TO: Holders of the Spartanburg County EOP
Date: March 2017

Enclosed is the updated Spartanburg County Emergency Operations Plan dated 2017. This plan supersedes all previous versions of the Spartanburg County EOP, which should be discarded.

Please return a copy of this signature sheet within 10 days, indicating that you have received this document.

RETURN TO:

Spartanburg County Office of Emergency Management
ATTN: Doug Bryson
9039 Fairforest Rd
Spartanburg, SC 29301
Phone: (864) 595-5366
Fax: (864) 595-5374

Date: ____________________________________________
Received Flash drive: _________________________________
Name: ______________________________________________
Title: _______________________________________________
Organization: _______________________________________
Phone #: ___________________________________________
TABLE OF CONTENTS

Letter of Promulgation
Preface
Legal Basis
Record of Changes
Distribution List
Glossary

Basic Plan
Introduction
Situation and Assumptions
Planning Basis
Organization and Assignment of Responsibilities
Concept of Operations
Coordinating Instructions
Administration and Logistics
Direction and Control
Continuity of Government
Authorities and References
Attachment I – Supporting Plans

Annexes
Annex 1, (ESF-1) Transportation
Annex 2, (ESF-2) Communications
Annex 3, (ESF-3) Public Works and Engineering
Annex 4, (ESF-4) Firefighting
Annex 5, (ESF-5) Emergency Management
Annex 6, (ESF-6) Mass Care, Emergency Assistance, Housing and Human Services
Annex 8, (ESF-8) Public Health and Medical Services
Annex 9, (ESF-9) Search and Rescue
Annex 10, (ESF-10) Oil and Hazardous Materials Response
Annex 11, (ESF-11) Food Service
Annex 12, (ESF-12) Energy & Operations Support
Annex 13, (ESF-13) Public Safety and Security
Annex 14, (ESF-14) Long Term Community Recovery
Annex 15, (ESF-15) External Affairs and Public Information
Annex 17, (ESF-17) Animal/Agriculture Emergency Response
Annex 18, (ESF-18) Donated Goods and Volunteer Services
Annex 19, (ESF-19) Military Support
Annex 23, (ESF-23) Damage Assessment
Annex 24 (ESF-24) Business and Industry
Annex 26 Radiological Protection
Annex 27 Emergency Operations Center
Office of Emergency Management
County of Spartanburg
Post Office Box 5666
Spartanburg SC 29304
864-595-5365 Fax 864-595-5374

Doug Bryson
Director
864-595-5366

Robbie Swofford
Asst Director
864-595-5368

Notice of Promulgation
Spartanburg County Emergency Operations Plan
March 2017

The Spartanburg County Emergency Operations Plan has been reviewed and updated in accordance with the provisions of State Regulation 58-101. These revisions, dated March 2017 replaces the Spartanburg County Emergency Operations Plan dated 2016. The plan is effective for planning purposes upon receipt and will be activated by the Spartanburg County Emergency Management Director.

Pursuant to the authority granted in Spartanburg County Ordinance Number 333, dated December 18, 1985, the Spartanburg County Emergency Operations Plan is hereby adopted and promulgated. This county plan is intended to implement and to further the responsibility of the Spartanburg County Office of Emergency Management as set forth in the South Carolina Legislative Act 199 of 1979, Section 21. This plan is coordinated with the South Carolina Comprehensive Emergency Management Plan and sets forth the specific delegation of responsibility of county and municipal agencies in Spartanburg County in the event of a major disaster.

Every attempt has been made to identify and designate available forces and resources at all levels of our government to be utilized in response to emergencies and disasters. Planning, preparations, and timely response must be the goal of all if the people of Spartanburg County are to realize and enjoy the services and protection of their government.

Tasks for specific emergency functions have been assigned, where feasible, to those governmental organizations accustomed to performing such duties as primary day-to-day responsibilities. In addition, local governmental and volunteer organization decision makers have been provided with instruction and guidelines for implementing disaster response actions and programs appropriate to the emergency(ies) at hand. In so charging these officials, I strongly urge all citizens of Spartanburg County to render to their leaders and planners the fullest support and cooperation to avert or mitigate effects of emergencies, and enhance rapid restoration of order and recovery when one does occur.

Under Ordinance No. 333, when the Spartanburg County Emergency Management Director is unable to declare a state of emergency, the authority to do so is delegated to the County Administrator or Spartanburg County Council.

