the County EOC and other designated locations when lesser conditions prevail. Operations will be conducted from the County Purchasing Agent's office or from other pre-designated locations.
- C. The County EOC is located in the basement of Greenville City Hall, 206 S Main Street, Greenville, SC.

**VII. Local, State, and Federal Interface**

Annex 7 will coordinate with the State Annex 7, or ESF-7 – Finance and Administration, which will coordinate with Federal ESF-7 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County Supply and Procurement Service, County Purchasing Agent should be

kept apprised of any anticipated communications needs, or major changes in agency personnel status.

## ***Annex 8 – Health and Medical***

***Primary: S.C. Department of Health & Environmental Control (DHEC)- Upstate Region***

***Support: Bon Secours St. Francis Health Systems; Prisma Health - Upstate; Greenville County Emergency Medical Services (GCEMS); Greenville County Medical Association; Nursing Homes; Greenville County Chapter American Red Cross (ARC); Salvation Army; Greenville Area Mental Health; County and Municipal Water and Sewage Departments; Greenville County Coroner's Office; Greenville County Medical Examiner; Funeral Homes; The Blood Connection; The Mental Health Association of Greenville County; South Carolina Department of Social Services***

### **I. Introduction**

A disaster or any emergency may severely damage the local health/medical infrastructure. County assistance under this function consists of health and medical resources (including transportation) temporarily realigned from established programs having coordination or direct service capability for medical care, public health and sanitation, crisis counseling, and deceased identification and mortuary services.

- A. **Medical Care** refers to emergency (including field operations) and resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services.
- B. **Public Health and Sanitation** refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; laboratory testing.
- C. **Crisis Counseling** refers to the professional personnel, services, and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath.
- D. **Deceased Identification and Mortuary Services** refers to the identification and disposition of human remains.

### **II. Mission**

To ensure emergency provision of the county's governmental resources for medical and personal care; to facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims; to supplement and support disrupted or

overburdened local medical service personnel and facilities; to perform deceased identification and mortuary service operations; to relieve personal suffering and trauma.

**II. Concept of Operations**

Ensure all ESF-8 personnel integrate NIMS principles in all planning.

- A. SCDHEC Upstate Region Public Health is responsible for the coordination of all ESF-8 administrative, management, planning, training, preparedness/mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-8 Standard Operating Procedure (SOP). All ESF-8 supporting agencies will assist DHEC in the planning and execution of the above.
- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- C. Public Health shall provide an EOC Liaison, at the County Emergency Operations Center (EOC), who shall act to meet the health responsibilities.
- D. In coordination with local emergency management officials, develop strategies to respond to the emergency.
- E. Medical Care: Provide or coordinate emergency and resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics, and first aid units, planning and operation of facilities, and services. Stage available medical assets and deploy within the county as needed to affected areas. Assists with coordination of patient relocation and establishment of emergency medical care centers.
- F. Public Health and Sanitation: Coordinates the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; surveillance; disease vector and epidemic control; immunization; laboratory sampling.
- G. Crisis Counseling: Manage crisis counseling and mental health assistance in coordination with the local mental health centers, other public agencies, American Red Cross, local clergy, and other private resources.
- H. Deceased Identification and Mortuary Services

1. The county coroner has overall responsibility for care, identification, and disposition of human remains within his jurisdiction.
2. ESF-8 shall contact authoritative organizations, local government entities and county health officials to assess the magnitude of need, determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. ESF-8 will coordinate security issues with ESF-13 (Law Enforcement).
3. ESF-8 will assure the procurement of supplies and equipment (i.e., refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.
4. In the event a deceased victim has no surviving family or next-of-kin, the county coroner shall assure that a dignified burial is provided by the local government with jurisdictional responsibility. Burial assistance to families of deceased veterans will be provided through the SC Office of Veterans Affairs. SC Funeral Directors Association (SCFDA) will assist with family counseling.

### **III. ESF Actions**

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

#### **A. Preparedness**

1. General
  - a. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
  - b. Participate in county exercises and conduct, at least annually, an ESF-8 exercise to validate this annex and supporting SOPs.
2. Medical Care

- a. Coordinate the provision of emergency and resident medical care.
  - b. Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
  - c. Maintain access to inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
  - d. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
  - e. When emergency facilities are not available, plan for establishment of emergency medical care centers.
  - f. Plan for requesting inter-jurisdictional medical assistance teams and coordinate for their support while operating in Greenville County.
  - g. Assure that health care facilities (i.e., hospitals, nursing homes) develop patient reduction, evacuation, and relocation procedures.
  - h. Identify agencies, organizations, and individuals capable of providing support services or assistance.
3. Public Health and Sanitation
- a. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies.
  - b. Develop procedures to monitor public health information.
  - c. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
  - d. Develop procedures for inspection of individual water supplies.
  - e. Develop procedures for identification of disease, vector, and epidemic control.
  - f. Develop emergency immunization procedures.
  - g. Identify laboratory testing facilities.



- h. Develop plans to implement Strategic National Stockpile operations in South Carolina.
- 4. Crisis Counseling
  - a. Develop procedures for rapidly providing crisis counseling and mental health assistance to individuals and families, to include organizing and training crisis counseling teams.
  - b. Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide mental health assistance during disasters.
  - c. Identify, coordinate or provide disaster response training for identified mental health providers.
- 5. Deceased Identification and Mortuary Services
  - a. Develop plans for location, identification, removal and disposition of the deceased.
  - b. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the County EOC Public Information Annex ESF-15.
  - c. Identify agencies, organizations, and individuals capable of providing support services for deceased identification including South Carolina Funeral Directors Disaster Committee and South Carolina Coroners Association.
  - d. Maintain a description of capabilities and procedures for alert, assembly and deployment of interjurisdictional mortuary assistance assets.

B. Response

- 1. General
  - a. Coordinate information releases to the public with the public information officer in the County EOC Public Information Annex ESF-15.
  - b. Coordinate with state regulatory agencies as required.

- c. Maintain records of expenditures and resources used for possible later reimbursement.
- 2. Medical Care
  - a. Coordinate the delivery of health and medical services.
  - b. Arrange for the provision of medical personnel, equipment, pharmaceuticals and supplies.
  - c. Assure the coordination of patient evacuation and relocation.
  - d. In conjunction with Greenville County hospitals, and other appropriate organizations, identify hospital and nursing home vacancies county-wide.
  - e. Assist with hazardous materials response.
- 3. Public Health and Sanitation
  - a. Manage the public health and sanitation.
  - b. Determine need for health surveillance programs throughout the county.
  - c. Implement Strategic National Stockpile (SNS) operations.
- 4. Crisis Counseling
  - a. Provide crisis response counseling for affected individuals and their families.
  - b. Provide debriefing services for identified first responders
  - c. Provide assistance to ESF-5 and others in mitigating the mental health effects on the community.
- 5. Deceased Identification and Mortuary Services
  - a. Initiate the notification of deceased identification teams.

- b. Retain victim identification records.
- c. Coordinate state assistance for next-of-kin notification.

C. Recovery

1. General

Ensure ESF-8 members or their agencies maintain appropriate records of activities and costs incurred during the event.

2. Medical Care

- a. Assist with restoration of essential health and medical care systems.
- b. Assist with restoration of permanent medical facilities to operational status.
- c. Assist with restoration of pharmacy services to operational status.
- d. Coordinate emergency services staff until local system is self-supporting.
- e. Assist with emergency pharmacy and laboratory services.

3. Public Health and Sanitation

- a. Monitor environmental and epidemiological surveillance.
- b. Continue emergency environmental activities on an extended basis

4. Crisis Counseling

- a. Coordinate the provision of on-going mental health services with the Department of Mental Health and private providers.

5. Deceased Identification and Mortuary Services

- a. Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
- b. Provide a final fatality report.

- c. Request reimbursement for authorized expenditures.
- d. Receive the required death reports.

#### **IV. Responsibilities**

##### **A. Public Health Upstate Region**

1. Maintain liaison with the County Office of Emergency Management and all agencies supporting the County Health/Medical Services (ESF-8).
2. Coordinate the development and/or revision of Health/Medical Service Plans and Procedures.
3. Identify medical facilities and their capabilities for receipt and/or transfer of sick, injured, elderly and/or handicapped during a disaster.
4. Assist in the development and conduct of training exercises.
5. Update procedures, supporting guidelines, and this Annex as appropriate.
6. Identify, train, and assign DHEC personnel to staff ESF-8 in the County EOC.
7. Support the EOC NIMS structure within the Human Services Branch of the Operations Section when the EOC is activated.
8. Notify all ESF-8 supporting agencies upon activation.
9. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during emergencies or disasters.
10. Coordinate and direct the activation and deployment of county and state agencies, volunteer health/medical personnel, supplies and equipment.
11. Develop and conduct drills and exercises to coordinate medical emergencies in disaster situations.
12. Assure that health care facilities (i.e., hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.

13. Manage the medical care for standard and special medical needs shelters.
15. Manage the medical care of the special medical needs shelters to include:
  - a. reimbursing the facility for replacement of medical supplies (when necessary);
  - b. ensuring sufficient staff are available to open shelters and approve admissions;
  - c. maintaining and ensuring confidentiality of medical records;
  - d. assisting sheltered persons in making arrangements for essential medical equipment, as the situation allows (patients should bring medicine and equipment with them if possible);
  - e. evaluating and arranging for special medical diets.
16. Coordinate need for initiating any waiver of rules and regulations regarding licensed professional personnel.
17. Maintain and provide a listing of hospitals, nursing homes, and adult care facilities including names of CEOs and 24 hour phone numbers.
18. Maintain and provide bed availability status of all hospitals throughout Greenville County.
19. Determine status of Greenville County hospitals.
20. Provide nursing personnel to assist in shelters, tent cities, public health clinics, etc.
21. Provide staff and services for monitoring public health conditions.
22. Restrict consumption of water supplies in the event of contamination and assist in inspection of water supplies.
23. Implement quarantine procedures as appropriate.
24. Coordinate deployment of doctors, nurses, technicians, and other medical personnel to disaster areas.
25. Maintain current inventory lists of medical supplies, pharmaceuticals, equipment, licensed ambulance services, hospitals, and clinics.

26. Develop a medical team capable of evacuating critically ill patients
27. Develop and coordinate a plan to receive and distribute pharmaceuticals under the Strategic National Stockpile Plan
28. Provide food inspectors to assist in the inspection of restaurants and provide technical advice to mass feeding sites.
29. Assists in maintenance of official death records in mass fatality situations.
30. Assist in development of plans and procedures for the maintenance of official death records in mass fatality situations.
31. Consolidate reports and submit to the County Office of Emergency Management for analysis and further distribution.
32. Support the Coroner's Office in planning and training activities
33. Coordinates support for Emergency Mortuary Service through DHEC

**B. Greenville County EMS (AMB) Service**

The Director, Greenville County EMS (Ambulance), has the overall responsibility for mission assignments and coordination of ambulance resources during disasters. The GC EMS organization has the following responsibilities:

1. Support the EOC NIMS structure by participating in the Emergency Responders Branch within the EOC Operations Section.
2. Mutual Aid used in support of the EOP will be committed on a mission type basis.
3. Maintains liaison with the Health/Medical Services (ESF-8) Coordinator.
4. Develop and/or revise plans and procedures for providing medical transport services during a disaster.
5. Develop procedures to implement the EOP, alert personnel, and ensure personnel have a working knowledge of the EOP.
6. Maintain a training program for GC EMS service personnel.

7. Identify, train, and assign personnel to triage, treatment and transportation teams.
8. Identify potential hazards in response zones.
9. Develop and maintain transport protocols with area hospitals.
10. HazMat procedures should be developed and maintained along with supporting SOPs.
11. Maintain agreements and working relationships with supporting agencies/departments.
12. Maintain awareness of additional or alternative medical facilities.
13. Update procedures, supporting guidelines, and this Annex as appropriate.
14. Assist with Environmental Monitoring as needed.
15. Participate in training exercises.
16. Evaluate and report all available information concerning the number of victims and types of injuries to the Health/Medical Services Annex (ESF-8) Coordinator.
17. Send initial and continuing situation reports to the Health/Medical Services Annex Coordinator in the EOC, as soon as practicable. Reports will include, but not limited to, number of victims and types of injuries; damage to infrastructure, and property; action taken; casualties incurred; and nature and extent of any assistance required.
18. Ambulance Service will utilize supplies, operational aids, and transportation resources available their organization as delineated in existing mutual aid agreements. After available supplies, transportation, and manpower are exhausted, additional aid will be requested through the County EOC.

