

Berkeley County Emergency Operations Plan

BASIC PLAN

I. INTRODUCTION

A. General.

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

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

B. Specific.

1. This Emergency Operations Plan (EOP) establishes policies and procedures, by which Berkeley County will coordinate activities before, during and after a disaster.
2. This EOP describes how the county plans to manage disasters and Coordinate State and federal assistance during emergency operations.

3. This EOP addresses the Emergency Support Function (ESF) concept and assigns responsibilities for coordinating these activities.

C. Mission.

During emergency operations, Berkeley County government has 5 primary missions:

1. To warn citizens of impending danger and inform them how they can protect themselves, their families and their property.
2. To take all actions possible to prepare for and respond to the consequences of a disaster within the county.
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 and restoration of the county. During the recovery phase every effort should be made to incorporate disaster mitigation measures into all reconstruction projects.

D. Purpose.

In the event of an emergency or disaster, this EOP will provide a framework for the effective delivery of emergency support to the citizens, guests and institutions of Berkeley County.

E. Emergency Management Disaster Phases.

1. **Mitigation** activities are those that either prevent an emergency or reduce the county's vulnerability to a hazard. Structural retrofitting and comprehensive land-use planning are two examples of mitigation activities.
2. **Preparedness** activities are those that exist prior to an emergency and are used to support and enhance the county's response to a disaster. Planning, training and exercises are preparedness activities.
3. **Response** activities are designed to address the immediate and short-term effects of a disaster. These activities reduce casualties and speed recovery

operations. Response activities include evacuation, warning, and emergency field operations.

4. **Recovery** activities involve returning the county to nuclear pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term recovery involves the total restoration of the county's infrastructure and economic base.

II. SITUATION AND ASSUMPTIONS

A. Situation.

Berkeley County is the second largest county in South Carolina in land area, measuring approximately 1,100 square miles. Berkeley County has a permanent population of approximately 143,000 in the year 2000, and is one of the fastest growing counties in South Carolina. The County assumes its population will continue to grow at a rate of approximately 3.5% per year. Approximately 65% of the county's population (92,950) resides in urban areas, while the remaining 35% (50,050) reside in rural areas.

As detailed in the Berkeley County Hazard Analysis, the county is vulnerable to a wide spectrum of natural and man-made hazards, including hurricanes, earthquakes, dam failure, flooding, severe storms, tornado, fires, industrial and transportation hazardous material accidents, as well as acts of terrorism, to include weapons of mass destruction. The Berkeley County critical facilities list is maintained in a separate file. All critical facilities within the county are vulnerable to both natural and technological hazards. These hazards pose a threat to the citizens as well as the entire infrastructure of the county, and may necessitate activation of this emergency operation plan.

B. Assumptions.

1. Emergencies and disasters will occur in Berkeley County. These may occur with little or no warning, and their duration might be short (several hours) or considerably longer (many 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 our 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.
7. Aid or assistance from other jurisdictions will typically be requested and tasked in accordance with the State-wide Mutual-aid agreement.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General.

Many county departments and agencies have emergency functions to perform in the event of an emergency or disaster. Each designated “Primary” county department or agency is responsible for developing and maintaining emergency procedures in accordance with this plan. Specific responsibilities are outlined in separate ESF annexes in the plan; however, each department is responsible for determining any implied obligations it may have. In addition, each tasked department or agency will coordinate information, response activities, and use of resources with other departments and agencies. Coordination is key to prioritization of response and use of resources.

B. County Council.

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

C. County Supervisor.

The County Supervisor shall be responsible for meeting the problems and dangers to the county and its residents, resulting from an emergency or disaster of any origin, and may issue proclamations and regulations concerning disaster relief and related matters that during an emergency situation shall have the full effect of law. The Supervisor may declare a “State of Emergency” if an emergency or disaster has occurred, or the threat thereof is imminent, and where extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation. Once declared, the state of emergency shall continue until terminated by proclamation of the County Supervisor. The Supervisor is the

Chief of the Executive Group and serves as the liaison between the County Council and the Emergency Operations Center staff.

The Supervisor is responsible for ordering the implementation of the County Emergency Operations Plan (EOP). The Disaster Preparedness Agency (EPD) Director will make a recommendation as to when EOP activation should occur.

D. Disaster Preparedness Director.

The Emergency Preparedness Department (EPD) Director is responsible for preparing for and coordinating the emergency activities of the county during emergency operations.