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

\[Signature\] 3/8/17
Spartanburg County Administrator

\[Signature\] 3/8/17
Spartanburg County Emergency Management Dir.
PREFACE

1. This Emergency Operations Plan is developed for use by Spartanburg County government officials to ensure mitigation and preparedness, appropriate response, and timely recovery from hazards that may affect Spartanburg County, South Carolina. This plan is designed to include the Emergency Support Functions identified in the National Response Framework and the South Carolina Emergency Operations Plan.

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

3. This plan has three major parts. The Letter of Promulgation from the Spartanburg County Council adopts and approves the plan and assigns responsibilities. The Basic Plan outlines policies and general procedures that provide a common basis for joint county and municipal government operations in a natural, technological, or purposive harm disaster. The Annexes/ESFs provide guidelines and establish responsibility for the development of appropriate mechanisms to facilitate the prompt and efficient application of resources in any emergency or disaster situation. Annexes and ESFs are dynamic in nature. They may be modified or changed at any time as long as they remain consistent with the Basic Emergency Operations Plan.

4. County and municipal agencies assigned functional responsibilities by this plan are required to develop Standard Operating Procedures (SOPs) that delineate their operational procedures for each assigned function/annex. A copy of each SOP will be forwarded to the Spartanburg County Emergency Management Director.

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

6. An annual review of this plan will be conducted during December of each calendar year. Agencies will submit updated annexes and standard operating procedures prior to November 29. Supporting SOPs, annexes, etc. will be updated and submitted to the Spartanburg County Office of Emergency Management as developed or directed.
AN ORDINANCE NO. 333

AN ORDINANCE AMENDING ORDINANCE NO. 93 SO AS TO CHANGE CIVIL DEFENSE DIRECTOR TO EMERGENCY PREPAREDNESS DIRECTOR, SPARTANBURG COUNTY COMMISSION TO SPARTANBURG COUNTY COUNCIL, AND CIVIL DEFENSE DEPARTMENT TO EMERGENCY PREPAREDNESS DEPARTMENT.

BE IT ORDAINED BY THE SPARTANBURG COUNTY COUNCIL:

SECTION 1. Ordinance No. 93, dated December 10, 1975, is amended by changing "Civil Defense Director" to "Emergency Preparedness Director", "Spartanburg County Commission" to "Spartanburg County Council", and "Civil Defense Department" to "Emergency Preparedness Department". When amended, this Ordinance shall read:

   SECTION 1. Pursuant to Section 6 of Act 1553 of 1972 and Section 7 (3) and (4) of Act 112 of 1973, and any amendments thereto, the Emergency Preparedness Director is hereby designated and appointed as Chief Executive Officer of Spartanburg County Council, and other municipalities which shall adopt this Ordinance, for the purpose of preparing for and executing all duties and functions specified in all acts of the General Assembly relating to Civil Defense and Disaster Preparedness. The Emergency Preparedness Director shall have the duty of supervising and directing overall emergency services for Spartanburg County and any municipalities which shall adopt this Ordinance, during emergency and non-emergency periods, and of coordinating the activities and preparations of County and municipal governments for the purpose of disasters. It is the intention of this Ordinance to vest in the Emergency Preparedness Director the fullest authority assignable by statute to act, supervise, coordinate and direct the civil preparedness plans and operations for Spartanburg County and its municipalities and all elected and appointed officials and employees of such County and municipalities. All such elected and appointed officials and employees are hereby directed to comply with the orders, directives, and instructions of the Emergency Preparedness Director during periods of emergency or disaster, and in the preparation of disaster preparedness programs.

SECTION 2. It shall be the duty of the Emergency Preparedness Director to advise and inform the Spartanburg County Council and other municipalities which shall adopt this Ordinance, through liaison (SIC) with the Spartanburg County Administrator and the executive officers of such municipalities and to effectuate directives, orders, and instructions of those respective governing bodies. During emergency or disaster periods, in the absence of any directive, order or instruction of those respective governing bodies, the Emergency Preparedness Director shall proceed in accordance with the adopted civil preparedness plans and rules and regulations, and in accordance with his authority as Chief Executive Officer of those bodies for the purpose of directing performance of duties and functions assigned in the plans, rules, and regulations.

SECTION 3. The Emergency Preparedness Director shall prepare proposed plans, rules and regulations, designed to carry out all of the duties and functions described in all Acts of the General Assembly and shall present the same to the Spartanburg County Council and other municipalities which shall adopt this Ordinance. Any adopted plans, and rules and regulations shall be continuously reviewed by the Director, and any changes deemed necessary shall be presented to the Spartanburg County Council and other municipalities adopting this Ordinance.