C. County Medical Association

1. Maintain liaison with the Health/Medical Services (ESF-8) Coordinator
2. Develop and maintain an Alert List of medical doctors

3. Assist in the specialized training of ambulance service, rescue personnel, and other medical personnel as required

D. Hospitals and Nursing Homes

1. Maintain liaison with the Health/Medical Services (ESF-8) Coordinator.
2. Develop and/or revise plans and procedures for receiving and treating the sick, injured, elderly and/or handicapped during a disaster.
3. Develop plans to reduce the patient load from a threatened area and continue medical care for those persons who can not be evacuated.
4. Participate in training exercises as requested.

E. County Chapter American Red Cross

1. Maintain liaison with the Health/Medical Services Coordinator
2. Identify trained volunteers available to support Greenville County Health/Medical Service during a disaster

F. Greenville Mental Health Center and Piedmont Center for Mental Health Services

1. Direction and control of emergency oriented crisis services will be coordinated by the Disaster Coordinators at the Greenville Mental Health Center and the Piedmont Center for Mental Health Services.
2. Crisis counseling refers to the professional personnel, services, and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath
3. Supervise and coordinate the development of plans and procedures for the conduct of crisis counseling
4. Develop staffing for the Control Center, Communication Center, and Crisis Center(s)
  - a. Control Center
    - 1) Maintain continuous contact with the County EOC and other emergency service organizations



- 2) Alert Mental Health staff as required. See Appendix B.
  - 3) Ensure staffing of Mental Health emergency stations. See Appendix D.
  - 4) Refer individuals requiring emergency mental health services to an appropriate Mental Health Office or site
- b. Communication Center
  - 1) To receive information regarding mental health needs
  - 2) Continue to process requests for additional resources to meet crisis counseling needs
  - 3) To process requests for information from family and friends of individuals requiring Mental Health Services
  - 4) Refers persons requiring Mental Health Services to the appropriate Mental Health Office
- c. Crisis Centers
  - 1) To provide a calm atmosphere
  - 2) Provide crisis counseling
  - 3) Conduct referral operations
  - 4) Offer emergency mental health assistance to persons experiencing shock, anxiety, hysteria, or other extreme stress
  - 5) Conduct case finding
  - 6) Debrief resource and rescue workers
  - 7) Provide supplemental personnel
5. Coordinate the planning for use of additional mental health resources available through South Carolina Department of Mental Health
6. Linkage and liaison with the County Office of Emergency Management
7. Identify and coordinate with other emergency service organizations essential in the conduct of crisis counseling
8. Update procedures, supporting guidelines, and this Annex as appropriate
9. Ensure that all mental health offices continue to provide short and long-range treatment to disaster or disaster related individuals as needed

10. Requests for assistance from agencies outside the area served by the Greenville Mental Health Center and the Piedmont Center for Mental Health Services will be made through the mental health center director during a disaster, in consultation with the County EOC
11. Initial situation reports will be submitted to the coordinator, Health/Medical Services Annex as soon as practicable. Reports will include, but not be limited to, the following:
  - a. Number of individuals who were provided with crisis counseling during the emergency
  - b. Type of problems
  - c. Resources used
  - d. Needs assessment of potential users of crisis counseling services based on damage estimates and numbers of persons affected
12. Supplies, transportation, and equipment necessary for emergency operations will be drawn from within the Greenville Mental Health Center and Piedmont Center for Mental Health Services as appropriate
13. Additional requirements, if needed, will be requested through the County EOC and the State Department of Mental Health as appropriate
14. Communications will be maintained through telephone
15. Additional means of communications may be requested through the County EOC or State Department of Mental Health as appropriate
16. This plan will be reviewed and revised as needed annually and submitted jointly to the S.C. Emergency Management Division in the Adjutant General's Office and the Office of Public Safety of the Department of Mental Health by June 30 of each year.

G. County Coroner

The Coroner, by law, has the overall responsibility for the care, identification and disposition of human remains. The organizations listed in this Annex are to support the County Coroner in meeting these responsibilities. Only the Coroner's Office will release information concerning the number of deaths and the identity of the deceased.

1. Maintain liaison with the Health/Medical Services Coordinator.
2. Develop and/or revise plans and procedures for emergency mortuary service.
3. Participate in training exercises as requested.
4. Coordinate Emergency Mortuary Service planning and training activities.
5. Maintain coordination with S.C. DHEC, SCFDA, SCIAI Disaster Squad, Greenville County Office of Emergency Management and local Emergency Mortuary Services.
6. Locate and establish suitable facilities for emergency morgues. Develop procedures for activation of emergency morgues and for disposition of unidentified remains.
7. Coordinates emergency mortuary operations, performs functions of Coroner's Office in accordance with established law.
8. Directs the disposition of unidentified remains in accordance with established law.
9. Coordinates requests for additional support through the Health/Medical Services Coordinator.
10. Emergency mortuary activities will be coordinated from the emergency morgues.
11. Emergency Mortuary Service operations will be coordinated and communications maintained with the Health/Medical Services Coordinator. Radio communication to be maintained if available.
12. Release information regarding the number of deaths and the identity of the deceased.
13. Reports are to be submitted to the Health/Medical Services Coordinator; Reports to include:
  - a. Number of Fatalities
    - 1) Identified
    - 2) Pending Identification

- 3) Unidentifiable
    - 4) Total
  - b. Status of Remains
    - 1) Released to next-of-kin
    - 2) Awaiting transfer to next-of-kin
    - 3) Awaiting mass burial
    - 4) Other
  - c. Nature and extent of additional support requested or anticipated.
- H. S.C. Funeral Directors Association (SCFDA)
  - 1. Provides technical advice through the SCFDA Disaster Committee.
  - 2. Coordinates technical personnel and equipment made available through SCFDA.
  - 3. SCFDA to provide technical training through the Disaster Committee in emergency mortuary planning and training.
- I. County and Municipal Water and Sewage Departments
  - 1. Maintain liaison with the Health/Medical Services Coordinator.
  - 2. Develop plans and procedures to provide emergency water and sewage service during disaster.
  - 3. Participate in training exercises.
- J. Funeral Homes
  - 1. Maintain liaison with the Greenville County Coroner and the Health/Medical Coordinator.
  - 2. Develop and/or revise plans and procedures to support emergency mortuary requirements.
  - 3. Participate in training exercises as requested.

4. Identify technical personnel and equipment requirements for emergency morgue operations.
5. Develop plans and procedures for funeral home support to emergency mortuary operations.
6. Maintain coordination with SCFDA in planning and training.
7. Provide technical personnel and equipment in support of Emergency Mortuary Service.
8. Advise Coroner on requirements for additional technical personnel and equipment.
9. Coordinate transfer of identified remains to next-of-kin.
10. Maintain coordination with SCFDA Disaster Committee.

**V. Direction and Control**

- A. Health/Medical Service activities and operations will be controlled from the County EOC within the Human Services Branch as part of the Operations Section in the NIMS EOC structure
- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC
- C. Health/Medical Service activities will be directed over the County School District Maintenance Communication frequencies. The private organizations normally communicate on Citizens Band (CB) radios. See Appendix E for a Radio Frequencies List)

**VI. Local, State, and Federal Interface**

ESF-8 will coordinate with the State Annex8, or ESF-8 – Health/Medical Services, which will coordinate with Federal ESF-8 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The DHEC, Health Department representative should be kept apprised of any anticipated communications needs, or major changes in agency personnel status.



## ***Annex 9 – Search and Rescue***

***Primary: Special Operations Coordinator, Greenville County Emergency Management, or designee***

***Support: Greenville County President of the County Fire Chief's Association; Local Fire Departments; Local Law Enforcement; Greenville County EMS***

### **I. Introduction**

- A. Urban Search and Rescue is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures.
- B. Rural Search and rescue activities include, but are not limited to, emergency incidents involving locating missing persons, locating boats, downed aircraft, extrication if necessary, swift water rescue, and first responder first aid medical treatment of victims.
- C. Greenville County Emergency Response Team, Rescue Division is comprised of emergency services in Greenville County for all search and rescue operations in the County.

### **II. Mission**

To provide for the coordination and use of all the rescue organizations, personnel and equipment in the county during a disaster situation and employ rescue assets of mutual aid, State and Federal resources, as required. To provide trained and well-equipped organizations whose duties are to locate, remove, or release persons trapped in and/or under debris; to administer first aid; to transport litter and non-ambulatory patients to hospitals or other designated health care facilities and to recover bodies.

### **III. Concept of Operations**

Ensure all ESF-9 personnel integrate NIMS principles in all planning.

- A. The GCEM Special Operations Coordinator is responsible for the coordination of all ESF-9 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-9 standard operating procedures (SOPs). All ESF-9 supporting agencies will assist in the planning and execution of the above.

- B. The authority having jurisdiction (AHJ) will coordinate emergency operations in their respective areas.
- D. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness and situational awareness.
- E. GCEM Special Operations Coordinator shall organize, train, equip, and employ local teams and resources; conduct periodic testing of team capabilities; and be prepared to coordinate the integration of local efforts with county and state assistance teams when necessary.
- F. GCEM Special Operations Coordinator are responsible for the activation of plans and appropriate use of personnel and equipment for search and rescue missions. ESF-9 will assess the situation (both pre- and post-event), and in coordination with Greenville County Emergency Management Director, develop strategies to respond to the emergency. Local emergency management organizations may coordinate with adjacent counties for additional support. Every effort will be made to support local equipment and personnel needs when requested and to integrate local resources when appropriate into a regional or countywide response.
- G. At the request of local officials, ESF-9 will coordinate the county search and rescue response. Whenever possible, ESF-9 will stage assets before actual requests are forwarded. When county assets are exhausted, or in anticipation of large-scale disasters beyond the county's capability, ESF-9 will coordinate procurement of other county or state assets through the EOC. ESF-9 will integrate the use of all search and rescue personnel and resources made available. However, implementation of state search and rescue response will be in accordance with the Incident Command System structure.
- H. The South Carolina Firefighter Mobilization Act mobilizes fire and rescue services statewide to respond to any type of emergency that requires additional resources. In coordination with the EOC, ESF-9 will use the mobilization plan to obtain additional fire and rescue resources, as needed.
- I. ESF-9 will coordinate deployment of liaison staff to the EOC to support the implementation of this plan and supporting SOP.

#### **IV. ESF Actions**



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

A. Preparedness

1. Train personnel in search and rescue techniques.
2. Identify potential hazardous areas.
3. Maintain agreements and working relationships with supporting agencies/departments, including protocols with EMS, and area hospitals.
4. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
5. Participate in county exercises and conduct, at least annually, an ESF-9 exercise to validate this Annex and supporting SOPs.
6. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
7. Update procedures, supporting guidelines, and this Annex as applicable.

B. Response

1. Coordinate information releases to the public with ESF-15 in the EOC.
2. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
3. Evaluate all available information concerning the nature and extent of search and rescue needs in the affected area(s).
4. Using an incident command system, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.

6. Plan for and establish relief resources to replace or rotate with committed resources for extended operations. Develop an IAP for multiple operational periods.
7. Coordinate other state and federal support for search and rescue operations to include planning for reception and deployment to area of operations.
8. Coordinate with ESF-1 for use of buses to transport–rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.
9. Maintain records of expenditures and resources used for possible later reimbursement.
10. Develop a demobilization plan for personnel and resources.

C. Recovery

1. Ensure ESF-9 members or their agencies maintain appropriate records of activities and costs incurred during the event.
2. Begin a reduction of operations.
3. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
4. Be prepared to provide rescue functions within the affected area until situation(s) has been mitigated.

V. **Administration and Logistics**

A. Administration

Initial situation reports will be submitted to the Rescue Liaison, as soon as practicable. Reports will be consolidated and submitted to Greenville County Emergency Management for analysis and further distribution, and will include, but not be limited to, the following:

1. Type rescue

2. Damage
3. Action taken
4. Casualties incurred
5. Nature and extent of any assistance required

B. Logistics

Individual rescue units will utilize supplies, operational aids and transportation organic to their organization. Additional supplies, transportation and manpower required will be requested through the EOC. See Appendix C.