1. The Director will coordinate the development and maintenance of the Berkeley County EOP.
2. The Director will make a recommendation to the Supervisor regarding implementation of this EOP during emergencies. In the event the Supervisor is not available, the Director has the authority to order implementation.
3. The Director will determine supporting plans and documents necessary for effective county operations and will perform overall coordination and developmental plan guidance.
4. The Director will develop and execute an emergency exercise and training program for the county.
5. The Director will coordinate with local municipalities, special purpose districts, neighboring counties, state and federal entities involved in emergency management, to ensure the highest level of emergency preparedness for Berkeley County.
6. The Director will serve as the Operations Manager when the EOC is activated.
7. The Director will be responsible for conducting and publishing an After-Action Review following all major emergencies and disasters in Berkeley County. This review will analyze the county's activities and make recommendations on how to improve the system for the next event. The Disaster Preparedness Director will determine the process to be used based on the scale of the disaster.

E. Department Heads.

Many county departments and agencies will be designated as the “Primary” or “Chief” of a specific Emergency Support Force (ESF). Those so designated will be responsible for working with the ESF support agencies/departments to accomplish the overall ESF responsibilities. In addition, will be responsible for coordinating the efforts of the entire ESF. County departments not assigned to a specific ESF will be available for assignment to “incident-specific” projects.

F. Municipalities and Special Purpose Tax District within the County.

The County EOC will respond to requests from all municipalities and special purpose tax district within the county. If possible, county resources will be committed to address the situation. In the event the situation exceeds county capability, the EOC will coordinate for the additional resources from the State EOC. Municipality requests will be treated the same as county requests and will be monitored and coordinated in an expeditious manner.

G. Other County Organizations and Agencies

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

H. Incident Commander & Unified Command Staff

The Incident Commander whether a single or unified command, is responsible for the following:

1. Establish a single identifiable command post and CP operations.
2. Establish and maintaining scene safety.
3. Establish an overall incident management organization.
4. Lead planning meetings and briefings to facilitate a strategic decision-making process.
5. Identifying overall incident objectives.
6. Assure that time-critical decisions are made in time to implement them.

7. Provide regular activity and situation status updates to the EOC to include incident objectives, resource requests and priority.
8. Conduct on-site warning activities, using door-to-door notifications and emergency vehicle PA systems.
9. Resolve disagreements or conflicts among members of Unified Command or other responding agencies.

Unified Command Staff are responsible for the following:

1. Assist other members of Unified Command in determining overall strategic objectives, priorities, and needed resources from the perspective of their discipline;
2. Determine objectives, priorities, and needed resources pertaining to their areas of responsibility;
3. Assuring that Incident Command responsibilities listed above are carried out; and
4. To retain the responsibility to stop actions which that agency's ranking officers feel are dangerous to their personnel.

I. State Government.

State agencies will support county emergency operations only after all local resources have been depleted and/or deemed clearly inadequate to cope with effects of the disaster. State support will be provided on a mission-type basis, as deemed appropriate by the Governor and as provided for in the South Carolina Emergency Operations plan.

J. Federal Government.

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

IV. CONCEPT OF OPERATIONS

A. General.

Disaster response plans are based upon the principle that local authorities bear the initial responsibilities for disaster response and relief. Each level of government accomplishes the functions for which it is responsible, requesting assistance from the next higher level of government only after local resources have been expended and/or are clearly inadequate to cope with the effects of the disaster. County government will support disaster operations of the municipalities and special purpose tax districts with county resources only after all local resources have been depleted or are inadequate to handle the situation. All resources, including the military, made available to the county from outside agencies will be assigned tasks and functions by the county on a mission-type basis, but will remain under the direction and control of their parent organization.

County government will also assume responsibility for direction of combined emergency operations in areas where municipal capability has broken down or does not exist, or when the nature or magnitude of a disaster is such that county government direction of operations is required for effective response.

The County Emergency Operations Center will be divided into three major groups. These are:

1. **Executive Group.** Responsible for the overall development of policy and coordination with other political entities.
2. **Facilities Group.** Responsible for the logistical requirements of the EOC and EOC staff.
3. **Operations Group.** Responsible for the management of all operational aspects of the disaster. The Operations Group will be subdivided into Emergency Support Functions (ESFs) to facilitate operations.

