

Florence County Emergency Operations Plan

BASIC PLAN

I. INTRODUCTION

A. General

It is the policy of Florence County government to be prepared for any emergency or disaster. Florence County government will establish policies and procedures to help minimize the loss of life, prevent damage to property, protect the environment and provide assistance to all people and institutions that are victims of disaster.

B. Specific

1. This Emergency Operations Plan (EOP), working within the framework of the National Incident Management System (NIMS) establishes policies and procedures, by which Florence County will coordinate emergency activities before, during and after a disaster.
2. This EOP will provide a framework for the effective delivery of emergency support to the citizens, guests and institutions of Florence County in the event of an emergency or a disaster.
3. This EOP assigns responsibilities for management and coordination of state and federal assistance during emergency operations and outlines specific duties and responsibilities of county government departments.
4. Implementation of this EOP will grant specific authority to the Florence County Emergency Management Department (EMD), to direct and compel actions of other county departments, which are beyond the normal authority of the EMD.

II. MISSION STATEMENT: In regard to emergency operations, Florence County government has 5 primary missions:

1. To take all actions possible to mitigate, prepare for and respond to the consequences of a disaster within the county.
2. To warn citizens of impending danger and inform them how they can protect themselves, their families and their property.
3. To assess the situation and determine prioritization of critical needs.
4. To manage the disaster situation and coordinate the utilization of county, state and federal resources in an effective and timely manner.

5. To coordinate the recovery of the county and the restoration of the community to a level better than it was prior to the disaster.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Geography and Demographics

Florence County is located in the northeastern coastal plain of South Carolina. The county covers approximately 800 square miles and its population, based on the 2010 Census, is 136,885; an 8.8% increase over the 2000 figure. This figure equates to a population density of 171.1 persons per square mile. Florence County is the 10th largest of South Carolina's 46 counties based on land mass and 11th largest based on population. The county has 58,666 housing units and the median income per household is \$40,487 with 18% of the population living below the poverty line.

Florence County is the regional hub within the 7 county Pee Dee area of the state for medical care, transportation, shopping and employment. Economic development studies indicate that almost 9,000 people commute into Florence County from the Pee Dee region to work each day. Florence County is currently ranked 7th of 46 counties in the state for gross retail sales. Therefore it is not uncommon for the population to swell to almost 160,000 during work hours or peak shopping periods.

Census demographic data indicates the county's population is 54.9% white, 41.3% black, 2.2% Hispanic, 1.2% Asian, 0.3% Native American and 0.1 % reporting other. One quarter of the population (24.6%) are under 18 years of age and 13.2% are over 65. Females make up 53% of the population. 27,430 persons, or 22% of the population, reported a disability on the 2000 census information.

Readers are referred to the following internet sites for additional information about the county's climate and geography, demographics, county government, departments and agencies, services, schools, industry and local municipalities.

- a. Florence County Government Website (www.florenceco.org)
- b. SC Association of Counties Website (www.sccounties.org)
- c. US Census Bureau Quick Facts
(<http://quickfacts.census.gov/qfd/states/45/45041.html>)

2. Hazards

Florence County is vulnerable to a wide spectrum of natural and man-made hazards, including hurricanes, earthquakes, flooding, severe storms, fires, industrial accidents, transportation accidents and acts of terrorism. These hazards pose a threat to both the citizens and infrastructure of the county. Based on the state hazard assessment, Florence

County consistently ranks among the 12 most vulnerable of the states 46 counties in almost every hazard category.

The specific hazards threatening Florence County and the county's vulnerable populations are discussed in depth, in the:

- a. Florence County Hazard Vulnerability Analysis (HVA), dated 1999
- b. Hazardous Materials and Weapons of Mass Destruction Incident Response Equipment and Capabilities Inventory, dated 1999
- c. Hazardous Materials Commodity Flow Study, dated 2000 & 2009
- d. City of Florence Hazard Mitigation Plan, dated 2000
- e. Natural Hazards Evaluation of Public Facilities (City of Florence Project IMPACT), dated 2001
- f. State of South Carolina Hazards Assessments, dated 2001, 2002 & 2008
- g. SC State Homeland Security Assessment & Strategy dated 2003, (Classified-Need to Know Only: Not for Public Release)
- h. Hazard Mitigation Report for Florence County, dated 2005
- i. Pee Dee Region Local Hazard Mitigation Plan, Summary of Hazards and Vulnerabilities, Florence County annex, dated 2007
- j. Florence County Comprehensive Plan 2008, with updates

B. Assumptions upon which this plan is based

1. Emergencies and disasters will occur in Florence County. These may occur with little or no warning and their duration might be short (several hours) or considerably longer (several months).
2. Smaller emergencies will occur more frequently than larger disasters.
3. Most emergencies will be handled locally, utilizing available resources.
4. When an emergency exceeds the county's capability to manage it, state resources will be available to provide assistance.
5. In the event of a catastrophic disaster, federal assistance will be available once a Presidential Declaration is made.
6. Organizations assigned responsibilities within this plan will be familiar with this plan and will execute their duties accordingly.