**VI. Direction and Control**

- A. Rescue activities will be coordinated from the EOC.
- B. The County EOC is located in the basement of City Hall, 206 S. Main Street, Greenville, SC. The alternate location will be the Greenville County Square, 301 University Ridge Suite 400, Greenville, SC.
- C. Existing County Mutual Aid Agreements of agencies involved will apply. Mutual Aid Agreements are to be updated every three years.

## ***Annex 10 – Hazardous Materials***

***Primary: Special Operations Coordinator, Greenville County Emergency Management***

***Support: Greenville County President of the County Fire Chief's Association; Local Fire Departments; Local Law Enforcement; Greenville County EMS***

### **I. Introduction**

- A. An emergency or disaster could result in hazardous materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear facilities, tank farms, laboratories) which produce, generate, use, store, or dispose of hazardous materials, including radioactive materials, could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents or highway collisions. The damage to, or rupture of, pipelines transporting materials that are hazardous, if improperly released, will present serious problems.
- B. Even if a natural or other disaster does not cause situations where there are actual releases, there will be considerable concern about facilities which are located in or near the affected area. These facilities will need to be assessed and monitored. Information submitted in compliance with Title III of the Superfund Amendments and Re-Authorization Act (SARA) will be useful in identifying such facilities.

### **II. Mission**

To provide a well-organized emergency service organization to rapidly mobilize and employ, in a coordinated effort, all resources available to contain and neutralize or minimize the disastrous effects of an incident involving hazardous materials. The resources of industry, local, state or federal government, separately or in combination, may be required to cope with the emergency, dependent on the magnitude, nature and area threatened. It is not the intent of this plan to change any established operational procedures of any emergency unit. To provide support and assist in the coordination of emergency service efforts to cope with an incident involving hazardous materials which may be released and capable of causing harm to people, the environment, and property.

### **II. Concept of Operations**

Ensure all ESF-10 personnel integrate NIMS principles in all planning.

- A. Hazardous materials accidents may result in chemical, explosive, biological, etiological, incendiary, radiological, or nuclear hazards. Firefighting personnel are

generally accepted as having the greatest expertise and capability to combat these dangers. Upon occurrence of a hazardous materials incident, overall control of the situation will be assumed by the fire department chief in whose area the incident occurs.

- B. Prior to the arrival of the fire chief, initial control of the situation and assumption of on-scene incident commander responsibilities will be assumed by the first emergency service arriving on scene. The on-scene commander is authorized to recommend evacuation of the area if required. The on-scene incident commander, may order an evacuation if necessary.
- C. If a state of emergency is declared, the County Emergency Operations Center (EOC) will be activated to coordinate the efforts of other county, municipal, state and federal agencies and response personnel. When evacuation is ordered, contact ESF-6 for shelter and care of evacuees. The EOC may be activated without a State of Emergency.
- D. The GCEM Special Operations Coordinator and the Greenville County LEPC in order to prepare an inventory of existing threats using Emergency Planning and Community Right to know Act (EPCRA) of the SARA Title III, Tier II information, business/industry Emergency Action Plans, and Risk Management Plans (RMP) in accordance with the Clean Air Act.

#### **IV. ESF Actions**

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

- A. Preparedness
  - 1. Prepare an inventory of existing threats using SARA Title III, Tier II information.
  - 2. Plan for response to hazardous materials incidents.
  - 3. Develop plans for communication of public information for both emergency and non-emergency situations.
  - 4. Update procedures for identification, control, and clean-up of hazardous materials.

5. Provide, obtain, or recommend training for response personnel using courses made available by the South Carolina Emergency Management Department (SCEMD), the South Carolina Fire Academy, U.S. Environmental Protection Agency (USEPA), FEMA, Department of Homeland Security, SLED, Department of Energy and manufacturers and transporters of hazardous materials. Training based on OSHA requirements for the duties and functions to be performed by each responder.
6. Contact DHEC for a list of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
7. Maintain an inventory of county assets capable of responding to a hazardous materials incident.
8. Update plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, contiguous counties, state agencies, and private organizations as required.
9. Update emergency response training programs with appropriate support agency assistance for radiological incidents.
10. Participate in county and state exercises and conduct, at least annually, an ESF-10 exercise to validate this annex and supporting SOPs.

B. Response

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

4. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.
5. Recommend evacuation, shelter in place, and other protective measures as the incident requires.
6. Provide monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas; request assistance from the Department of Health and Environmental Control (DHEC) and the 43rd Civil Support Team, as required through proper channels.
7. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF-8 (Health/Medical Services) regarding decontamination of ambulatory and non-ambulatory injured or deceased personnel.
8. Coordinate decontamination activities with appropriate local, state, and federal agencies.
9. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents.
10. Coordinate with ESF-1, Transportation, for the use of staging areas and air assets.

C. Recovery

1. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.
2. Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.
3. Post Incident Briefing will be held with all responders.

V. **Responsibilities**

A. Fire Departments

1. Update procedures to implement this Annex.
2. Initiate NIMS.
3. Maintain a training program to cope with hazardous materials accidents/incidents.
4. Maintain mutual aid agreements and working relationships with supporting agencies/ departments.
5. Maintain HazMat resource list.
6. Update operational procedures, supporting guidelines, and this Annex as appropriate.
7. Perform firefighting duties as needed and as appropriate.
8. Dependent on the severity of the incident take steps to provide warning to the at risk community by contacting the EOC.
9. Keep EOC informed of the situation.
10. Assist in rescue duties as necessary.
11. Establish emergency decontamination and/or assist in technical decontamination operations as needed.
12. Collaborate with other scene officials as to the return of evacuees.

B. Rescue and Emergency Medical Services

1. Implement this Annex.
2. Assist in rescue and provide on-scene medical attention and transport victims to medical facilities, if necessary.
3. Establish on-scene command post if first on scene.
4. Support other emergency services in the emergency operations.



5. Update procedures, supporting guidelines, and this Annex as appropriate.
6. Maintain liaison with on-scene commander, County EOC and medical facilities.
7. Assist in rescue operations as required and appropriate.
8. Provide on-scene medical attention within capabilities.
9. Transport victims requiring further medical attention.

C. Law Enforcement

1. Implement this annex.
2. Initiate and conduct evacuation if such action is required.
3. Provide and maintain security at the scene.
4. Update procedures, supporting guidelines, and this Annex as appropriate.
5. Senior official reports to on-scene command post for operational coordination.
6. Remove bystanders and control access to area.
7. Establish evacuation routes and re-route traffic as appropriate.
8. Assist in rescue operations as appropriate.
9. Conduct other law enforcement activities as appropriate.
10. Maintain liaison with EOC and other officials as appropriate.
11. Provide security until complete recovery is obtained.

D. Greenville County Emergency Management Division

1. Activate County EOC.
2. Implement this Annex.
3. Coordinate agencies/departments responsibilities and maintain current annex with alerting list.

4. Coordinate with state and other agencies whose response could be needed to cope with hazardous materials accident/incident.
5. Maintain close coordination with all emergency service activities to insure county readiness to respond and implement this Annex.
6. Update procedures, supporting guidelines, and this Annex as applicable.
7. Coordinate activities of emergency services of county, state and other officials to provide adequate support to the on-scene commander to effectively handle the situation.
8. Coordinate shelter and care of evacuees as required.
9. Coordinate outside assistance if needed.
10. Keep local government officials apprised of the situation.
11. Assist and advise the incident commander of news release(s) as appropriate.
12. Coordinate other emergency responses as needed.
13. Maintain liaison with on-scene commander and other sources until complete recovery has been made.
14. Conduct an AAR.

## **VI. Administration and Logistics**

### **A. Administration**

Initial situation reports will be made by the on-scene commander to Greenville County Emergency Management. They should contain, but not be limited to, the following:

1. Type accident
2. Potential hazard
3. Casualties incurred

4. Nature and extent of assistance and resources required
5. Precautionary measures to observe

B. Logistics

The individual fire department in whose jurisdiction the incident occurs will utilize existing resources within the county. All additional equipment personnel and assistance will be coordinated through the EOC.

**VII. Direction and Control**

- A. On-scene emergency activities will be directed by the fire chief or fire chief's designee in whose jurisdiction the accident/incident occurs. Special Operations Coordinator
- B. The EOC will coordinate for all assistance, public information and other support activities. ESF-10 activities in the EOC will support the NIMS structure.
- C. The County EOC is located in the basement, Greenville City Hall, 206 S. Main Street, Greenville, SC. The alternate EOC will be located in the Greenville County Square, 301 University Ridge Suite 400, Greenville, SC
- D. Mutual Aid Agreements

Existing Mutual Aid Agreements of agencies involved will apply. Mutual Aid Agreements are to be updated every three years.

## ***Annex 11 – Food Services***

***Primary: Greenville County Department of Social Services***

***Support: Greenville County School Food Services; American Red Cross; The Salvation Army; South Carolina Food Bank Association; Department of Agriculture***

### **I. Introduction**

- A. An emergency or disaster may deprive substantial numbers of people of access to food or the means to prepare food. In addition commercial food supplies and distribution networks may be substantially disrupted due to partial or total devastation of food products stored in the affected area. There also may be disruption of energy sources (e.g., electricity and gas) causing most commercial cold storage and freezer facilities to be inoperable in the affected areas.
- B. On the fringes of the affected areas, schools and small institutions with food inventories could be used to begin the feeding of disaster victims. An effective feeding operation must be immediately initiated, to include obtaining appropriate U.S. Department of Agriculture (USDA) food supplies, arranging for transportation of those food supplies to designated staging areas within the disaster area, and requesting the Disaster Food Stamp Program as required. USDA food supplies secured and delivered will be suitable for either household distribution or congregate meal service as appropriate. Transportation and distribution of USDA food supplies to the affected areas will be coordinated by the Department of Social Services (DSS) and Department of Education. Priority will be given to transportation of critical supplies of USDA food into areas of acute need.

### **II. Mission**

To coordinate and identify food requirements in disaster affected areas. To secure, and distribute food products to include USDA food to staging areas within the affected areas.

### **III. Concept of Operations**

- A. The Greenville County Department of Social Services is responsible for coordinating all ESF-11 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include developing, coordinating and maintaining ESF-11 Standard Operating Procedures (SOPs). All

ESF-11 supporting agencies will assist the Greenville County Department of Social Services in the planning and execution of the above.

- B. Under the general coordination of the Greenville County DSS, ESF-11 will operate under existing USDA authorities and regulations as well as the requirements of supporting agencies, to provide disaster food supplies to designated disaster staging areas and/or authorize the issuance of disaster food stamps. Coordination with all supporting agencies and other appropriate departments/agencies and organizations will be performed to ensure operational readiness. Each agency/organization will operate under their mandated federal, state, or organizational regulations and will maintain complete administrative and financial control over their activities.
- C. Under the general coordination of the Greenville 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.
- D. The Greenville County DSS will manage the Disaster Food Stamp Program under the rules and regulations of the USDA Food and Nutrition Service (FNS). The purpose of the Disaster Food Stamp Program is to provide temporary food assistance to victims of a disaster that has disrupted commercial channels of food distribution if such households are in need of temporary food assistance. Following a Presidential disaster declaration, and upon a request from the Governor, the United States Secretary of Agriculture may direct USDA FNS to distribute disaster food stamps if:
  - 1. Commercial channels of food distribution have been restored.
  - 2. As a result of the disaster, income or resources are reduced or inaccessible, and food assistance needs cannot be met by the regular Food Stamp Program procedures.
- E. ESF-11 will obtain from ESF-6, Mass Care, the number of people that may be impacted in order to assess the amount of food needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, ESF-11 will obtain and coordinate the transportation of such supplies to the disaster or staging area.
- F. ESF-11 will gather information from food services member agencies and organizations concerning their operational response, USDA food supplies, and USDA food requirements, location of established staging areas and feeding sites,

and any problems. ESF-11 will, as required, compile a report, which will be provided to the County Emergency Operations Center (EOC) and the member agencies/organizations of the food services.