SECTION 4. It shall be the duty of the Director to direct the day-to-day operations of the Emergency Preparedness Department and he shall coordinate the activities of various municipal and County governments during a period of disaster and in preparation therefor.
SECTION 5. In the event a disaster occurs or the threat thereof is imminent, the Director shall prepare a proposed proclamation setting forth the nature of the disaster, the area or areas affected by the proclamation, the conditions which require the proclamation of the emergency disaster and the conditions under which it will be terminated. He shall also prepare a termination proclamation when the disaster has been considered ended. Each of the above proclamations shall be immediately delivered to the County Administrator and to other municipal executives to present to their respective governing bodies for adoption. Upon adoption of civil preparedness plans, rules and regulations, all County and adopting City elected and appointed officials and employees are hereby directed to perform the duties and functions assigned and required in said plans, rules and regulations, during non-emergency, preparatory, and emergency periods.

SECTION 6. The Director shall report at least annually to the Spartanburg County Council, and other municipal governments adopting this Ordinance, the status of the Civil Preparedness Program. He shall report to the Spartanburg County Administrator and other municipal executives adopting this Ordinance, any problems associated with the implementation of the plans, rules and regulations, as such problems occur.

SECTION 7. The Director shall arrange for joint meetings with the Spartanburg County Administrator and other municipal executives to discuss the status of the Civil Preparedness Program, rules and regulations, and to obtain their recommendations for implementation of the same.

SECTION 8. All county and adopting municipal agencies, departments and personnel are hereby directed to cooperate and participate fully in the developing and implementation of civil defense and disaster plans, rules and regulations, and the Director is hereby directed to report in writing to the Spartanburg County Administrator or other executives of municipalities adopting this Ordinance, any failure to cooperate and participate in the development and implementation of such plans, rules and regulations.

SECTION 9. This Ordinance shall be effective upon adoption by the Spartanburg County Council. It shall become effective as to other municipalities which adopt this Ordinance as of the date specified by such municipalities adopting this Ordinance.

SECTION 2. This Ordinance shall take effect upon third reading approval.

SPARTANBURG COUNTY COUNCIL
BY: /s/ Lachlan L. Hyatt

LACHLAN L. HYATT, Chairman

ATTEST:

/s/ Kenneth L. Westmoreland
KENNETH L. WESTMORELAND
County Administrator

First Reading:  11-27-85
Second Reading:  12-04-85
Public Hearing:  N/A
Third Reading:  12-18-85

<table>
<thead>
<tr>
<th>CHANGE NUMBER</th>
<th>PAGES CHANGED</th>
<th>DATE OF CHANGE</th>
<th>DATE ENTERED</th>
<th>CHANGE MADE BY (SIGNATURE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY/ORGANIZATION</td>
<td>DATE</td>
<td>COPIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spartanburg Emergency Management</td>
<td>2014</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We maintain updated copy on website and at office</td>
<td>2015-2017</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GLOSSARY

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

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

Amateur Radio Emergency Service. A group of amateur radio operators organized by the American Radio Relay League to provide emergency communications.

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

CBRNE. Chemical, Biological, Radiological, Nuclear, Explosive


Chemical - Toxic, corrosive or injurious substance because of inherent chemical properties and includes, but is not limited to, such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, and mineral fibers (asbestos).

CHEMTREC – “Chemical Transportation Emergency Center,” a public service of the American Chemistry Council located in Washington, DC. CHEMTREC provides immediate advice for emergency personnel at the scene of an accident.

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

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

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

Consequence Management - Includes measures to protect public health and safety, restore essential services and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The laws of the United States assign primary responsibility to respond to the consequences of terrorism to the states. The federal government provides assistance to the states as needed.

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

Counter-Terrorism – Prevention against, preparation for, response to, and crisis management of acts of terrorism.
Crisis Counseling – Service provided by mental health professionals to psychiatric casualties such as bystanders, disaster victims, etc. that need treatment for anxiety, hysteria, or other extreme stress.

Crisis Management – Includes measures used to identify, acquire and plan the use of resources in anticipation, prevention and/or resolution of a threat or act of terrorism. Crisis Management is predominantly a law enforcement responsibility. The laws of the United States assign authority to prevent and respond to acts of terrorism to the federal government, while state and local governments provide assistance as needed.

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

Damage Assessment – An evaluation in dollars of the estimated cost for damages or loss to agriculture, infrastructure, property (County, State, and private), and equipment.

DFO – Disaster Field Office

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

DHEC - South Carolina Department of Health and Environmental Control

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

Disaster Categories:

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

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

**Catastrophic Disaster** – A catastrophic incident, as defined by the NRF, is any natural or man-made incident, including terrorism that produces extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions. A catastrophic incident may result in sustained national impacts over a prolonged period of time, and interrupt public and private operations, emergency services, and infrastructure to such a significant extent that national security is threatened. Such an event would immediately exceed resources normally available in state, local, tribal, and private sectors and therefore urgently require federal/national assistance.