IV. CONCEPT OF OPERATIONS

A. Emergency Operations Center

1. Location

The Florence County Emergency Operations Center (EOC) is located in the Emergency Management Department Office (Room 109), Florence County Law Enforcement Complex, 6719 Friendfield Road, Effingham, SC 29541. In the event of a major disaster which is of a prolonged duration or one in which State or Federal staff members are deployed to Florence County, the EOC can be enlarged by expanding into the Sheriff's Office Training Room, located within the Law Enforcement Complex, and into the Emergency Management Annex, located at 1290 Justice Way, Effingham, SC 29541.

2. Activation Options. In the event the EOC needs to be opened, several options are available. As all emergencies do not require full activation of the EOC, lesser levels of activation have been developed. In some instances the EOC activation process might step from one level to another, while other situations might require immediate Full Activation.

- a. **Partial Activation** will occur during small-scale events requiring minimal resources and personnel. During Partial Activation, only EPD personnel will staff the EOC. Hours of EOC operation during Partial Activation will be determined by the EM Director, based on the given situation, but will not be continuous (24-hour). If the Mobile Communications and Command Trailer are taken to an emergency scene for the use of the IC, the County EOC will be considered to be at Partial Activation at a minimum.
- b. **Limited Activation** is for larger events, but still not requiring full activation of the EOC. The EM Director will determine which ESF's are needed in the EOC and the hours of operation. Operational EOC hours may be continuous (24-hour). The key difference between Partial and Limited Activation is the presence of ESF staff, in addition to EPD personnel, working in the EOC during a Limited Activation.
- c. **Full Activation** occurs when the EOC is fully manned and operating 24-hours a day. This will occur during major emergencies and disasters and will be the priority activity in the county when activated.

3. Deactivation Options: Once the emergency or disaster necessitating the EOC activation is over, the EM Director will determine the means of deactivating the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition back to normal operations. When a transition is required, the EM Director will deactivate the EOC by stepping down to progressively lower levels of activation (IE: Full to Limited to Partial to "closed").

Regardless of the deactivation method used, a key consideration is the requirement to replenish supplies and equipment necessary for reactivation and operation of the EOC. Until this action is completed the EOC can not be considered “closed”.

B. OPCONs

To maximize any advance warning of impending disaster and to allow for a phased approach to EOC activation and deactivation, Florence County has established a system of Operating Condition (OPCON) Levels. These OPCONs increase or decrease the county’s state of readiness on a scale from 5 (normal day to day operations) to 1 (highest state of readiness or response). Each OPCON level is declared when a pre-determined set of criteria has been met. The Florence County EM Director has the authority to designate an OPCON level, based on the situation at any given time, regardless of the criteria outlined below.

OPCON	LEVEL OF READINESS
5	Normal day-to-day operations.
4	Possibility of an emergency or disaster situation which <u>could threaten</u> Florence County. During this OPCON the EOC, if activated, will be operational under a Partial Activation. Events which could “trigger” this OPCON level are: -Severe Weather/Flood Watch or Warning issued by the NWS -“Alert 2” issued by Florence Regional Airport -Notification of an “Alert” at HB Robinson Nuclear Plant -Arrival of gale force winds (34 MPH) on coast within 48 hours -Notification of increased FBI/Homeland Security Threat Levels
3	Disaster or emergency situation is <u>likely</u> . Activation of the EOC and implementation of the EOP is required. Depending on the situation the EOC may be activated at the Partial or Limited level. Events which could “trigger” this OPCON are: -Governor declares a state of emergency at HB Robinson -“Alert 3” issued by Florence Regional Airport -Arrival of gale force winds on coast within 36 hours -Notification of increased FBI/Homeland Security Threat Levels
2	Disaster or emergency situation is <u>imminent</u> . Highest level of preparedness. Generally Full Activation of the EOC required. Events which could “trigger” this OPCON are: -“Site Area Emergency” declared at HB Robinson - Arrival of gale force winds on the coast within 24 hours

- 1 Disaster or emergency situation is occurring. Emergency response activities are on going.