- G. Menus will be determined by volunteer organizations conducting food preparation with full consideration of special population dietary needs. Menus may be built around USDA foods that are available. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities and needs as determined by volunteer agencies.
- H. The Greenville County DSS will manage the requisitioning of USDA food under the particular programs, which they administer. The Department of Health and Environmental Control will assist in locating privately held stores of food and will perform inspections of food as necessary.
- I. In coordination with, and in support of, the State Assessment Team (SAT), ESF-11 will assess the situation and in coordination with local emergency management officials, develop strategies to respond to the emergency. ESF-11 staff will assess the effectiveness of the food distribution network and oversee the inventory of food resources procured by this ESF. Staff will coordinate with county officials and ESF-6 to ensure timely deliveries of food.
- J. The County EOC will be the point of contact for all requests for food. The County EOC will contact the food services function in the State EOC, which will be staffed with Department of Social Services (DSS), Department of Education, and Department of Agriculture personnel.
- K. Harvest Hope Food Bank, as the lead agency for the South Carolina Food Bank Association, will manage donated food in accordance with Annex 18, Donated Goods and Voluntary Agencies, of this plan.

#### **IV. ESF Actions**

- A. Preparedness
  - 1. Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.
  - 2. Identify and schedule disaster response training for ESF-11 personnel.
  - 3. Maintain current food resource directories to include maintaining points of contact.

4. Identify likely transportation needs and coordinate with ESF-1, Transportation.
5. Upon notification that a disaster is imminent or that a threat of a disaster exists, the Greenville County DSS will maintain communication with the School District Superintendents and the other Mass Care agencies.
6. Assist in the recruitment of volunteers to augment the Food Services operation.
7. Review procedures for the procurement of food.
8. Review bookkeeping procedures for accountability of foods obtained from USDA stock and from private sources.
9. Review emergency feeding menus with the non-governmental relief agencies.
10. Review procedures for emergency food purchasing/ acquisition.
11. Participate in state exercises and conduct, at least annually, an ESF-11 exercise to validate this annex and supporting SOPs.

B. Response

1. Inventory food supplies and determine availability of food within the disaster area.
2. Coordinate with ESF-6 to identify the number of people in shelters and others in need of food.
3. Coordinate with ESF-6 to identify the locations of all mass feeding and distribution sites.
4. Coordinate with ESF-7, Resource Support, to acquire food, equipment, and supplies required to support food service operations. Acquisitions include, but are not limited to, donated food, purchase of additional food, and refrigerated trailers.
5. Coordinate with ESF-1 and ESF-21, Damage Assessment, for transportation of food supplies into the disaster area.
6. Assess warehouse space and needs for staging areas.

7. Coordinate flow of request and delivery of food into disaster area to ensure daily requirements are met.
8. Assess need and feasibility of issuing food stamps.
9. In coordination with ESF-6, monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
10. Establish communications with State ESF-11 to coordinate food service assets beyond county capability.
11. Upon notification by Greenville County DSS that shelters have been opened or that feeding is required, the agencies within ESF-11 will notify staff to report to their designated areas.
12. Organize staffing requirements.
13. Ensure the implementation of feeding operations.

C. Recovery

1. Continue to monitor food requirements.
2. Coordinate with DSS regarding the implementation of the Disaster Food Stamp Program.
3. In coordination with ESF-6, assess special food concerns of impacted residents.
4. Establish logistical links with local organizations involved in long-term congregate meal services.
5. Anticipate and plan for arrival of, and coordination with, FEMA ESF-11 personnel in the State EOC and the Disaster Field Office.
6. Ensure ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.
7. ESF-11 will coordinate the purchasing of emergency food and the feeding of disaster victims and disaster relief workers with the authorizing government non-governmental agencies.



8. Maintain accurate records of food usage for reimbursement from the government or non-governmental authorizing agencies.
9. Continue to coordinate all activities with government and non-governmental relief agencies.
10. Submit an after action report to the County EOC and other ESF-11 agencies with copies of food usage records.

**V. Responsibilities**

**A. Greenville County Department of Social Services**

1. Preparedness
  - a. Identify, train, and assign personnel to staff ESF-11 in the County EOC.
  - b. Develop operating procedures to implement Annex 11, including an alerting list of emergency food services responders.
  - c. Assess the stock levels of USDA food administered by Department of Education and the availability of storage space, handling equipment, and support personnel. Coordinates with the contracted commercial distributors.
  - d. Participate in exercises to test operating procedures.
  - e. Coordinate meetings as necessary in which member agencies and organizations will discuss their operational response and resolve problems, to ensure coverage of the critical food needs of the affected population, and to prevent duplication of effort.
2. Response
  - a. Provide staff to County EOC.
  - b. Coordinate with affected school districts in their assessment of USDA food requirements and the condition of the school districts' food preparation facilities. Coordinate with other food service agencies and organizations to gather information concerning their food requirements and food preparation facilities and to respond to requests for USDA food.

- c. Maintain logistical links with school districts involved in feeding shelter population, and in providing food to established feeding sites. Arrange shipment of food to such school districts as required and assists in problem resolution when requested.
- d. Coordinate the availability of transportation for food.
- e. 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 SEOC Operations.

3. Recovery

- a. Initiate a phase-down of food distribution as feeding operations decrease.
- b. Coordinate with affected school districts to collect and record food (administered by Department of Education) usage and distribution, man-hours, and associated expenditures. Compile and provide a final report to ESF-11 and the County EOC.

B. American Red Cross

- 1. Assist in identifying and assessing requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
- 2. Assist with the distribution of coordinated disaster food either by bulk distribution of food products or prepared meals.
- 3. Per established agreements with private vendors, supplement USDA food stocks.
- 4. Provide independent food preparation in accordance with American Red Cross policies.

C. The Salvation Army

- 1. Assist in identifying and assessing requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term

sustained needs after the emergency phase is over.

2. Assist with the distribution of coordinated disaster relief supplies.
3. Per established agreements with local vendors, supplement USDA food stocks.
4. Provide independent food preparation in accordance with Salvation Army policies.

D. Greenville County School District, Food Services

The School District will assess how much food is in schools being used as shelters, as well as those not currently being used as shelters and report that to ESF-11. Food amounts will be reported regularly during an event to make sure there is adequate food available to those in shelters.

VI. **Local, State, and Federal Interface**

This ESF is supported by State and FEMA in their EOPs by the ESF-11 designation. Larger municipalities may also have this designation if they have subdivided their recovery staff as such. Municipal EOCs, regardless of ESF designations, are responsible for coordinating emergency food relief for their citizens and will be coordinated with when they are operational. ESF-11 will also coordinate with ESF-6, Mass Care Operations in providing emergency food supplies.

VII. **Administration and Logistics**

The Greenville County DSS will coordinate with affected school districts to collect and record all food usage and distribution, man-hours, and associated expenditures. He/She will compile the reports and provide a final report to the Emergency Management Division and all agencies involved with ESF-11.

VIII. **Direction and Control**

- A. On request of the County Emergency Management Director, ESF-11 will report to the County Emergency Operations Center (EOC), and will direct Food Services operations from that location. to support the EOC NIMS structure within the Human Services Branch of the Operations Section when the EOC is activated.

- B. The County EOC is located in the basement, Greenville City Hall, 206 S. Main Street, Greenville, SC. The alternate EOC will be located in the Greenville County Square, 301 University Ridge, Greenville, SC

## ***Annex 12 - Energy***

***Primary: Greenville County Department of Public Works***

***Support: Municipal Public Works Departments; Duke Power Company; Laurens Electric Coop; Blue Ridge Electric Coop.; Piedmont Natural Gas; SC Office of Regulatory Staff; all privately/publicly owned gas companies***

### **I. Introduction**

- A. Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining electric and natural gas energy system components. Damage to a system can have a rippling effect on supplies, distribution, or other transmission systems.
- B. ESF-12 will closely coordinate with the electric and natural gas utilities operating in the county to ensure the integrity of power supply systems are maintained during emergency situations and any damages incurred are repaired and services restored in an efficient and expedient manner afterward. ESF-12 will have primary responsibility to monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation fuels, and emergency power. ESF-12 will also monitor and coordinate the restoration of electric and natural gas services for normal community functioning.

### **II. Mission**

To assess the extent of damage, provide information, and as necessary, coordinate the restoration of energy systems during a disaster in Greenville County.

### **III. Concept of Operations**

- A. The Greenville County Department of Public Works is responsible for the coordination of all ESF-12 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-12 Standard Operating Procedures (SOPs). All ESF-12 supporting agencies will assist the Greenville County Department of Public Works in the planning and execution of the above.
- B. Coordination with all supporting and other appropriate departments/agencies, organizations and utilities will be performed to ensure operational readiness.

- 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 service under their control.
- D. In coordination with, and in support of, local emergency management officials, and the State Assessment Team (SAT) if necessary, assess the situation (both pre- and post-event), and develop strategies to respond to the emergency.
- E. ESF-12 will coordinate with public and investor-owned and operated electric and natural gas utility services to ensure provision and/or restoration of electric services to the public.
- F. Considerations for allocation of energy resources will include but are not limited to:
  - 1. Coordinating with county/state agencies and emergency response organizations to assist with accessing sufficient fuel supplies.
  - 2. Providing technical support and personnel for support of emergency activities being conducted by the County Emergency Operations Center (EOC).
  - 3. Coordinating with utility representatives to determine emergency response and recovery needs.
  - 4. Coordinating with ESF-6, Mass Care, and the County EOC to identify emergency shelter power restoration status/needs and coordinate with ESF-12 support agencies and other ESFs with assistance in providing resources for emergency power generation.

#### **IV. ESF Actions**

- A. Preparedness
  - 1. Develop and maintain current directories of suppliers of services and products associated with this function.
  - 2. Establish liaison with support agencies and energy-related organizations.
  - 3. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.

4. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply and electric power.
5. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.
6. Develop energy conservation protocols.

B. Response

1. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the County EOC at least daily and, when possible, provide data by municipality.
2. In coordination with public and private utilities, 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 resources, to include debris removal, in accordance with established priorities in response to an emergency.
5. Provide energy emergency information, education and conservation guidance to the public in coordination with the County EOC Planning and Information Group.
6. Coordinate with ESF-1, Transportation, for information regarding transport of critical energy supplies.
7. Plan for and coordinate security for vital energy supplies with ESF-13.
8. Maintain continual status of energy systems and the progress of utility repair and restoration activities.
9. Recommend energy conservation measures.
10. Collect and provide energy damage assessment data to ESF-3, Public Works and Engineering.

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 County EOC Planning and Information Group.
3. Anticipate and plan for arrival of SAT.
4. Continue to conduct restoration operations until all services have been restored.
5. Ensure that ESF-12 team members or their support agencies maintain appropriate records of costs incurred during the event.

**V. Responsibilities**

**A. Greenville County Department of Public Works**

1. Identify, train, and assign PSC personnel to staff ESF-12 in the County EOC.
2. Notify all ESF-12 support agencies upon activation.
3. Maintain communications with electric utilities in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public.
4. Develop protocols to establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply and electric power.
5. Develop protocols to report the following:
  - a. County electric generating capacity.
  - b. County electric demand.
  - c. By municipality and other jurisdictions, number of customers impacted, and estimated restoration time.
  - d. Status of major generating unit outages.
  - e. Expected duration of event.
  - f. Explanation of utility planned actions and recommendations of agency actions in support of utilities.



- g. Maintain status of natural gas pipelines to include private sector providers that connect to state maintained pipelines.

B. Private Energy/Natural Gas Corporations

- 1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of ESF-12 during periods of activation. On order, staff ESF-12 in the County EOC.
- 2. Provide equipment and technical assistance.

VI. **Local, State, and D\Federal Interface**

This ESF is supported by State and FEMA in their Emergency Operation Plans (EOPs) by the ESF-12 designation. Larger municipalities may also have this designation if they have subdivided their recovery staff as such. Municipal EOCs, regardless of ESF designations, are responsible for coordinating emergency energy for their citizens and will be coordinated with when they are operational. ESF-12 will also coordinate with ESF-1 and ESF-13, Law Enforcement, in order to provide energy where it is most needed.

VII. **Administration and Logistics**

A. Administration

1. Initial Situation Reports

As soon as energy is established, the Coordinator of the Greenville County Department of Public Works will gather data from the agencies/organizations and individuals that have assignments. The Coordinator will submit a report to the County EOC, which will include, but not be limited to the following:

- a. Status of essential personnel of the service
- b. Availability of supplies and equipment
- c. Emergency tasks or operations underway and/or to be taken in accordance with previously established priority lists
- d. Immediate support and/or assistance required of any other county agency, private firm or state agency

2. Special Reports

- a. Any significant change in status of the services capability to accomplish its mission will be reported immediately
  - b. Report immediately any essential facility that cannot be restored in accordance with established priorities
  - c. Report immediately any recommended changes to priority lists and the reason for the change
3. After Action Reports

An after action report will be submitted to the County Office of Emergency Management upon request and will include, but not be limited to, the following:

- a. Type and nature of service performed
- b. Forces involved (include municipalities, county, state, federal, and private)
- c. Casualties
- d. Nature and extent of further assistance required

B. Logistics

Supplies, equipment, and manpower available to the agencies comprising the Energy Support Function will be utilized to the fullest extent possible. Additional supplies, equipment, and manpower will be requested through the County EOC.