<u>ESF#</u>	<u>Title</u>	<u>Primary Dept. or Agency</u>
ESF 1	Transportation	Public School Transportation
ESF 2	Communications	County Administrative Services
ESF 3	Public Works	County Engineering, Roads & Bridges, Facilities Management
ESF 4	Fire Fighting Search & Rescue	County Fire Commissioner

ESF 5	Information & Planning Public Information	County Emergency Preparedness
ESF 6	Mass Care	Dept. of Social Services (DSS) & Red Cross
ESF 7	Resource Support	County Procurement
ESF 8	Health & Medical	County EMS & DHEC
ESF 10	Hazardous Materials	Berkeley County Fire Commissioner
ESF 11	Emergency Food Operations	Dept. of Social Services (DSS)
ESF 12	Energy	Berkeley Electric CO-OP
ESF 13	Law Enforcement Emergency Traffic Management Military Support	County Sheriff's Office
ESF 14	Long-Term Community Recovery & Mitigation	County Code Enforcement & County Planning
ESF 17	Animal Emergency Response	Berkeley County Animal Control
ESF 18	Donated Goods & Volunteer Services	Trident United Way
ESF 23	Business (TBD)	County Economic Development
	Recovery Annex	County Dir. of Administration
	Mitigation Annex	County Dir. of Planning & Zoning

B. Emergency Operations Center.

1. Location.

- a. The Berkeley County Emergency Operations Center (EOC) will be located at the County Office Building Complex, 223 North Live Oak Drive, Moncks Corner, SC.
 - b. In the event of power failure the Berkeley County Emergency Operations Center will receive back-up electricity from a 200KW generator that is located on-site.
 - c. In the event that the primary EOC becomes untenable, the EOC will be relocated to the County Sheriff's Department, 300 California Ave., Moncks Corner, SC.
 - d. Information will be managed through WebEOC.
 - e. Situation Reports (SITREPS), as well as request for resources will be coordinated through the county EOC.
 - f. The Berkeley County Emergency Operations Center (EOC) will serve as the coordination point for request made by the incident command post.
2. **Activation Options.** All emergencies do not require full activation of the EOC; other levels of activation are available. In some instances the EOC activation process might step from one level to another, while other situations might require immediate Full Activation. When the EOC is activated it shall serve as the primary point of coordination for incident command post operations. During activation only key personnel will occupy the EOC. The Disaster preparedness Director shall be responsible for activating the county EOC.
- a. **Limited Activation** will occur during small-scale events requiring minimal resources and personnel. During Limited Activation, the EPD Director will determine which ESFs are needed and the hours of operation.
 - b. **Partial Activation** is for larger events, but still not requiring full activation of the EOC. The EPD Director will determine which ESFs are needed and the hours of operation.
 - 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.

Once the emergency or disaster necessitating the EOC activation is over, the EPD Director, with the County Supervisor's authorization, 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.

C. OPCONs.

To maximize any advance warning, Berkeley County has established a system of Operating Condition (OPCON) Levels. These OPCONs increase the county's state of readiness on a scale from 5 to 1. Each OPCON level is declared when a pre-determined set of criteria has been met. The Berkeley County Disaster Preparedness Director will assign the appropriate OPCON level, based on the situation at any given time. OPCONs are designated by numbers as shown:

OPCON	LEVEL OF READINESS
Five	Day-to-day normal operations.
Four	Possibility of an emergency or disaster situation that may require EOC activation. EOC staffed with EPD personnel.
Three	Disaster or emergency situation is likely. Partial or limited EOC activation and implementation of the EOP required.
Two	Disaster or emergency situations is imminent. Highest level of preparedness. Full EOC activation required.
One	Disaster or emergency situation is occurring. Emergency response activities are on going.

OPCONs were developed in conjunction with the State Emergency Operations Plan and neighboring counties. OPCON levels for hurricane threats will be coordinated with the State EOC and neighboring counties. Because a hurricane will likely affect neighboring counties as well as our own, we will typically match the highest OPCON level of a neighboring county. However, EOC staffing level may be somewhat reduced in that case.

D. State and Federal Operational Support.

1. In the event of a disaster or emergency, additional operational support for Berkeley County will be coordinated through the State Emergency Operations Center (SEOC) in Columbia, SC. In the event that the

requirements exceed the state's capabilities, the SEOC will coordinate with other states or the federal government to acquire the needed support.

2. Once the EOC has become operational, individual ESFs are encouraged to coordinate directly with their SEOC counterpart. Initial requests for resources must still be processed through the Operations Manager, but follow-up coordination can be handled directly.

E. Daily Situation Reports.

Every day that the EOC is opened, a daily Situation Report will be produced. This report will highlight 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 8 hours, listing only those items that have changed since the last report.

1. SITREPs will be prepared by ESF 5 and reviewed by the Operations Manager. It will be distributed to the Executive Group and the County Public Information Officer.
2. The SITREP will be sent to the SEOC by 1:00 p.m. daily.