These OPCONs were developed in conjunction with the SC Emergency Management Division (SC EMD) and with neighboring counties. During disaster events that affect more than one county or cross county boundaries, Florence County will attempt to coordinate its OPCON level with affected adjoining counties and with SC EMD. Florence County does maintain the right to declare and operate at a higher or lower OPCON level than SCEMD or neighboring counties if, in the belief of the EM Director, it is in the best interest of the county to do so.

Florence County is a part of the SC Northern Coastal Hurricane Conglomerate and during hurricane events will attempt to mirror the OPCON level implemented by Horry County, the conglomerate's lead county and not necessarily the neighboring counties or state.

C. State and Federal Operational Support

1. In the event of a disaster or emergency, additional operational support for Florence County will be coordinated through the State Emergency Operations Center (SEOC) in West Columbia, S.C. In the event that the requirements exceed the state's capabilities, the SEOC will be responsible to coordinate with other states or the federal government to acquire the needed support.
2. Once the Florence County EOC has become operational, individual ESF's operating within the EOC are encouraged to coordinate directly with their SEOC counterpart. Initial requests for resources must still be processed through the EOC Manager, but follow-up coordination and information exchange can be handled directly.

D. Daily Situation Reports

Every day that the EOC is opened, a daily Situation Report, or SITREP, will be produced. See Appendix D (SITREP) to Annex 5 (Information and Planning) for format. This report will cover all activities that have occurred the previous 24 hours. It will have a cut-off time of 12:00 noon. As the situation changes, interim updates will be produced every 12 hours, listing only those items that have changed since the last report.

1. The SITREPs will be prepared by the EOC Manager and approved by the EM Director. Once approved, it will be distributed to agencies within the EOC, the SEOC and other interested parties. SITREPS will be posted on the county Website by the PIO.
2. The approved SITREP will be sent to the SEOC by 1:00 p.m. daily. The SITREP can be sent by WebEOC, e-mail or FAX to the SEOC.

E. Briefing Schedule

1. Once the EOC has been activated, the EOC Manager will conduct an “Activation Briefing”. This will detail the situation and provide guidance to the EOC staff on the priority issues. This briefing will occur as soon as the EOC is appropriately staffed.
2. While the EOC is operational, the EOC Manager will conduct two “Operational Briefings” daily. These will occur at 1000 (10:00 a.m.) and 2200 (10:00 p.m.) unless otherwise announced. As a part of the briefing, all ESF’s will be expected to give a brief description of their priority issues and any unresolved concerns they have. Briefing Agenda is outlined in Appendix C (EOC Briefings) to Annex 5 (Information and Planning).
3. In the event of a special situation or development, the EOC Manager may conduct update briefings between the regularly scheduled briefings.
4. “Shift Change” briefings will be conducted in accordance with Appendix C (EOC Briefings) to Annex 5 (Information and Planning).

F. EOC Operations

Florence County operates under the National Incident Management System (NIMS). When activated, the EOC will normally function as an Emergency Operations Center but may, under special circumstances, function as a Multi-Agency Coordination Entity. All personnel who work within the EOC will be trained on the principles of NIMS and ICS (IAW published NIMS training guidelines) and will integrate those principles into all planning and response operations.

G. Field Operations

1. Small emergencies may be dealt with at the scene, without opening the EOC. If the situation involves multiple Florence County response agencies or if the event involves a Hazardous Material, then the situation will be managed utilizing the Incident Command System (ICS). The standard ICS to be used is contained in the Florence County Fire Chief’s ICS Guidebook, as well as, in Appendix F (ERT Response Plan) to Annex 25 (Hazard Specific) of this EOP.
2. In the event of a small-scale emergency, the Mobile Communications and Command Trailer may be sent to the scene. If the Mobile Communications and Command Trailer is dispatched, it will serve as the Incident Commander’s (IC) Headquarters and the Incident Command Staff will work from it.
3. During a small event which does not require the use of the Mobile Communications and Command Trailer the EM Director and/or Emergency Coordinator may deploy to the scene to provide support, assistance or coordination for the IC. The EM Director and/or Emergency Coordinator will not serve as the IC.

V. DISASTER INTELLIGENCE COMMUNICATIONS

Disaster intelligence and communications includes all emergency and disaster information and reports; surveillance of threatening conditions; 24-hour radio communications; and operation of the Emergency Alert System.

A. Central Dispatch

The Florence County Central Dispatch serves as the County Communications Center, E911 Center, and Primary Warning Point for all incidents. Central Dispatch is located at the Florence County Law Enforcement Complex, 6719 Friendfield Road, Effingham, SC, 29541.

Specific procedures and guidance on how and when Central Dispatch will warn county first response organizations and county staff is contained in the Central Dispatch SOG located within the warning point and referenced in Appendix A (Central Dispatch SOG) to ESF 2 (Communication) of this EOP.