**VIII. Direction and Control**

- A. Energy activities will support the EOC NIMS structure within the Logistics Section when the EOC is activated and controlled at the Greenville County Department of Public Works Office.
- B. The County EOC is located in the basement, Greenville City Hall, 206 S. Main Street, Greenville, SC. The alternate EOC will be located in the Greenville County Square, 301 University Ridge, Greenville, SC

## ***Annex 13 – Law Enforcement***

***Primary: Greenville County Sheriff's Office***

***Support: Greenville Police Department; Mauldin Police Department; Simpsonville Police Department; Greer Police Department; Fountain Inn Police Department; Travelers Rest Police Department***

### **I. Introduction**

Effective law enforcement is essential during emergencies or disasters to ensure protection of lives and property. Local law enforcement officials are responsible for enforcement of laws, traffic control, investigation of crimes, and other public safety activities within their jurisdictions. State assets which may be committed are primarily those of the State Law Enforcement Division (SLED), Department of Public Safety, Department of Natural Resources, Department of Probation, Parole and Pardon Services, and the Department of Parks, Recreation, and Tourism with support from several other state departments/agencies.

### **II. Mission**

To provide a well-organized and equipped law enforcement organization which operates 24 hours per day for traffic control, crime prevention, security, road blocks, and warning during a disaster situation. To provide for the coordination and use of all law enforcement personnel and equipment in the county during a disaster situation. To provide guidelines for the coordination of Standard Operating Procedures (SOP) development for the effective use of available law enforcement resources during special police operations, a major emergency, or disaster response.

### **III. Concept of Operations**

The Coordinator of this Annex shall ensure all ESF-13 personnel integrate NIMS principles in all planning.

- A. The Greenville County Sheriff's Office is responsible for developing and maintaining a law enforcement SOP for this annex in coordination with the supporting agencies.
- B. The County Sheriff has overall responsibility for the coordination of law enforcement and support forces during a disaster situation. Coordination with all appropriate agencies, departments, and organizations will be performed to ensure

operational readiness in time of emergency. State forces used in support of this Plan will be committed on a mission type basis.

- C. Activities will be directed and coordinated from the County Emergency Operations Center (EOC) or in some circumstances, the incident command post.
- D. Upon notification from Emergency Management, the Sheriff's Office liaison officer, or as the situation warrants, law enforcement personnel will be requested to send a representative to the County EOC to coordinate police activities.
- E. The police chiefs of the various municipalities will direct emergency law enforcement operations in their respective jurisdictions.

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

- A. Preparedness
  - 1. Develop procedures and SOPs to implement this Annex.
  - 2. Participate in annual exercises to test emergency plans and procedures.
  - 3. Determine location of shelters in jurisdictional areas. See Appendix C.
  - 4. Determine location and responsibility for establishing and manning Traffic Control Points (TCP's) in jurisdictional areas in conjunction with ESF-16. S
  - 5. Determine critical and sensitive facilities and the additional requirements needed to adequately safeguard them.
  - 6. Determine evacuation routes out of the disaster area into the county.
  - 7. Develop a pass system for essential workers, support personnel and emergency operations.
  - 8. Develop procedures for emergency vehicle identification.
  - 9. Check readiness of law enforcement facilities, equipment and supplies and correct deficiencies, if any.
  - 10. Develop plans to reduce the prisoner population and provide for the care and security of those remaining and to be received from the disaster area.

11. Develop plans to provide security in the host areas and other affected areas such as a disaster area.
12. Develop procedures for limiting access to evacuated areas during response and recovery operations.
13. Identify potential impediments to evacuation, plan alternate/contingency routes to avoid impediments and report actual impediments to the County EOC for removal.
14. Update procedures, supporting guidelines, and this Annex as appropriate.

B. Response

1. Assign liaison officer to the County EOC.
2. Assign and man TCPs along evacuation routes.
3. Assign law enforcement personnel to shelters, if required and available.
4. Analyze intelligence information regarding any covert or overt trends with respect to sabotage, riot, looting, and other unusual unlawful acts.
5. Secures County EOC once activated for emergency operations.
6. Assign law enforcement personnel in reception centers, lodging and feeding facilities, and emergency shelters.
7. Provide feedback from the field to the law enforcement liaison officer about initial damage assessments.

C. Recovery

1. Provide documentation to the group supervisor regarding Labor, Materials, and Equipment expended for reimbursement consideration.
2. All law enforcement agencies will continue to provide disaster responsibilities and functions within affected communities until local governmental authorities are able to return police responsibilities back to normal conditions.
3. Maintain liaison with County EOC.

**V. Administration and Logistics**

**A. Administration**

Initial situation reports should be given to the chief of law enforcement as soon as practicable. Reports will be consolidated and submitted to the Office of Emergency Management for analysis and distribution and should contain but not be limited to the following:

1. Type of emergency
2. Damage incurred
3. Action taken
4. Casualties incurred
5. Nature and extent of any assistance required.

**B. Logistics**

1. Supplies, operational aids and transportation will be used by all forces. Additional supplies and transportation will be requested through the County EOC.
2. Law enforcement resources are listed and identified.

**VI. Direction and Control**

- A. When conditions warrant activation of the County EOC, coordination of law enforcement activities will be under the direction and control of the County Sheriff, and they will be conducted from the County EOC Support the EOC NIMS structure within the Emergency Responders Branch of the Operations Section when the EOC is activated.

**B. Communications**

Law enforcement operations will be directed over the county law enforcement radio communications net and telephones.

**VII. Local, State, and Federal Interface**

Annex 13 will coordinate with the State Annex 13, or ESF-13 – Law Enforcement, which will coordinate with Federal ESF-13 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County Sheriff's Office should be kept apprised of any anticipated communications needs, or major changes in agency personnel status.

## ***Annex 14 – Initial Recovery and Mitigation***

### ***Primary: Greenville County Emergency Public Works***

***Support: Multi-Hazard Mitigation Committee to include: Greenville County Council; Greenville County Health Department (DHEC); Greenville County Emergency Management; Greenville County Sheriff's Office; Greenville County Department of Social Services; American Red Cross; The Salvation Army; Greenville County Procurement; Greenville County Public Information***

## **I. Introduction**

Assistance under this Annex consists of two components:

- A. **Recovery** defines the procedures of emergency and non-emergency forces in the restoration of vital services, facilities, and necessities of life until normal facilities and services have been re-established. There is no limited period of time for the recovery phase to last. The determination when this period will end will depend upon the magnitude of the recovery and when the County Emergency Management determines functions can be scaled down or terminated.
- B. **Mitigation** activities are those that either prevent the occurrences of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency. According to continuous Hazard Analysis conducted under the aegis of the Federal Emergency Management Agency and the State of South Carolina, various natural hazards threaten Greenville County at all times.

## **II. Mission**

- A. State and local governments are responsible to lessen the effects of disasters by appropriate pre-disaster and post-disaster actions, and to employ hazard analyses to determine action(s) appropriate to mitigate or avoid hazards
- B. Based on the vulnerability of Greenville County to natural hazards, Greenville County will develop standard operating procedures. When a natural disaster occurs, county authorities implement the County Emergency Operations Plan to include mitigation procedures.
- C. To lessen the effects of a natural hazard on the population, property and government of Greenville County.



- D. Another purpose of this Annex is also to develop the procedures and methods for Greenville County to recover during the Recovery Phase of any major disaster. Its intention is to organize, assign and detail responsibility with respect to recovery operations.

### **III. Concept of Operations**

The Greenville County EOC is located at 206 South Main Street, Greenville, SC 29602 and is the primary headquarters for coordinating all activities of the Disaster Recovery Phase. The Alternate EOC is located at the Greenville County Square, 301 University Ridge, Greenville, SC 29601.

**There are two phases of hazard mitigation:**

**Pre-Disaster and Post-Disaster.**

#### **A. Pre-Disaster Actions Include**

##### **1. Avoidance**

Eliminate the threat of a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger. This is a task of all elements of government and the private sector.

##### **2. Construction Practices**

Develop codes, standards and specifications applicable to repairs, alterations or new construction of facilities or structures to lessen the effects of future disasters.

##### **3. Education**

A continuing educational process designed to keep local government and private industry personnel aware of changing conditions (new construction, new industry, etc.) in Greenville County and make them aware that local codes and standards must be adhered to. Mitigation measures must be properly coordinated and administered.

#### **B. Post-Disaster Actions Include**

##### **1. Mitigation**

Reducing the effects of a disaster is a function of both local government and the private sector including volunteer agencies.

2. Reduction

Diminishing the extent of damage or suffering is a cooperative effort of local government, industry and volunteer groups.

3. Construction Practices

Mitigation funding is available from the Federal Emergency Management Agency (FEMA) upon submission of an approved Hazard Mitigation Grant Proposal following a Presidentially declared disaster. Proposals must insure that projects are cost effective, have long-term benefits, and are environmentally safe. All local codes, standards and specifications must be adhered to.

**IV. Organization and Responsibility**

- A. The County Administrator has overall responsibility for all functions of the recovery process and is responsible for establishing the policies and procedures for recovery.
- B. The Greenville County Public Works in conjunction with Emergency Management is the Disaster Recovery Coordinator, and is responsible to the County Administrator for the coordination of the emergency and non-emergency forces. These forces are responsible for the restoration of vital services and facilities and the necessities of life until normalcy of facilities and services have been re-established. Also the establishment of a Disaster Recovery Center and a warehouse for storage of Disaster Relief Supplies.
- C. The Greenville County Assistant County Administrator for Public Works is designated by the County Administrator to be responsible for coordinating the activities of all engineering, public works, and privately owned engineering resources in the county including activities of all utility forces of water and sewage. This person or his designated assistant will be in the Greenville County EOC.
- D. The Greenville County Public Works Director is designated by the County Administrator to be responsible for coordinating the electric function in the county. This person or his/her designated assistant will be in Greenville County EOC.

- E. The Mass Care Coordinator is the Greenville County Director of the Department of Social Services and as such is responsible for coordinating the activities of all forces which are responsible for basic human needs, shelter, food, clothing and counseling. This person or her designated assistant will be in the Greenville County EOC.
- F. The Law Enforcement Coordinator is the County Sheriff and is responsible for coordinating all the forces involved in security of disaster damaged areas in Greenville County. The Sheriff or his designated representative will be in the Greenville County EOC.
- G. The County Purchasing Agent is designated by the County Administrator to be responsible for coordinating the resource requirements for the recovery operations. This person or his designated assistant will be in the Greenville County EOC.
- H. The Planning and Information Coordinator is designated by the County Administrator to be responsible for coordinating all directives and information releases to the news media and general public during the Recovery Phase. Is responsible for setting up and designating a media briefing area separate from the County EOC Operations area. The Planning and Information Coordinator is to request, from the County Administrator, personnel to handle in-coming telephone calls. The Public Information Coordinator or his designated assistant will be in the Greenville County EOC.
- I. The Greenville County Communications Officer is responsible for establishing and maintaining the County EOC telephone system during the Emergency and Recovery Phase Operation of the EOC. The Communications Officer is also responsible for the support facility telephones at the Disaster Recovery Center (DRC), the Local Reception Center (LRC), and the Disaster Field Offices (DFO) that will be established by FEMA as a result of a Presidential Declaration. He/She also establishes a Disaster Phone Line for the EOC Recovery Operations for Donated Resources.  
  
The Communications Officer is also responsible for insuring and maintaining a communications link between the County EOC and the State EOC and the Emergency Support Forces that support EOC operations for the County.
- J. The County Finance Director is responsible for receiving and coordinating donated funds in a County Disaster Relief Fund.