F. Briefing Schedule.

1. Once the EOC has been activated, the Operations Manager will conduct an "Activation Briefing". This will detail the situation and provide guidance to the Operations Group on the priority issues. This briefing will occur as soon as the EOC is appropriately staffed.
2. Once the EOC becomes operational, the Operations Manager will conduct three primary briefings daily. These will occur at 7:30 a.m., 12:30 p.m. and 5:30 p.m., unless otherwise announced. All ESFs will be expected to give a brief description of their priority issues and any unresolved concerns they have. (Tab D outlines the Briefing Agenda)
3. In the event of a special situation, the Operations Manager may conduct update briefings between the regularly scheduled briefings.

G. Field Operations & Incident Command Integration

All emergency situation field operations will be managed utilizing the Incident Command System. Incidents will be divided into three classes as described below:

- **Class I** - Routine, single-site incident, which employs either Single or Unified Command.
- **Class II** - Advanced multiple agency or multiple jurisdictional incident with a single site. Unified Command is employed at the site.
- **Class III** - Major Emergency with countywide impact would be managed through the County Emergency Operations Center (EOC). Class III incidents will necessitate implementation of the County Emergency Operation Plan. The magnitude and severity of the incident will drive the level of EOC activation.

In Class I or II incidents (single-site emergencies, such as an aircraft crash or bombing) on-site Incident Command will be the focus of strategic decision-making. The EOC will function in a support role. The EOC, or the incident command post, becomes Area Command in Class III incidents.

The EOC is responsible for developing area-wide incident objectives, response priorities, operational policies, resource priorities and requesting assistance from other local governments, as well as, state and federal resources. Communication and coordination with the EOC is essential to the positive outcome of Class III incidents.

It is not intended that the County EOC try to assume incident command responsibilities for all of the separate incidents that may occur as the result of a major emergency/disaster, nor does it have the authority to do so. However the Incident Command System will be used as the organizational structure to manage the EOC'S response activities for the purpose of enhancing the ability to interface with emergency response agencies that respond to incidents within the county.

In the field, Single or Unified Command would be employed at each emergency site. The primary communication between the EOC and field incident sites should be between the EOC liaison at the Incident Command Post and appropriate Command Staff at the EOC. Of particular importance is communication concerning response policies, incident objectives, resources priority and availability. It is vital that the site Incident Command provides regular activity and situation status updates to the EOC. Individual field units or crews will generally report through their established chain-of-command.

The EOC can identify and mobilize resources not available at the scene through other government agencies (state wide mutual aid agreement), disaster relief agencies, and private businesses. Requests for assistance from the state or federal government must come through the Berkeley County EOC or through the Emergency Preparedness Director.

The EOC is the coordination point for public information activities in countywide or major multiple site incidents. Public Information should be coordinated from the scene in single-site incidents; the EOC can assist Incident Command and the PIOs in disseminating information.

The Incident Commander will control on-site warning activities, including door-to-door notifications or emergency notifications via vehicle PA systems.

Typically, local government chief executives such as Mayor, City/Town Administrators or the County Supervisor must make some strategic decisions. These decisions, which include government office closures, large-scale evacuations, and curfews, will be made in consultation with the EOC command staff.

V. WARNING

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

A. E911 Emergency Communications Center.

The Berkeley County E911 Central Communications Center serves as the Primary County Warning Point for all incidents. The Center is located on the grounds of the Berkeley County Office Complex, 223 North Live Oak Drive, Moncks Corner, SC. Upon receiving a warning of actual, imminent, potential emergency or disaster, Central Communications, based on the circumstances, will notify the appropriate personnel, departments and agencies. Warning information will be received at the county warning point by means of:

1. State Warning Point (Telephone, LGR, ECN, WebEOC, satellite phone, NAWAS and Fax).
2. State Alternate Warning Point (SLED Teletype and NAWAS).
3. Other State Government agencies having access to county government.
4. Local governmental agencies.
5. Non-governmental agencies having access to county government.
6. General public.