B. Other

1. The National Weather Service, Wilmington, NC forecast office, is responsible for issuing Watches and Warnings for Florence County based on severe weather situations. When severe weather watches and warnings are issued, Central Dispatch will transmit this information to county employees who are in the field by radio text message or pager. Procedures outlining transmission of this information are contained in Central Dispatch SOG.
2. The local media is our primary means of disseminating emergency information to the public. The Florence County PIO is responsible for coordinating the dissemination of this information to all media outlets serving Florence County and the surrounding area. When the EOC is not activated or when the County PIO is not available the EM Director or Emergency Coordinator will assume this role.
3. Emergency Alert System (EAS) is a system designed to provide immediate information to the public regarding emergency situations. The EAS is a joint effort with the broadcasters, the National Weather Service and emergency management officials. For fast developing events when the EOC is not activated, the EM Director is the lead for EAS activation. The Florence County PIO is the county's primary representative in this effort when the EOC is staffed and activated. If the PIO is not available, the Communications Manager or EM Director can activate the EAS. Specific procedures for activation of EAS are contained in The SC EAS Plan and discussed in ESF 15 (page 15-2, Section II.B).
4. The South Carolina REACH System, an area alerting telephone call down program, housed at and operated by the SEOC, will be utilized to warn and inform the county's citizens when appropriate. REACH uses GIS map data and commercial phone records to transmit a message to homes, businesses, churches and schools located within a

specifically identified geographic area. Operational instructions are contained in Appendix C (ReachSC) to ESF-2 (Communications) to this EOP.

5. The county maintains additional means of obtaining weather related emergency information within the EOC. These sources include five (5) county owned, Internet accessible, weather stations located across the county; National Weather Service weather alert radios; the Weather Channel via Cable TV; and various commercial radio and TV stations.

VI. EVACUATION AND SHELTERS

A. General

Evacuation is the controlled movement and relocation of people and property due to a threat or actual occurrence of a disaster or act of aggression. Small scale or localized evacuations may be handled using only local resources. Large-scale movements of people and property will require assistance from the state. Florence County EMD will be responsible for monitoring conditions that have the potential to require evacuation of any area of Florence County. In the event an evacuation is ordered by any individual having such authority within the county EMD will inform the general public (see ESF 15, Public Information and Section VIII, Public Information of the Basic Plan). EMD will be responsible to coordinate with the state and adjacent jurisdictions if needed during an evacuation. EMD will also provide assistance in notification of special needs populations as well as the evacuation of these populations from the affected area (see ESF 1, Transportation).

All sheltering in Florence County is conducted under the direction and control of the American Red Cross (ARC). The Pee Dee Chapter of the ARC coordinates all aspects of shelter operations as a member of ESF-6 (Mass Care). During large disasters, such as a hurricane, the ARC uses public schools within the county as Hurricane Evacuation shelters. Pre-designated Hurricane Evacuation shelters for Florence County and their respective capacities are listed in the South Carolina Hurricane Plan, under Northern Coastal Conglomerate Shelters and in Attachment 1 (Shelter Locations) to Appendix B (Hurricanes) to Annex 25 (Hazard Specific) to this EOP. During smaller disasters, such as fires, HAZMAT spills or local flooding, facilities such as churches, community centers and area hotels are used as local shelters. The Pee Dee Chapter, ARC maintains contracts and shelter use agreements with these facilities, as well as with Florence County School Districts for the use of public schools as Hurricane Evacuation Shelters.

Pets are not allowed in ARC shelters. Therefore, when citizens are evacuating, the question of sheltering for pets and farm animals often becomes an issue, Annex 17 (Animal/Agriculture Emergency Response) of this EOP outlines Florence County's plans and procedures for addressing these concerns.

B. Hurricanes

Florence County does not evacuate its citizens for hurricanes. Hurricane evacuation is a coastal event conducted to move endangered citizens out of areas threaten by storm surge. As an inland

county this threat is not present in Florence County. Sheltering for evacuated coastal residents and tourist, in response to a threatening hurricane, is conducted in Florence County and is accomplished in accordance with the State Hurricane Plan and ESF 6 (Mass Care) of this plan. During hurricanes Florence County citizens who live in housing vulnerable to high winds or flooding are encouraged to seek shelter with friends and family who live in more secure structures or in American Red Cross Hurricane Evacuation Shelters.

C. Flooding

When flooding conditions threaten or develop, Florence County EPD will closely monitor the situation. When and if it becomes apparent that the flooding is threatening people's lives or if public safety concerns cannot be adequately addressed otherwise, then steps will be taken to evacuate the affected area(s) and close these areas to traffic.