V. **Recovery Forces**

- A. Mass Care Group
  - 1. Greenville County School District
  - 2. Department of Social Services
  - 3. American Red Cross
  - 4. Salvation Army
  - 5. Greenville County School Food Services
  - 6. DHEC
- B. Public Works and Engineering Group
  - 1. County Public Services Department
  - 2. State Highway Maintenance Department
  - 3. Industry
  - 4. Commercial Engineering Companies
  - 5. County Solid Waste Department
  - 6. Rural Water Districts
  - 7. Municipal Utility Departments
- C. Energy Group
  - 1. County Public Service Department
  - 2. Municipal Utility Departments
  - 3. Commercial Electric & Gas Companies
  - 4. SC Office of Regulatory Staff
- D. Law Enforcement Group
  - 1. Sheriff's Office
  - 2. Municipal Police Departments
  - 3. SLED
  - 4. National Guard
- E. Resource Support Group
  - 1. County
  - 2. Municipalities
  - 3. State
  - 4. Federal
  - 5. Industry

6. Commercial Enterprises
7. Volunteers

F. Communications Group

1. County Communications
2. RACES Radio Operators
3. Warning Point Dispatch Operators
4. County Government/E.P.D. Radio Net
5. Sheriff's Radio Net
6. Fire/EMS Radio Net
7. E.O.C. Telephones

G. Planning and Information Group

1. Planning and Information Coordinator Chief
2. Planning and Information Coordinator Assistant Chief
3. EAS, WFBC-FM, Greenville, SC

V. **Execution**

As soon as a disaster is evident and recovery services are essential for the preservation of life and health, the Emergency Management Director will coordinate recovery operations from the County EOC.

A. Mass Care Group

1. The Mass Care Coordinator and officials of the Mass Care groups will meet in the County EOC and analyze the recovery situation and outline the actions to be undertaken.
2. Coordinate responsibilities for the handling of food, clothing, water, shelter, counseling, and other essential needs.
3. Identify the County Staging Area (CSA) that will receive and store relief supplies.
4. Designate a CSA Supervisor and the necessary personnel to supervise the distribution of supplies as follows:
  - a. Record keeping of incoming supplies
  - b. Sorting and distribution

- c. Vehicles for delivery of supplies
  - d. Loading and unloading personnel
  - e. Locate a forklift to use for unloading supplies
- 5. Request refrigerated van for ice and perishable food storage.
- 6. Request water buffaloes for emergency water supply as soon as a crisis is identified.
- 7. Identify local schools/churches, etc. that may be used as Points of Distribution (PODs).  
(See Appendix B)
- 8. Designate facilities to use as food serving centers if needed.
- 9. All donations of relief supplies are to be referred to the ESF-18 at the County EOC.
- 10. Arrange for computers to be set up to keep up with recovery supplies, needs, distribution, etc.
- 11. The Mass Care Group will have a representative in the County EOC during the initial stages of the operation. The Mass Care Coordinator will determine the duration.
- 12. The County Communications Officer in the EOC will supply communications.

**B. Public Works and Engineering Group**

- 1. The Public Works Coordinator and representatives of the various public works will meet in the County EOC and analyze the recovery and utility situation and outline the actions to be undertaken.
- 2. Designate areas of responsibility for road and highway clearance of trees and debris, road and bridge maintenance, debris pickup and removal, debris dump and burning sites, garbage disposal sites and waterway clearance.
- 3. Review additional resource needs.
- 4. Designate critical facilities and systems for priority restoration.

5. All recovery assistance requests for equipment and supplies are to be requested through the Public Works Coordinator in the County EOC.
6. The Public Works Group will meet each morning at 7:00 A.M. in the County EOC to review the situation.
7. Designate areas of responsibility for water, sewage, electrical and natural gas restoration.
8. Designate critical facilities for priority restoration.
9. Review additional resources needs.
10. Survey vital facilities listings for emergency power generators.
11. All recovery assistance requests for equipment and supplies are to be requested through the Recovery Coordinator in the County EOC.

C. Law Enforcement Group

The Law Enforcement Coordinator and representatives of the various law enforcement groups will meet in the County EOC at the beginning of the recovery operations to review the situation and outline the actions to be undertaken.

1. Identify areas that require security patrols.
2. Outline restricted areas and re-entry restrictions.
3. Requests for additional manpower will be made to the County EOC Recovery Coordinator. In turn, the requests are to be routed through the S.C. Emergency Management Division EOC. Any deviation from this procedure may delay assistance for additional resources.

D. Resource Support Group

1. The Resource Coordinator will organize his staff in the County EOC and coordinate the available county resources and requests for additional outside assistance.
2. Will coordinate commercial enterprises offering assistance to county government in its recovery.

3. At 7:00 A.M. each day, a status report on the resource situation will be submitted to the Disaster Recovery Coordinator.

E. Communications

1. The Communications Officer is to make every effort to correct any disruptions within the EOC communications system that may develop from a major occurrence.
2. Cellular phones are to be provided for the EOC Command Center when the existing local phone system has been disrupted due to a major occurrence or disaster.
3. Portable radios are to be provided to priority EOC support services that have not means of communicating with the EOC.
4. An extra rechargeable battery is to be supplied for all portable radios essential for emergency support of the EOC.
5. When a disaster appears imminent, arrangements are to be made with a commercial supplier for loan or lease of additional cellular telephones and portable radios for backup communications support.
6. At 7:00 A.M. each day of operations, Communications will supply communications status report to the Greenville County Emergency Management Director.

F. Planning and Information Group

1. Public Information Group Coordinator and his EOC staff are to issue directives to the general public as soon as information is available concerning the disaster situation and instructions for the safety and welfare of the general public.
2. Coordinate emergency directives for release to the general public from the various EOC emergency services, i.e. Law Enforcement, Emergency Welfare, E.M.S. and Hospital, Public Works, Public Service, DHEC, etc.
3. Coordinate with the State EOC Public Information Coordinator for directives from State government and FEMA.



4. Provide the local media and visiting media with current conditions as required to avoid the spread of rumors.
5. At 7:00 A.M. each day of operations, the P.I.O. Chief will supply a situation report of the previous day's releases and news media briefings.

## **VI. Hazard Mitigation Actions**

During all phases of disasters, all local government officials will undertake measures to reduce the threat of hazards.

Appendices D, E, and F to this Annex are checklists to be used by Greenville County's Mitigation Team for their annual review.

In conjunction with the annual review of Greenville County's Hazard Analysis, all local government officials and the Greenville County Hazard Mitigation Team will review mitigation measures accomplished and propose future mitigation measures. A copy of the review will be submitted annually to the Mitigation Officer, South Carolina Emergency Management Division.

The South Carolina Emergency Management Division, Office of the Adjutant General, in conjunction with other state agencies and local governments, will monitor mitigation measures applicable to specific categories of disasters.

## **VII. Administration and Logistics**

### **A. Administration**

1. Each municipality will have a representative to coordinate municipal operations with the county and to avoid duplication of effort and proper utilization of resources.
2. All State and Federal resource assistance requested by the County, the municipalities, and public service districts are to be requested through the EOC.
3. The County, municipalities and public service districts will each designate a Federal Applicant Agent to serve as the FEMA contact for disaster funding. Each group will be responsible for handling their own applications for FEMA funding. They are also responsible for maintaining all financial and verification records for recovery.

4. Donated funds that are not designated to a specific organization will go into the County Disaster Relief Fund. This fund will be supervised by the County Administrator and the County Finance Director.

B. Logistics

1. The Greenville County Disaster Recovery Group will use local resources to the fullest extent including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the State EOC.
2. Before purchasing any local emergency supplies, the County Purchasing Agent will coordinate with the Disaster Recovery Coordinator to avoid any unnecessary purchases and to assure that all county resources have been depleted.
3. Authorization of all disaster related purchase requests must come from the County Administrator.
4. This Annex will be reviewed and updated on an annual basis.

C. Hazard Mitigation Administration and Logistics

1. All required reports must be submitted on a timely basis by the Emergency Program Manager to county officials.
2. Greenville County's Hazard Analysis shall be reviewed annually and updated every five (5) years.
3. Mitigation Team members will be selected based on the vulnerability of Greenville County to natural hazards.
4. Mitigation team members will be appointed in accordance with county policy.

**VIII. Direction and Control**

- A. Recovery activities will be coordinated through the County EOC and controlled by the County Administrator and will support the EOC NIMS structure within the Planning Section when the EOC is activated.
- B. The County Emergency Operations Center is located at 206 South Main Street, Greenville, SC 29602.



## ***Annex 14 Appendix A – Damage Assessment***

***Greenville County, Public Works, Codes Enforcement, Building Safety; Greenville County Tax Assessor; County Auditor; Planning Commission; Real Estate Professionals; Utility Companies; Manufacturers; South Carolina Department of Transportation; Cooperative Extension Service, Clemson University; United States Department of Agriculture; Federal Emergency Management Agency; American Red Cross***

### **I. Introduction**

A disaster condition can vary from an isolated emergency affecting a single community, to a catastrophic event that affects all of Greenville County, including other areas of the State. An accurate and rapid assessment of the damage will help determine human needs as well as that required for the restoration of the infrastructure. A Damage Assessment program is essential in a disaster situation to evaluate the estimated cost of damages and/or loss to property and equipment. Damage Assessment provides the basis for the Governor of South Carolina.

### **II. Mission**

To provide a detailed appraisal of any damage sustained in Greenville County as a result of a disaster. To provide for the coordination and utilization of all Damage Assessment personnel in Greenville County during any disaster situation; and, further, to provide the basis for the Governor of South Carolina to proclaim an emergency or disaster and/or to request Federal assistance.

### **III. Concept of Operations**

- A. Damage Assessment activities will be coordinated and directed from the Greenville County Emergency Operations Center (EOC).
- B. The Damage Assessment Service will be activated at the request of the Emergency Management Director and will assemble at the County Public Works, Building Safety Office.
- C. The Greenville County Emergency Management Director will designate the areas to be surveyed, and establish priorities for the collection of damage data. The Director will maintain a ready file to be issued prior to their initial reconnaissance. The file will consist of maps, Standard Operating Procedures (SOPs), Damage Report Forms, and Identification cards.

- D. The Damage Assessment service will determine the type of destruction and the areas involved. Any additional assistance needed to collect the required data will be requested through the Greenville County EOC. Photographs and sketches will be used whenever practical to validate the written reports.
- E. The Damage Assessment service will coordinate their collection effort with representatives from the county utility companies.

#### IV. **Actions**

Damage Assessment functions during the three operational phases include, but are not limited to:

- A. Preparedness/Mitigation
  - 1. Develop procedures necessary to implement this Plan.
  - 2. Organize damage assessment teams.
  - 3. Identify potential problem areas.
  - 4. Update procedures, supporting guidelines, and this Annex as appropriate.
- B. Response
  - 1. Assign appropriate damage assessment teams to damage area.
  - 2. Consolidate damage assessment reports and information.
  - 3. Keep county executives briefed on damage assessment progress.
- C. Recovery
  - 1. Determine anticipated length and extent of operations post-disaster and provide a stand-down plan to the County EOC.
  - 2. Organize all reports, videos, photographs, and other documents for the after-action report and County, State, or FEMA use.
  - 3. Track and summarize all personnel hours, materials, and equipment used on the activity reports and for future documentation for Federal reimbursement if applicable.

**V. Administration and Logistics**

**A. Administration**

1. Initial Damage Assessment reports will be made to the Greenville County Emergency Management Office within twenty-four (24) hours after the disaster occurs.
2. An estimate of expenditure and obligated expenditures will be submitted twenty-four (24) to forty-eight (48) hours after the disaster, when a Presidential Declaration is requested.
3. Additional reports will be required ten (10) days to eighteen (18) months after the disaster, depending on the type and magnitude of the disaster.

**B. Logistics**

1. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission.
2. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through the County EOC.

**VI. Direction and Control**

- A. Damage Assessment activities will be coordinated from the County EOC, under the control of the Chief of the Damage Assessment Service and support the EOC NIMS structure within the Planning Section when the EOC is activated.
- B. The County EOC is located in the basement Greenville City Hall, 206 S. Main Street, Greenville, SC.
- C. Damage assessment operations will be directed over the Greenville County emergency radio net (insofar as practical) and telephones.