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

1. Aircraft Accident
2. Dam failure and potential failure
3. Civil Disturbance or Riot
4. Earthquake
5. Explosion or Explosive Devices
6. Fire
7. Flood, including watches and warnings
8. Hazardous Materials accidents, both transportation and facility.
9. Radiological release
10. Hurricane, as directed by the EOC
11. Nuclear War
12. Search and Rescue
13. Tornado
14. Train Accident
15. Unexploded Ordnance
16. Other incidents or emergencies, as necessary

B. Other.

1. The National Weather Service is responsible for issuing Watches and Warnings based on severe weather situations. When severe weather watches and/or warnings are issued for Berkeley County, the E911 Communications Center will relay this information in accordance with the Centers standard operating procedures including procedures for warning hearing impaired and non-English speaking citizens.
2. The local media is our primary means of disseminating emergency information to the public. The Berkeley County PIO is responsible for coordinating the dissemination of information to all media outlets serving Berkeley County, and the surrounding area.
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. The Berkeley County PIO is the county's representative in this effort, and is responsible for activating the system for county information. The EPD Director may, at his discretion, activate the system, especially during the initial stages of an emergency with no advanced warning.
4. REACH SC and reverse 911 will be used

5. NOAA weather radios will be used to notify schools, nursing homes, & citizens located in at risk areas.

VI. EVACUATION

A. General.

Evacuation is the controlled movement and relocation of people and property due to a threat or actual occurrence of a natural or technological 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 and implementation of the S.C. Emergency Operations plan would be likely. It is assumed that the public will receive and understand official information related to evacuation. The public will act in its own best interest and evacuate dangerous areas when advised to do so. Only the Governor can "direct and compel" an evacuation. However, local government can "recommend" an evacuation as opposed to "ordering" an evacuation. Authorized fire authority representatives having jurisdiction have the power to direct evacuation of hazardous areas in the performance of their duty. However, the authority of the fire service does not extent to natural disasters. County assistance will be the provision of personnel, equipment, and technical expertise beyond that provided by the local jurisdiction.

- B. The Berkeley County Sheriff's Office in coordination with EPD has been designated the lead county agency for evacuation. State assistance will likely be necessary and involved during any large-scale evacuation from the county or central coastal region.
- C. Evacuation coordination with state, adjacent counties, municipalities, and other county ESFs will be through ESF-13 (Law Enforcement) at the EOC or incident command post.
- D. Traffic control issues will be coordinated with state, adjacent counties, and other municipalities.
- E. Procedures for evacuation through adjacent counties will be coordinated through ESF-13 at the state level.
- F. Berkeley County EPD will be responsible for monitoring conditions that have the potential to require evacuation of any area of Berkeley County.
- G. Evacuation in response to a threatening tropical storm or hurricanes will be accomplished in accordance with the State Hurricane Plan.

- H. Evacuation in response to the occurrence of a significant earthquake will be accomplished in accordance with the State Earthquake Plan.
- I. Evacuation of special populations groups will be coordinated through the EOC, at the time of the incident. Special population groups such as nursing homes and residential care facilities are required to contract private transportation for evacuation during tropical storm or hurricane events.
- J. When flooding conditions develop, Berkeley County EPD will closely monitor the situation. When and if it becomes apparent that the flooding will threaten people's lives or if public safety concerns cannot be adequately addressed, then steps will be taken to evacuate the affected area(s).
- K. In the event of a hazardous materials incident, or other man-made incident, involving a relatively small area, the Incident Commander of the fire department having jurisdiction is responsible for ordering evacuation of people in the vulnerable area. The implementation of the evacuation order will be coordinated with all-appropriate agencies involved and EPD.
- L. Berkeley County EPD will coordinate with SCEMD and appropriate state agencies for evacuation routing to shelters, pre-positioning of personnel and equipment, provision of transportation, shelter and congregate care, and the provision of public information to deal effectively with the situation.
- M. When an evacuated area is deemed safe for reentry, ESF-13 in coordination with EPD and the affected jurisdiction(s) will determine and control, as necessary, the reentry process.

VII. PUBLIC INFORMATION

A. County PIO.

- 1. In the event of an emergency or disaster, the Berkeley County Public Information Office will closely monitor the situation, receive information from the Operations Manager and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, to include radio, television, newspaper, Internet, and any other sources that are feasible. Public information shall be clear, concise, and verified as accurate. Prior to release, all public information will be cleared through the County Supervisor, Municipal authority or Local Incident Commander.
- 2. The PIO's primary purpose will be to provide information to the general public regarding the disaster and how it impacts them. This information

includes warning citizens of impending danger, the status of active disasters, pertinent information regarding re-entry to their communities, and recovery efforts.

3. The Public Information Office will include the County Public Information Officer supplemented with additional staff from the Administrative Services and Economic Development Departments.
4. The Public Information Officer is the county's official information release point of contact.

B. Rumor Control.

Every effort shall be made to prevent and counter rumors, hearsay, and inaccurate information. Telephone operators assigned to the EOC will take calls from the general public and only answer questions with information provided through the EOC.