D. Hazardous Materials/Radiological Events

In the event of a hazardous materials incident, it might become necessary to order the evacuation of people in the vulnerable area. The Fire Department Incident Commander having jurisdiction in the area of the incident will make this decision and order the evacuation. The implementation of the evacuation order will be coordinated with all appropriate agencies involved. Florence County EMD will provide assistance to the Incident Command in coordinating needed support and in obtaining mass care (food and shelter) to support the evacuated citizens and first responders. The Mobile Communications and Command Trailer will be deployed to the scene for the use of the Incident Commander if requested.

In the event of an accident at the H.B. Robinson Nuclear Plant as many as 32,000 Darlington County citizens could be evacuated to facilities in Florence County. During such an event the Florence County EM Director will coordinate and control actions required to conduct radiological monitoring, decontamination and sheltering operations at the Florence City-County Civic Center. Specific information about this operation is contained in Part 2 (HB Robinson Site Specific), South Carolina Operational Radiological Emergency Response Plan and Appendix A (H.B. Robinson) to Annex 25 (Specific Hazards) of this EOP.

E. Fire

The Fire Department Incident Commander having jurisdiction in the area of the fire will make all decisions concerning evacuation and order the evacuation if needed. Florence County EMD will assist the Incident Commander in coordinating needed support and in obtaining mass care (food and shelter) to support the evacuated citizens and first responders. The Mobile Communications and Command Trailer will be deployed to the scene for the use of the Incident Commander if requested.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Responsibilities for county departments are outlined in Florence County Ordinances. Most county departments have emergency functions to perform in the event of an emergency or disaster.

Each department is responsible for developing and maintaining emergency procedures in accordance with this plan and specific duties assigned to it by county ordinance. Additionally, however, each department is responsible for determining any implied obligations it may have based on specific assigned task and responsibilities. Under the requirements of HSPD#'s 5+8, each department or agency charged with specific emergency functions or whose personnel are tasked to work in the EOC, are responsible for ensuring its personnel are trained in NIMS and are prepared to operate within the NIMS framework and guidelines.

B. County Council

County Council is responsible for providing overall policy guidance for all county functions including the development of emergency plans and procedures. Additionally, County Council, through the use of the annual budget process, exercises funding oversight for expenditures earmarked for emergency preparedness operations.

During times of emergency, County Council has the ability to declare a "State of Emergency" in Florence County. Per county ordinance, (Florence County Code of Ordinances, Section 8-11), this declaration enables County Council to enact legislation or make decisions to deal with emergency situations outside its normal operating limits. These actions include, but are not limited to:

- Suspend existing laws and regulations
- Transfer direction and control of county property and personnel between departments
- Compel performance by elected and appointed county officials
- Requisition and compensate for goods and services from private sources
- Direct and compel evacuation of specific areas of the county
- Suspend or limit sale of certain goods
- Make provision for temporary housing
- Suspend or limited non-emergency activities and public assemblies.

C. Administrator

The County Administrator is responsible to the Florence County Council and functions as their representative. The Administrator oversees the county's activities relating to an emergency or disaster. The County Administrator, through the Emergency Management Director, will exercise direction and control of emergency response and recovery operations in Florence County.

D. Emergency Management Director

The Emergency Management (EM) Director is responsible for preparing for and coordinating the emergency activities of the county. In addition to specific duties outlined in county ordinance, the EM Director will accomplish the following.

1. The Director will coordinate the development and maintenance of the Florence County EOP.
2. The Director will, acting on the behalf of the County Administrator, order implementation of the EOP and activation of the EOC during emergency situations.
3. The Director will determine the supporting plans and documents necessary for effective county operations and will supervise the development of these prior to a disaster or emergency situation.
4. The Director will supervise development and execution of emergency exercises and training programs for the county.
5. The Director will coordinate with local municipalities, neighboring counties, state and federal entities involved in emergency management, to ensure the highest level of emergency preparedness for Florence County.
6. The Director will serve as or designate the EOC Manager when the EOC is activated.
7. The Director will ensure EOC staff are identified and trained and will also ensure recall information for EOC staff is up to date.
8. The Director will be responsible for conducting and publishing an After-Action Review following major emergencies and disasters in Florence County. This review may be in the form of a written report or oral review and will analyze the county's activities, making recommendations on how to improve the system for the next event. The EM Director will determine the after-action format to be used based on the scale of the disaster.

E. Emergency Management Communications Manager

The EM Communications Manager will supervise the operations of the county communications system. The EM Communications Manager will ensure plans and redundant safety procedures are in place to provide for uninterrupted operations of the countywide radio communications and E-911 system. In the absence of the EM Director, the EM Communications Manager will assume the duties of the EM Director and serve as the EOC Manager when needed.