## ***Annex 15 – Public Information***

***Primary: Greenville County Public Information Officer; Greenville County Emergency Management***

***Support: Local Municipal Public Information Officers; Agency Public Information Officers***

### **I. Introduction**

In all disaster situations that Greenville County is subject to, whether natural or man-made, the public information function is basically the same as that which is performed routinely except that problems may be multiplied and more complex. All information received before, during, and after a disaster must be compiled, evaluated, and disseminated with the intent that the community survive and recover from that disaster. During response to a disaster affecting the citizens of Greenville County the collection and dissemination of essential information is critical. Accurate information regarding the situation will facilitate the effectiveness of the overall response and recovery of the disaster operations. ESF-15 will be in charge of collecting and disseminating information.

### **II. Mission**

The mission of the Public Information Emergency Support Function is to contribute to the well-being of the community following a disaster or severe emergency by ensuring the dissemination of information that:

- Is timely, accurate, consistent and easy to understand;
- Explains what people can expect from their government
- Demonstrates clearly that federal, state, local governments and voluntary agencies are working together to provide the services needed to rebuild communities and restore lives.

By receiving, evaluating, preparing, and disseminating official emergency information, instructions and directions to the population of Greenville County prior to, during and after a disaster or severe emergency situation through coordination with the South Carolina Emergency Management Division's Public Information ESF-15.

### **III. Concept of Operations**

- A. On behalf of the Greenville County Administrator and the Council Chair, the Public Information Officer (PIO) is responsible for the timely preparation and dissemination of official information to the public prior to, during, and after a disaster. The Public Information Officer will coordinate with the news media and public information personnel of municipal, district, and state governments.
- B. Official emergency information will be released from the County Emergency Operations Center (EOC) through the Joint Information Center (JIC) to all appropriate news media.
- C. Municipal and fire district EOC Coordinators will coordinate with the JIC in the sharing of information.
- D. All public information releases containing an official statement from the county government shall display a generic Emergency Management logo and carry as a final paragraph the sentence: "This is an official notice to the public from the Greenville County Emergency Management."
- E. For disaster information, radio stations WFBC - 93.7 FM is designated as the official Emergency Alert System station for Greenville County.
- F. Public Information operations will be controlled from the County EOC, JIC, and/or the Incident Command Post (ICP).
- G. ESF-15 will perform the following functions:
  - 1. Information Processing: Collect and process essential elements of information from county governments, municipalities, ESFs, and other sources; disseminate information for use by the Operations Section and provide input for reports and briefings. As a minimum, the following information is required:
    - a. Deaths.
    - b. Injuries.
    - c. Missing persons.
    - d. Boundaries of the disaster area and designation of an area of operations.
    - e. Political boundaries.
    - f. Infrastructure status (transportation, communications, energy, and medical).
    - g. Hazard-specific information.



- h. Weather data.
  - i. Activated emergency management facilities.
  - j. Shelter and mass care information.
  - k. Immediate life threatening needs.
  - l. Fires reported in impacted area.
  - m. Lists of non-state resources operating within state boundaries.
  - n. Re-entry.
- 2. Notify all ESF-15 supporting agencies upon activation.
- 3. Assign duties to support agency personnel and provide training as required.
- 4. Coordinate JIC efforts in collecting, processing, reporting and displaying essential information to include development of the Situation Report (SITREP).
- 5. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.

#### **IV. ESF Actions**

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

##### **A. Preparedness/Mitigation**

- 1. The PIO identifies emergency staff and confirms their availability.
- 2. The PIO prepares and releases Preparedness and Mitigation information to the media in coordination with the Emergency Management Director.
- 3. The PIO compiles pre-recorded tapes and other prepared material for disaster preparations, including all Greenville County Emergency Public Information (EPI).
- 4. Develop procedures for addressing rumor control.
- 5. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.

6. Plan for support of the JIC, mobilization sites, staging areas, and information distribution points will follow the FEMA *Public Affairs Field Guide*.
7. Train support agencies on roles and responsibilities.
8. Participate in state exercises and conduct, at least annually, an ESF-15 exercise to validate this annex and supporting Standard Operating Procedures (SOPs).
9. Update procedures, supporting guidelines, and this Annex as appropriate.

B. Response

1. On notice from county government, PIO assembles emergency information staff at the Carolina First Center as the primary JIC or designates an alternative JIC location as needed.
2. PIO briefs information staff on the situation.
3. At appropriate time, PIO Information Staff prepares and disseminates public information announcements in coordination with the Emergency Management Director.
4. When appropriate, PIO utilizes prepared material and templates.
5. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.

C. Recovery

1. Continue information gathering and processing.
2. Collect and process information concerning recovery activities to include anticipating types of recovery information the County and State EOC and other government agencies will require.

V. **Administration and Logistics**

A. Administration

1. As soon as activated, the PIO will begin keeping the head of county and area governments informed of significant information received from any sources.
2. After Action Report - As soon as practical following termination of any emergency in which Emergency Management forces are employed, the Coordinator of this Annex will submit to the Emergency Management Director a report covering significant information activities which occurred during the disaster.

B. Logistics

Supplies, transportation, and equipment specific to the information service agencies will be fully utilized. Such additional supplies and transportation as may be needed will be requested through the County EOC. Specific supplies and pre-formatted release will be pre-staged and stored at the primary JIC.

**VI. Direction and Control**

- A. ESF-15 activities and operations will be coordinated from the County EOC.
- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC.
- C. An incident JIC shall be established and its location announced to the ICP, EOC, and news media.
- D. Public information activities will utilize conventional means of communication to maximum extent available. The Communications Service (ESF-2) provides alternate communications between EOC and communities.

**VII. Local, State, and Federal Interface**

Annex 15 will coordinate with the State Annex 15, or ESF-15 – Public Information, which will coordinate with Federal ESF-15 to obtain federal assistance as required. Agencies should develop their internal SOPs in conjunction with these guidelines. The Greenville County Public Information Officer should be kept apprised of any anticipated communications needs, or major changes in agency personnel status.

## ***Annex 16 - Evacuation***

***Primary: Greenville County Sheriff***

***Support: Local Law Enforcement; Greenville County Schools; Greenville County Department of Social Services***

### **I. Introduction**

- 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 county's road network. Therefore, a major evacuation of personnel must be initiated as soon as feasible with direction and control and coordination with all appropriate departments/agencies conducted through the County Emergency Operations Center (EOC).
- B. There are several emergency situations that may require an evacuation of part or the entire county. Small-scale localized evacuations may be needed as a result of flood, hazardous material accident, and fire or transportation accident. Mass evacuation could be required in the event of a dam failure, earthquake, or Weapons of Mass Destruction Incidents.
- C. It is assumed that the public will receive and understand official information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so. If necessary, local authorities will carry out mandatory evacuation.
- D. Only the Governor can "direct and compel" an evacuation. However, a local governing body (municipal or county) can "recommend" an evacuation as opposed to "ordering" an evacuation.
- E. Authorized fire authority representatives having jurisdiction have the power to direct evacuation of hazardous areas in performance of their duty.

### **II. Mission**

To provide for an orderly and coordinated evacuation of the population should it be necessitated by the threat of a natural, technological, or man-made disaster. To establish responsibility, policy and procedure to evacuate all or part of the population from any stricken or threatened disaster area within the County to locations providing relative safety and shelter.

### III. **Concept of Operations**

- A. Direction and control of the function of evacuation is exercised initially by the chief executive of local government through the County EOC.
- B. If deemed necessary, the Governor may order evacuation of selected areas, regardless of the action taken or contemplated by local officials. If such a decision is made, he orders implementation of the S.C. Emergency Operations Plan to augment local emergency operations.

### IV. **Actions**

Evacuation functions during the three operational phases include, but are not limited to:

- A. Preparedness/Mitigation
  - 1. Sheriff's Office
    - a. Identifies evacuation routes.
    - b. Identifies traffic control points.
    - c. Identify potential impediments to evacuation, plan alternate/contingency routes to avoid impediments, and report actual impediments to the County EOC for removal.
    - d. Develop procedures to permit/deny access to evacuated areas.
  - 2. Department of Social Services
    - a. Plans for Mass Care Services.
    - b. Coordinates in identifying emergency shelter.
  - 3. Greenville County Schools
    - a. Plans for supporting Mass Care Services.
    - b. Plans for providing mass transportation.
- B. Response

1. Greenville County Sheriff's Office
    - a. Staffs traffic control points.
    - b. Coordinates law enforcement activities.
    - c. Provides security in evacuated area.
    - d. Coordinates with adjacent jurisdictions.
  2. Department of Social Services  
Coordinates Mass Care.
  3. Greenville County Schools
    - a. Supports Mass Care Services.
    - b. Provides mass transportation.
- C. Recovery
1. Greenville County Emergency Management  
Coordinates return of evacuees as required.
  2. Greenville County Sheriff's Office  
Coordinates Law Enforcement activities during return to normal activities.
  3. Department of Social Services  
Coordinates conclusion of provision of Mass Care Services.
  4. Greenville County Schools
    - a. Provides support to Mass care Services as required.
    - b. Provides mass transportation for return of evacuees as required.

**V. Administration and Logistics**

Administration and Logistics to support this annex will be in accordance with the Basic Plan.

**VI. Direction and Control**

Direction and Control of evacuation operations will be through the County EOC and support the EOC NIMS structure within the Emergency Response Branch of the Operations Section when the EOC is activated or authorized Forward Command Post.

## ***Annex 17 – Animal Emergency Response***

### ***Primary: Greenville County Animal Control***

***Support: County of Greenville, Codes Enforcement, Greenville Humane Society; South Carolina Department of Natural Resources; Clemson University Livestock-Poultry Health; Clemson University Cooperative Extension Service; Greenville County Large Animal Vet Liaison Officer; Greenville County Small Animal Vet Liaison Officer.***

#### **I. Introduction**

- A. Natural disasters, as well as man-made disasters, may negatively impact the various animal industries/pet populations. Naturally introduced or intentionally introduced (bioterrorist) disease may threaten the animal industry, or zoonotic disease may threaten public health as well as animal health.
- B. Efficient response and recovery efforts assure rapid return to economic soundness of the livestock/pet industry, public health protection, as well as the benefit of the human-animal bond of pets in the human recovery process following a disaster.

#### **II. Mission**

To provide public information enabling the majority of animal owners to develop and carry out their own individual emergency response plan under most circumstances. To develop back-up support service at a local level to assist animal owners when necessary in protecting and caring for their animals during and after disaster. To assure veterinary medical care at all levels (local, state, national) as necessary to protect the animal industry and public health. To develop plans dealing with the threat of bioterrorist attack consistent with overall efforts of homeland defense. To coordinate animal related data during and after emergency response.

#### **III. Concept of Operations**

- A. Greenville County Animal Control Office is responsible for the coordination of all ESF-17 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining ESF-17 Standard Operating Procedures (SOPs). All ESF-17 supporting agencies will assist the Greenville County Animal Control Office in the planning and execution of the above.
- B. Under the general coordination of the Greenville County Animal Control Office, appropriate agencies/groups will provide assistance to animal owners throughout



the county in order to provide maximum safety, medical care and to assist in public health protection for the county.

- C. Develop strategies to respond to a possible emergency.
- D. As the primary coordinating agency, ESF-17 will gather information from support agencies and other animal related organizations throughout the county concerning their level of preparedness, and level of risk in the face of various emergencies. With appropriate feedback from local and county representatives, ESF-17 will compile a status report, which will be provided to the County Emergency Operations Center and the represented organizations/ agencies of ESF-17.
- E. The Greenville County Animal Control Office, in partnership with the Clemson University Livestock-Poultry Health (CULPH), South Carolina Association of Veterinarians (SCAV) and the SC Animal Care and Control Association (SCACCA), will coordinate pet evacuation, sheltering, rescue, medical care and disposition. The Greenville County Animal Control Office will ensure that CULPH has developed memorandums of understanding (MOUs) with both the above associations and any other appropriate organizations.
- F. The Greenville County Animal Control Office, in coordination with CULPH, Clemson University Cooperative Extension Services (CUCES), and the SC Department of Agriculture, will oversee equine, livestock and poultry emergency response. The Greenville County Animal Control Office will ensure that CULPH has developed MOUs with appropriate livestock related organizations such as the South Carolina Horsemen's Council, the SC Cattlemen's Association, etc.
- G. CULPH, in coordination with SC Department of Agriculture and SC Department of Health and Environmental Control (DHEC) will oversee public health and zoonotic disease issues.
- H. The Greenville County Animal Control Office delegates the coordination of native wildlife emergency response to the SC Department of Natural Resources.
- I. The Greenville County Animal Control Office, in coordination with appropriate support agencies, will provide limited assistance, if available, to exotic animal owners in case of emergency. Exotic animal owners are urged to maintain full preparation and response capabilities, as specialty facilities for their animals may not be available through the Greenville County Animal Control Office and regular support channels.