C. Coordination.

During an emergency or disaster, the County Public Information Officer and the County Supervisor will be the official spokespersons for the county. To effectively accomplish this, the PIO will coordinate with other PIO's representing various organizations, such as:

1. Local Municipality PIOs.
2. State & Federal Agency PIOs
3. Volunteer Organization PIOs

D. Media Procedures.

The PIO is responsible for establishing a media work area within the Berkeley County Office Complex. The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC staff. The media will not be allowed in the EOC during briefings.

E. Special Considerations.

The PIO will take all appropriate actions to ensure emergency information is communicated in a manner that allows those with special needs to get the information. To accomplish this, a Spanish interpreter and a sign language interpreter should be assigned to the PIO section during emergency operations.

VIII. DIRECTION AND CONTROL

A. General.

The County Supervisor, through the Disaster Preparedness Director, will exercise direction and control of response and recovery operations in Berkeley County. The execution of these operations will be conducted from the County EOC or a incident command post. Municipal operations will be directed through Municipal EOC's.

The EOC structure is modeled after the National Response Plan (NRP) and operates under the National Incident Management System Incident Command System (NIMS). NIMS ICS is a proven and commonly used system for the command and control of resources used in responding to and recovering from emergencies or disasters. Its structure is designed to expand or contract, maintaining a manageable span of control, to meet management, operational, and resource needs of any size incident.

B. Executive Group.

1. The Executive Group is composed of the following:
 - a. County Supervisor
 - b. Members of County Council
 - c. County Attorney
 - d. County EPD Director
 - e. Municipal Liaison Officials (if staffed)
 - f. State Liaison Officers (if assigned)

2. The Executive Group is responsible for:
 - a. Establishing policy and procedures.
 - b. Establishing priorities.
 - c. Directing overall emergency operations.
 - d. Initiates activation of the EOC.
 - e. Determines operational courses of action, including the need to evacuate, as necessary.
 - f. Coordinating with other political entities.
 - g. Developing legal solutions, when appropriate.
 - h. Adjudicates conflicting claims and/or requests for available personnel, equipment and other resources.

C. Operations Group.

1. The Operations Group is composed of the following:
 - a. Transportation (ESF-1)
 - b. Communications (ESF-2)
 - c. Public Works (ESF-3)
 - d. Fire Fighting (ESF-4)
 - e. Information & Planning (ESF-5)
 - f. Mass Care (ESF-6)
 - g. Resource Support (ESF-7)
 - h. Health & Medical (ESF-8)
 - i. Hazardous Materials (ESF-10)
 - j. Emergency Food Services (ESF-11)
 - k. Energy (ESF-12)
 - l. Law Enforcement (ESF-13)
 - m. Long Term Recovery & Mitigation (ESF-14)
 - n. Public Information (ESF-15)
 - o. Emergency Traffic Management (ESF-16)
 - p. Animal Emergency Response (ESF-17)
 - q. Donated Goods & Volunteer Services (ESF-18)
 - r. Military Support (ESF-19)
 - s. Business & Industry (ESF-24)

2. The Operations Group is responsible for:
 - a. Coordinating and managing all disaster operations, including response, relief, and recovery.
 - b. Serves as the clearinghouse for all disaster-related information.
 - c. Make official press releases to media based on Executive Group decisions.
 - d. Records and maintains current status of resources.
 - e. Develops course(s) of action based on the emergency and available resources, including priorities for damage clearance/prevention.
 - f. Implements course of action approved by the Executive Group.
 - g. Coordinates the procurement and utilization of all support forces and resources made available from within and outside the county.
 - h. Identifies and utilizes resources for special or critical facilities.
 - i. Establishes and maintains emergency radio net(s) to include communications with municipalities, adjacent counties, and with the State EOC and other State agencies, as required.
 - j. Ensures continuous telephone communications.
 - k. Maintain a 24-hour warning point.

1. Conduct damage assessment, and maintain current damage status to include estimated dollar amounts.

IX. 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. However, in general terms, immediately following a disaster the following will be considered the priority items:

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

B. Personnel Issues.

When this 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. State-Wide Mutual Aid Agreements with other counties or municipalities
2. The State Emergency Operations Center (SCEOC)
3. Contractors
4. Volunteers & Volunteer Agencies

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.

C. Financial Accountability.

Expenditures of County monies for emergency operations will be conducted in accordance with county ordinances. In addition, state and federal monies may become available to assist in the disaster effort. Accounting for expenditures of federal, state and county monies will be subject to audits, both internally and externally.

Individual departments are responsible for collection, reporting and maintenance of records documenting disaster costs. The Finance Department will provide specific documentation guidance to all Berkeley County offices, agencies, and department heads.