F. Emergency Management Department Coordinators

The two EMD Coordinators serve as EOC Manager in the absence of the EM Director or rotate shifts as EOC Manager to provide relief for the EM Director and to gain experience. Each

Coordinator serves as the subject matter expert on disasters related to their area of expertise and will assume the role of lead coordinator for disaster events that fall into their area of responsibility.

G. Municipalities within the County

It is the responsibility of each municipality to take prudent steps to protect the safety of its citizens. Additionally, each municipality is responsible for responding to emergencies and disasters that affect its citizens. When the required emergency response exceeds the capabilities or resources of the municipality, assistance should be requested from the county EOC.

The county EOC will respond to all requests from municipalities within the county. If possible, county resources will be committed to address the situation. In the event the situation exceeds the county capability, the EOC will coordinate for additional resources from the SEOC. Municipality requests will be treated in the same manner and will receive the same priority as county requests and will be monitored and coordinated in an expeditious manner. The county EOC will serve as the “conduit” through which all request and information will be passed between state and local municipalities.

H. Other Organizations and Agencies

Other organizations and agencies that have emergency responsibilities in Florence County may be assigned to a specific ESF within the EOC. They will work with other organizations in the ESF to accomplish the overall ESF responsibilities. Specific assignments are detailed in the ESF Annex.

VIII. ADMINISTRATION AND LOGISTICS

A. General

A large-scale emergency or disaster will place a tremendous demand on the resources of the county. The priorities for resources will be dynamic, based on the specific situation that the county is facing. ESF7 (Resource Support) describes how relief supplies are ordered, shipped and distributed. In general terms, immediately following a disaster the following will be considered the priority logistic items:

1. Water
2. Food
3. Medication
4. Shelter

B. Critical Facilities and Damage Assessment

Following a disaster, damage assessment will be conducted to determine where and to what extent the county has sustained damage. Particular attention will be paid to critical facilities

within the county. Specific information about damage assessment procedures is found in ESF 14 (Long Term Recovery and Mitigation) of this EOP. A list of critical facilities within the county has been developed and shared with SC EMD. This information is, however, considered sensitive in view of the increased terrorist threat and is, therefore not listed in this plan or released to the general public.

C. Personnel Issues

When the Emergency Operations Plan (EOP) is implemented, all county resources are available to respond to and recover from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility.

If additional personnel resources are needed, they can be acquired through a variety of means, to include:

1. Mutual Aid Agreements with other counties or municipalities
2. The State Emergency Operations Center (SEOC)
3. Contractors
4. Volunteers/VOADs

If additional personnel are brought in to assist in managing the disaster, care must be given to ensuring that liability issues, pay issues and sustainment issues are properly addressed prior to their arrival. See the Florence County Personnel Policy Manual for general information and Appendix B (Volunteer Services) to Annex 14 (Donated Goods & Volunteer Services) of this EOP for detailed emergency operations guidelines.

The county Human Resources Department will be advised of personnel issues and all requests for personnel support from outside the county.

D. Financial Accountability

Expenditure of county monies for emergency operations will be conducted in accordance with county ordinance. During ongoing disaster and recovery operations the county Finance Director and the County Purchasing Agent will be available to answer specific questions concerning non-standard purchasing issues. In addition to county funds, state and federal monies may become available to assist in the disaster effort. Accounting for the expenditures of federal, state and county monies will be subject to audits, both internally and externally and should follow current approved county finance policies and procedures. Individual departments and municipalities are responsible for collection, reporting and maintenance of records documenting disaster costs.

During a Federally Declared Disaster (Presidential or SBA) specific disaster expenses, such as personnel overtime and debris removal cost, may be reimbursed to responding departments. Specific guidelines concerning the procedure for applying for reimbursement will be provided to all departments following the disaster. The EM Director will provide general documentation guidance to division directors and department heads on an annual basis (in the form of hurricane preparedness and recovery briefings and other training classes). Additional information can be found in ESF-14 (Long-Term Recovery and Mitigation) of this EOP.

E. Facility Management

1. The county EOC is located within the Florence County Law Enforcement Complex. As such overall facility management responsibilities for the building falls to the Sheriff's Office Maintenance Director.