- J. The County EOC will be the point of contact for all requests for animal related assistance. CULPH and CUCES personnel will staff the Animal Emergency Response support function in the County EOC.
- K. The Greenville County VOAD will manage donated materials in accordance with Annex 18, Donated Goods, Greenville County Emergency Operations Plan.
- L. All agencies are encouraged to maintain their own emergency funds for basic emergency preparedness. In the event of a major disaster, Clemson University Foundation will manage a central state emergency fund for donated monies, to be managed by Clemson representatives under the guidance of an advisory board made up of selected representatives from SCACCA, SCAV, CULPH, CUCES, and the South Carolina Horsemen's Council (SCHC).

#### IV. **Actions**

Damage Assessment functions during the three operational phases include, but are not limited to:

- A. Preparedness
  - 1. Develop a training program for county animal emergency personnel and other interested persons.
  - 2. Develops and maintains a database of county animal emergency plans and a list of all county animal emergency personnel.
  - 3. Develop, maintain and regularly update lists of animal shelters and confinement areas for Greenville County, (including shelter for exotic or zoo animals). The database will include personnel and resource information.
  - 4. Develops and maintains a database of medical and non-medical volunteers and agencies that will provide care assistance. This will include information on the type of service being offered, number of volunteers, resources available, contact person with telephone numbers and logistical abilities of each. As part of this effort, maintains list of area large animal emergency rescue teams.
  - 5. Coordinate with ESF-18 for animal related donated goods.
  - 6. Participate in county exercises and conduct, at least annually, an ESF-17 exercise to validate this annex and supporting SOPs.

B. Response

1. Track the activities of animal shelter facilities and confinement areas identified before, during, and after the disaster.
2. Provide assistance in the following areas pertaining to animal emergency care:
  - a. Coordinate additional animal sheltering and stabling for both large and small animals.
  - b. Coordinate rescue and transport to shelter.
  - c. Coordinate Veterinarian Medical Assistance Team (VMAT) assistance.
  - d. Organize triage and follow-up medical care.
  - e. Coordinate public information.
  - f. Organize lost/found data and publicize to achieve animal/owner reunion.
  - g. Organize and manage animal response donations in coordination with ESF-18.
3. Provide for inspection and assessment of food animal production facilities and products storage through SC Meat and Poultry Inspection and related food protection units in order to protect public health.
4. Provide consultation and coordinate response on animal issues which impact public or animal health (disease outbreak, bioterrorist attack, waste, and carcass disposal); take reasonable measures to protect animals under emergency care from disease and injury.
5. Provide ESF-5, with summarized information on the location and availability of shelter space, food, and water for animals.
6. Coordinate with ESF-7, regarding storage sites and staging areas for animal food and medical supplies.

C. Recovery

1. Continue response activities, as required.
2. Coordinate the assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
3. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
4. Assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
5. ESF-17, with support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.
6. Coordinate with ESF-1, ESF-3, and ESF-8 for the removal and proper disposal of animal waste and dead animals.
7. ESF-17, with support agencies, will provide a reasonable level of assistance and care for livestock and animals impacted by disaster.
8. Ensure ESF-17 team members or their agencies maintain appropriate records of costs incurred during the event.
9. Ensure donated goods are handled through ESF-18 with appropriate guidance from ESF-17.
10. Coordinate animal depopulation operations including support of other ESFs, including ESF-13.

**V. Administration and Logistics**

All requests for emergency animal assistance will be coordinated through the County EOC to ESF-17. After action reports will be submitted by the Greenville County Animal Control Office and will contain appropriate data on animal services rendered.

**VI. Direction and Control**

- A. Animal emergency rescue activities and operations will be controlled from the County EOC and support the EOC NIMS structure within the Planning Section when the EOC is activated.

- B. The County EOC will be located in the basement of City Hall, 206 S. Main Street, Greenville, SC.
- C. All activities concerning animal emergencies will be coordinated through the Greenville County Animal Control Office.

**VII. Local, State, and Federal Interface**

Annex 17 will coordinate with the State Annex 17, or ESF-17 – Animal Emergency Response. Agencies should develop their internal SOPs in conjunction with these guidelines.

***Annex 18 – Donated Goods and Volunteer Services***

***Primary: Greenville County Voluntary Organizations Active in Disaster (VOAD)***

***Support: Greenville County Salvation Army; Upstate South Carolina Chapter of the American Red Cross***

**I. 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.

**II. Mission**

To facilitate the delivery of donated goods and volunteer services to support relief efforts in disaster areas.

**III. Concept of Operations**

- A. The Greenville County VOAD is responsible for the coordination of all ESF-18 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-18 Standard Operating Procedures (SOP). All ESF-18 supporting agencies will assist the Greenville County VOAD, in the planning and execution of the above.
- B. ESF-18 will not be activated in every event, rather only in response to verifiable need within the impacted area.
- C. ESF-18 will coordinate with all supporting and other appropriate departments/agencies and organizations for operational readiness in time of emergency.

- D. In coordination with and in support of the Salvation Army and the American Red Cross and if necessary, the State Assessment Team (SAT), ESF-18 will assess the situation, and in coordination with local emergency management officials, develop strategies to respond.
- E. Offers of donated goods and volunteer services will be handled by the Greenville County VOAD. Individuals will be encouraged to donate cash to local organizations of their choice. Under certain circumstances donated goods and volunteer services may not be accepted.

#### IV. **ESF Actions**

##### A. Preparedness

1. Coordinate with voluntary organizations or other relief organizations as necessary to maintain a listing of available support services and capabilities.
2. Maintain a SOP and coordinate support for implementation of donated goods and volunteer services including developing agreements with volunteer organizations
3. Coordinate with General Services Division to identify prospective staging area warehouses available for lease before an event occurs.
4. Train and exercise volunteer organization personnel.
5. Develop procedures to certify and maintain a list of local relief agencies, areas, districts, municipalities, etc. to request available support.
6. Participate in county exercises. Conduct, at least annually, an ESF-18 exercise to validate this annex and supporting SOPs.

##### 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 Operations Center (EOC).
2. Coordinate with ESF-7 after activation of the County EOC to identify prospective staging area warehouses available for lease.

3. Coordinate delivery of donated goods and volunteer services to the victims; maintain records of services being provided, the location of operations and requirements for support.
4. Coordinate with State ESF-18 for the transportation and delivery of donated goods from the Adventist Community Services (ACS) warehouse or Harvest Hope to a local reception center.
5. Ensure maintenance of accurate records of expenditures for County incurred expenses related to the delivery of services during emergency operations.
6. Determine distribution points (designated locations normally in the impact area) at which resources will be turned over from the State Assets to County authorities for distribution.

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 EOC Director to determine appropriate distribution of remaining donated goods to County Agencies and/or volunteer groups.
5. Assess unmet needs at the local level in providing resources and volunteers to meet those needs from available volunteer organizations.
6. Coordinate for the licensing requirements for volunteers.
7. Maintain liaison with County EOC.

V. **Administration and Logistics**

1. Reports will be consolidated and submitted to the Emergency Management Division for analysis and distribution. ESF-18 Coordinator shall develop procedures



to certify and maintain a list of local relief agencies, areas, districts, municipalities, etc. to request available support.

2. ESF-18 shall be responsible for coordinating support for implementation of donated goods and volunteer services including developing agreements with volunteer organizations.
3. Distribution points are designated locations normally in the impact area at which resources will be turned over to County authorities for distribution. State assets may be used to augment distribution point operations.

#### **VI. Direction and Control**

All activities concerning donated goods and volunteer services will be coordinated by the Greenville County VOAD and support the EOC NIMS structure within the Logistics Section when the EOC is activated.

#### **VII. Local and State Interface**

ESF-18 will coordinate with the State Annex 18, or ESF-18 – Donated Goods and Volunteer Services. An ESF-18 is not provided in the Federal Interface, although many functions are similar to ESF-6, Mass Care. Agencies should develop their internal SOPs in conjunction with these guidelines. Also, the National Voluntary Organizations Active in Disasters [NVOAD] may provide additional supporting agencies not previously addressed. The Greenville County Emergency Management should be provided with a list of volunteers and a list of services offered by the Salvation Army and the American Red Cross.

Annex 18 Appendix A – Donated Resources Management System

**I. Purpose**

A disaster incident creates a need to coordinate donations of goods and volunteer services. When such an incident occurs, a cooperative effort by Federal, State and local government, private organizations, the private sector and the donor community have to unite for the successful management of unsolicited non-designated donations. This plan outlines the system for managing the onslaught of donated goods.

**II. Concept of Operations**

**A. Regional Interception Points (RIP's)**

The function of the RIP's will be to intercept incoming vehicle traffic at designated South Carolina Welcome Centers and Weight Stations, determine contents of donated resources and direct vehicles to appropriate destinations. Appropriate destinations will be to Resource Staging Areas (RSA's) if the vehicle does not have an assigned destination. Vehicles with assigned destinations will be directed to that destination and will be provided with maps and directions to expedite the transportation of resources to affected areas.

**B. Resource Staging Areas (RSA's)**

Locations of RSA's will be determined by the Budget and Control Board (BCB) and located approximate to, but not in, the disaster area. The RSA's will be responsible for receiving, sorting, warehousing, and distributing donated resources to County Reception Points (CRP's) for local distribution to disaster victims.

**C. County Reception Point (CRP's)**

Facility in the disaster area that receives and stores designated goods such as food, water, clothes, building supplies and other specific goods and resources. The CRP's will be responsible for sorting and warehousing donated resources for undetermined time periods and will distribute those resources to point of distribution (PODs).

**D. Points of Distribution (PODs)**

Schools, local churches, Community Centers, etc. within the disaster area will serve as Points of Distribution (POD's) providing donated goods directly to disaster victims.

E. Donations Management Center (DMC)

The County EOC is the Donations Management Center (DMC) for the processing of donated goods and resources for the County in a disaster. A data processing system will be established to provide inventory control, tracking of incoming resources and identification of needs and depleted goods needed by the County Reception Point (CRP's) The Donations Management Center (DMC) will establish a county disaster relief fund for monetary donations received but not designated to a specific organization.

F. Disaster Recovery Center (DRC)

The function of the Disaster Recovery Center (DRC) is to provide a bank of telephones for citizens to use to call Federal Emergency Management Agency representatives to discuss Financial Aid. The DRC will function only after a Presidential Declaration.

**III. Roles and Responsibilities**

A. Recovery Coordinator

The Emergency Management Coordinator is responsible for activating the County Donated Resources System when it is determined that a disaster creates a need to coordinate the donations of goods. The Recovery Coordinator, with the assistance from the Donated Resources Group, will establish a Local Reception Center (LRC).

B. Donated Resources Coordinator

The Greenville County VOAD Director is the designated Donated Resources Coordinator and is responsible for coordinating the data processing system to provide for the tracking of incoming resources, inventory control, and identification of needs and items essential for disaster victims. The Donated Resources Coordinator is the central clearinghouse for all donated resources, incoming and outgoing and is responsible for the transportation of donated goods to distribution points.

C. Staging Area Coordinators

The Department of Social Services, American Red Cross and Salvation Army will assist the Donated Resource Coordinator at the County Staging Area (CSA) with the inventory of incoming donated goods and the distribution of donated goods to Points of Distribution (PODs). Staff for the LRC is to be requested through the Volunteer Assistance Coordinator.

All requests for depleted goods are to be requested through the Donated Resources Coordinator in the County EOC.

D. Distribution Points Coordinators

The Donated Resources Group will be responsible for the distribution of goods and supplies to disaster victims. Distribution Points will be established in the affected area. Additional staff assistance can be requested from the Volunteer Assistance Coordinator.

E. Volunteer Assistance Coordinator

The Director of the Greenville County Chapter of the American Red Cross will establish a network that will utilize volunteer personnel and organizations to assist in the operational functions that are essential to the Donated Resources Management System.

F. Donated Funds Coordinator

The County Finance Director is the coordinator for cash contributions that are received for disaster relief. Cash contributions received but not designated to a specific organization will be deposited in a Disaster Donations Fund account. The County Administrator will appoint a Disaster Donations Fund Board of Directors to oversee the expenditures for disaster related needs and expenses.