D. Facility Management.

1. The Facilities Group will coordinate EOC Facility Management. The primary responsibilities of this group include:
 - a. Feeding of the EOC staff
 - b. Entry control into the EOC
 - c. Administrative support to the Operations and Executive Groups.
 - d. Logistical and maintenance support for the EOC
2. Management of all other county owned property will be the responsibility of the Public Buildings Department. County departments that have dedicated facilities have a joint responsibility with Public Buildings Department for managing these facilities (e.g., EMS, Libraries, Courthouse, Cypress Gardens, etc.)

E. Resource Management

1. The Incident Commander is responsible for managing resources at the incident site.
2. The EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site.

F. Reports

Reports are required periodically when an emergency or disaster has occurred to provide county and state officials with information to use in determining the appropriate response. WebEOC, fax, telephone, Local Government Radio (LGN), or amateur radio will be used to submit reports. Reports will consist of information derived from the Briefing Schedule (see Tab D). There are three types of reports:

1. **Initial Situation Report:** This report will be submitted by the most expedient means to county and state officials. It will include the following items:

- a. Type of disaster or emergency.
 - b. Date and time of incident.
 - c. Status of mobilization of county resources.
 - d. Initial Damage, injuries, and deaths (if known).
 - e. Immediate support/resources required or anticipated.
2. Damage Assessment Report: This is the initial report submitted to SCEMD (see Recovery Annex).
 3. Daily Situation Report: This report is submitted as of 1600 hours daily, or as required, to SCEMD-EOC, and will include information provided from county briefing schedule (see Tab D).

X. CONTINUITY OF GOVERNMENT

A. Succession of Authority.

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

1. Chief of Executive Group
 - a. Berkeley County Supervisor
 - b. Vice Chairperson, Berkeley County Council
 - c. Other Council Members in order of seniority
 - d. Director, Berkeley County Disaster Preparedness Agency
 - e. Berkeley County Sheriff
2. Operations Manager
 - a. Director, Berkeley County EPD
 - b. Emergency Management Specialist, Berkeley County EPD

B. Preservation of Records.

In the event of a federally declared disaster, disaster response financial records will be preserved in accordance with federal regulations. If not federally declared, individual department guidelines will be followed.

XI. PLAN DEVELOPMENT AND MAINTENANCE

A. General.

This plan is the principal source document concerning Berkeley County's emergency management activities. Designated "ESF Primary Departments or Agencies" have the responsibility for coordinating, developing and maintaining portions of this plan that pertain to their ESF. Further, each ESF Primary Leader shall provide an updated ESF annex to the Disaster Preparedness Director prior to May 1st, annually. The Berkeley County Disaster Preparedness Director will perform overall coordination and developmental guidance, as necessary.

B. Responsibility.

The Berkeley County Disaster Preparedness Director will coordinate the efforts of all county departments responsible for plan updates and revisions.

XII. AUTHORITIES AND REFERENCES

A. County.

1. Berkeley County Resolution R-80-32, August 7, 1980
2. Berkeley County Hazardous Analysis, (as updated)

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, with current changes.
9. South Carolina Emergency Alert System State Plan, November 1996.

10. South Carolina Hazard Mitigation Plan, (as updated).
11. South Carolina Recovery Plan, 2008.
12. South Carolina Hurricane Plan, (as updated).
13. Santee Cooper Emergency Action Plan for Dam Failure, (as updated)
14. South Carolina Logistics Plan
15. South Carolina Earthquake Plan

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.

D. Other.

1. Emergency Action Plan for Dam Failure, Santee Cooper, 2002

Tabs:

- A. Acronyms and Abbreviations
- B. Correlation to State and Federal ESFs
- C. EOC Layout
- D. Briefing Agenda