The EMD Coordinators and the Emergency Management Administrative Assistant will be responsible for internal management of the Florence County EOC. To accomplish this they will work closely with the Sheriff's Office Maintenance Director, Food Services Manager and Jail Director. The primary responsibilities of this function include:

- a. Feeding of the EOC Staff
 - b. Entry control into the EOC
 - c. Coordination of administrative support to the EOC staff
 - d. Logistical and maintenance support for EOC operations
 - e. Coordination of support for the Mobile Communications and Command Trailer if it is deployed
2. Management of all other county owned property will be the responsibility of the Facilities Management Department. County departments that have dedicated, stand alone facilities have a joint responsibility with the Facilities Management Department for managing these facilities (IE: EMS, Libraries, Public Works, etc.)

F. Additional Resources

Every effort will be made to use local or county resources before assistance is requested. A listing of local and county resources are maintained, by FEMA approved Typing standard, in the Resource Manager portal of WebEOC. This data base is maintained by EMD staff.

When local and county resources are exhausted, existing mutual aid agreements will be used. Florence County is a signatory of the state wide mutual aid agreement. Additional mutual aid agreements for equipment, personnel and facilities have been signed by the county and copies are maintained in the EM administrative offices.

If items cannot be obtained via mutual aid the Florence County Procurement Department maintains a listing of local and preferred vendors from whom items can be purchased or rented.

Resources which must be requested from the state are ordered and tracked using WebEOC.

IX. CONTINUITY OF GOVERNMENT

A. Succession of Authority

Continuity of Government and direction of emergency functions are essential during emergency operations. The following positions are considered critical and must be filled. In the event the

primary individual(s) is unavailable, the next person on this list will fill the position. Each department of county government is responsible for developing a succession of authority list for interdepartmental use.

1. Chief County Executive
 - a. County Council (as a body)
 - b. Chairman of Council
 - c. Vice Chairman of Council
 - d. County Administrator

2. EOC Operations (Florence County Emergency Management Department)
 - a. Emergency Management Director
 - b. Communications Manager (Asst. Emergency Management Director)
 - c. EMD Coordinator (Natural or Tech Hazards based on the nature of disaster)
 - d. EMD Coordinator (Other coordinator)
 - e. Central Dispatch Operations Manager

B. Delegation of Authority

Florence County Code of Ordinances, 1978, with current amendments, constitutes the local authority for emergency services and identifies additional powers granted to County Council during declared emergency situations.

C. Preservation of Records

Preservation of records is critical for documenting actions taken and for construction of a good “after action review” of the disaster response. These records, when reviewed after the event, are one of the key components in helping to improve plans and procedures.

When the Florence County EOC is activated, automated logs, SITREPS, messages and request will be kept and transmitted to the SEOC using WebEOC. Each ESF will have access to a computer and the means to keep an automated log and prepare after action comments. In the event that the ESF cannot use the computer system, they will keep a paper copy of its actions using the Florence County Log form (copies are located in each respective ESF box) or on standard NIMS forms. All telephone conversations (request and information messages) will be documented on Florence County Message Forms.

In the event of a federally declared disaster, records will be used to file for reimbursement through FEMA. If used in this fashion, these records must be preserved according to federal regulations. If the event is not federally declared, individual department guidelines will be followed in maintaining the records.

X. CONTINUITY OF OPERATIONS

A. Mission Essential Functions

The mission essential functions for each agency of county government are identified in their respective ESFs.

B. Alternate EOC Locations

In the event that the primary county EOC is unusable, based on the nature and location of the disaster event, the Mobile Communications Center may serve as the County EOC. The Mobile Communications Center will also allow for forward EOC operations at the site of a disaster or serve as an alternate option to the county's E-911/Dispatch facility.

- a. In the event that the primary EOC and the Mobile Communications Center become untenable, the EOC will be relocated to the following location which best fits the needs of the county and the scope of the disaster:

1. Lower Florence County Public Service Building, 345 S. Ron McNair Blvd., Lake City, SC 29560.
2. Florence City-County Complex at 180 N. Irby St., Florence, SC 29501.
3. Hugh Leatherman Senior Center, 600 Senior Way, Florence, SC 29505.
4. Florence County Building and Planning Department, 518 S. Irby St., Florence, SC 29501.

C. Interoperable Communications

County interoperable communications is explained in detail in Annex 2 of this plan (ESF-2, Communications).

XI. PLAN DEVELOPMENT AND MAINTENANCE

A. General

This plan is the principal source document concerning Florence County's emergency management activities. Designated "ESF Primary Departments" have the responsibility for coordinating, developing and maintaining portions of this plan that pertain to their ESF. The Florence County Emergency Management Director will perform overall coordination and provide developmental guidance.

B. Responsibility

Florence County EM Director will supervise and coordinate the efforts of all county departments responsible for plan updates and revisions. As a minimum, in coordination with State Regulation

58-1, Paragraph C, Section 7, this plan, annexes and all supplemental plans and procedures will be reviewed and updated annually.