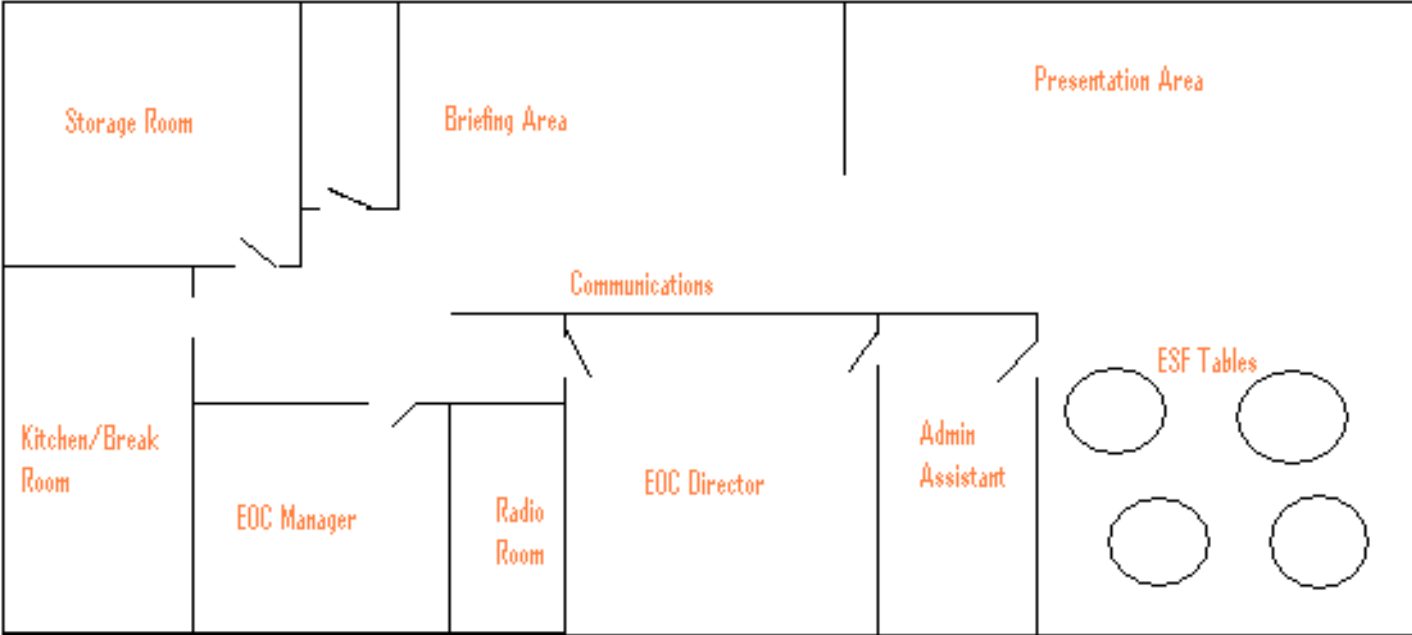
Tab A

Acronyms and Abbreviations

ARES	Amateur Radio Emergency Services
COE	Corps of Engineers (federal)
CP	Command Post
DHEC	Department of Health and Environmental Control (state)
DSS	Department of Social Services (state)

DFO	Disaster Field Office (federal)
DOT	Department of Transportation (state)
DNR	Department of Natural Resources (state)
EPD	Disaster Preparedness Agency
DRC	Disaster Recovery Center
DTN	Data Transmission Network
EAS	Emergency Alert System
EM	Emergency Management
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FEOC	Forward Emergency Operations Center
FOSOP	Field Operations Standard Operating Procedures
HazMat	Hazardous Materials
IC – ICS	Incident Command - System
LGR	Local Government Radio
NAWAS	National Warning System
NG	National Guard (state)
NHC	National Hurricane Center
NIMS	National Incident Management System
NRP	National Response Plan
NWS	National Weather Service
OPCON	Operating Condition
OTAG	Office of the Adjutant General (state)
PIO	Public Information Officer
PWD	Public Works Department
SCEOP	South Carolina Emergency Operations Plan
SCEMD	South Carolina Emergency Management Division
SEOC	State Emergency Operations Center
SLED	State Law Enforcement Division
SOP	Standard Operating Procedures
TBP	To be Promulgated
USAR	Urban Search and Rescue

Tab B
Berkeley County EOC Layout



Tab C
Briefing Agenda

1. Situation Update Operations Manager

2. Weather Forecast Operations Manager

3. Operational Issues: ESF Leaders
 - a. ESF 1 Transportation
 - b. ESF 2 Communications
 - c. ESF 3 Public Works
 - d. ESF 4 Fire Fighting
 - e. ESF 5 Information & Planning
 - f. ESF 6 Mass Care
 - g. ESF 7 Resource Support
 - h. ESF 8 Health & Medical
 - i. ESF 10 Hazardous Materials
 - j. ESF 11 Emergency Food Services
 - k. ESF 12 Energy
 - l. ESF 13 Law Enforcement
 - m. ESF 14 Long-Term Recovery & Mitigation
 - n. ESF 15 Public Information
 - o. ESF 16 Emergency Traffic Management
 - p. ESF 17 Animal Emergency Response
 - q. ESF 18 Donated Goods & Volunteer Services
 - r. ESF 19 Military Support
 - s. ESF 24 Business & Industry

4. Coordination and Questions Operations Manager

5. Priority Issues Operations Manager

6. Supervisor's Comments County Supervisor