XII. AUTHORITIES, LEGAL BASIS AND REFERENCES

A. County

1. Florence County Code of Ordinances, December 1978, with current amendments
2. Florence County Personnel Policy Manual 2006, with current changes
3. Florence County Hazard Vulnerability Analysis 1999, as amended
4. Florence County Comprehensive Plan 2008, with current changes
5. Florence County Hazard Mitigation Plan 2005, as amended.
6. City of Florence, Hazard Mitigation Plan 2000 (Project Impact), as amended.

B. State

1. South Carolina Constitution
2. South Carolina Code of Laws, 6-11-1410 through 6-11-1450
3. South Carolina Code of Laws, 25-1-420 through 25-1-460
4. SC Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations.
5. SC Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations.
6. Operations Manual, Emergency Communications Network, January 1998.
7. Governor's Executive Order #95-21.
8. South Carolina Emergency Operations Plan (SC EOP), with current changes.
9. South Carolina State Hurricane Plan (Appendix 1 to SC EOP), with current changes.
10. South Carolina Operational Radiological Emergency Response Plan (Appendix 2 to SC EOP), with current changes.

- a. Part 2, H.B. Robinson Fixed Nuclear Facility Site Specific Radiological Emergency Response Plan, with current changes.
 - b. South Carolina Dosimetry Redistribution Plan, as amended.
11. South Carolina Earthquake Plan (Appendix 3 to SC EOP), with current changes.
 12. South Carolina Dam Safety Preparedness and Response Plan (Appendix 4 to SC EOP), with current changes.
 13. South Carolina Mass Casualty Plan (Appendix 5 to SC EOP), with current changes.
 14. South Carolina Recovery Plan (Appendix 6 to SC EOP), with current changes.
 15. South Carolina Civil Disturbance Plan (Appendix 7 to SC EOP), with current changes.
 16. South Carolina Terrorism Operation Plan (Appendix 8 to SC EOP), with current changes.
 17. South Carolina Catastrophic Plan (Appendix 9 to SC EOP), with current changes.
 18. South Carolina Drought Response Plan (Appendix 10 to SC EOP), with current changes.
 19. South Carolina State Homeland Security Assessment & Strategy 2003, as amended (Classified-Need to Know Only; Not for Public Release).

C. Federal

1. Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, Title VI, as amended.
2. Code of Federal Regulations (CFR), Title 44, as amended.
3. Federal Response Plan, as amended.
4. Presidential Executive Order 12148 – Federal Emergency Management.
5. Homeland Security Presidential Directive #5 (Management of Incidents).
6. Homeland Security Presidential Directive #8 (National Preparedness).

Tables:

1. Correlation of Florence County ESF to State and Federal ESF

2. Florence County Government Organizational Chart
3. Florence County Emergency Management Department Organizational Chart

Table 1**Emergency Support Function (ESF) Matrix**

This matrix shows the comparison between ESF used by Florence County, SC EMD and Department of Homeland Security. The “X” indicates ESF staffed within the Emergency Operations Center of the respective level of government.

	<u>Florence County</u>	<u>State</u>	<u>Federal</u>
ESF-1 Transportation	X	X	X
ESF-2 Communications	X	X	X
ESF-3 Public Works and Engineering	X	X	X
ESF-4 Firefighting	X	X	X
ESF-5 Information and Planning	X	X	X
ESF-6 Mass Care	X	X	X
ESF-7 Resource Support	X	X	X
ESF-8 Health and Medical	X	X	X
ESF-9 Search and Rescue	¹	X	X
ESF-10 Hazardous Materials	X	X	X
ESF-11 Food Services	²	X	X
ESF-12 Energy	³	X	X
ESF-13 Law Enforcement	X	X	
ESF-14 Long-Term Recovery and Mitigation	X	X	
ESF-15 External Affairs	X	X	
ESF-16 Evacuation Traffic Management	⁴	X	
ESF-17 Animal Disaster Relief	X	X	

¹ Urban Search and Rescue operations associated with this ESF are coordinated by ESF-4 (Firefighting) while Rural Search and Rescue operations fall under the control of ESF-13 (Law Enforcement).

² These responsibilities are addressed by ESF 6 (Mass Care).

³ These responsibilities are addressed by ESF 5 (Information and Planning).

⁴ These responsibilities are addressed by ESF 13 (Law Enforcement).

	<u>Florence County</u>	<u>State</u>	<u>Federal</u>
ESF-18 Donated Goods/Volunteer Services	X	X	
ESF-19 Military Support	⁵	X	
ESF-25 Specific Hazard Annex	X	X	

⁵ These responsibilities are addressed by ESF 5 (Information and Planning).