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

**DRC – Disaster Recovery Center** - A local office established by FEMA post-disaster to take claims from citizens for disaster assistance.

**Emergency Alert System (EAS)** - Emergency information dissemination system that includes radio, TV and cable broadcast stations operating on an organized basis during emergencies at national, state, or local levels. Through this system, the public is warned of impeding danger and is given guidance for protection of life and property and other vital information.

**Emergency Communications Vehicle** – (Also see Mobile Command Post) An emergency management vehicle providing the capabilities to communicate and exercise direction and control over an emergency.

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

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

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

**Emergency Operations Center (EOC)** – The physical location at which the coordination of information and resources to support incident management activities normally takes place. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306. This location includes the Office of Emergency Management, Public Safety Communications and the Multi-agency Coordination Center (MACC)

**Emergency Public Information** – Information that is disseminated primarily, but not unconditionally, at the time of any emergency; and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.
Emergency Radiological Assistance Team (ERAT) – A team of DHEC personnel trained in radiological accident response.

Emergency Operations Plan (EOP) – A brief, clear, and concise document that outlines policies and general procedures that provide a common basis for joint state and local operations during an emergency. Responsibilities of organizations and individuals to support these procedures and policies are clearly detailed to facilitate prompt and efficient response during emergency operations.

Emergency Support Function (ESF) – A functional emergency management area with a corresponding annex in the Spartanburg County Emergency Operations Plan, State Emergency Operations Plan, and National Response Framework which tasks agencies to provide and/or coordinate certain resources in response to emergencies or disasters.

Emergency Welfare Service (EWS) – Organization composed of the Spartanburg County Department of Social Services (DSS), and its personnel, facilities, and resources at State and County levels; the four Spartanburg County School Districts and their personnel, facilities and resources; other State, County and Local Governmental agencies; appropriate Federal agencies; and supporting private and religious organizations. Provides for basic human needs required as a result of an emergency situation, i.e. shelter, food, clothing, information and referral, counseling, etc.

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

EOF – Emergency Operations Facility (Duke Energy)

EOP – Spartanburg County Emergency Operations Plan

EPA – U.S. Environmental Protection Agency

Evacuation – Actions taken to remove citizens from the area of emergency.

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


Federal Coordinating Officer (FCO) – The federal officer who is appointed to manage federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of federal disaster assistance resources and programs to the affected state and local governments, individual victims, and the private sector.

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

Fire Service – Composed of all firefighting organizations (including municipal and county), their personnel, facilities and resources.
Fixed Nuclear Facility (FNF) – A permanently located nuclear power plant that could present a radiological hazard off-site from the facility in the event of an accident or incident.

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

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

Hazardous Materials (HAZMAT) – A substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment or that may pose an unreasonable risk to people, the environment, or property.

HAZMAT Team – A team consisting of individuals that have been specifically trained in the appropriate procedures for responding to and mitigating a hazardous materials incident. Team personnel will be trained in accordance with OSHA Standard 29 CFR 1910.120 and NFPA Standards NFPA 471, 472, and 473.

Homeland Security - The broad national effort by all levels of government to protect the territory of the United States from hazards, both internal and external, natural and man-made. The term is also used to refer to the United States Department of Homeland Security.

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

Interim Housing – Individual/family long-term shelter provided by the government. Types of interim housing include hotels, motels, direct lease, public housing, and emergency group sites (i.e. travel trailers).

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

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

Mobile Command Post – A transportable command cell capable of exercising direction and control from a forward deployed location during an emergency. The emergency communications vehicle normally provides the necessary equipment to perform this role.

Mobilization – The process of marshaling appropriate resources.

Monitoring – The procedure of locating and measuring radioactive contamination by the use of survey instruments capable of detecting and measuring ionizing radiation.
**Mutual Aid Agreements.** – Written or unwritten understandings among jurisdictions, which cover methods and types of assistance available during an emergency.

**National Incident Management System (NIMS)** – NIMS establishes standardized incident management processes, protocols, and procedures that all responders – Federal, State, Tribal, and Local – will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs – whether terrorism or natural disaster. In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the Nation’s emergency teams and authorities are using a common language and set of procedures.

**National Warning System (NAWAS)** – A nationwide, dedicated, voice warning network. It was designed to provide the American population with information on an impending attack upon the United States.

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

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

**Operating Conditions (OPCONS)** – Increasing levels of preparedness (from 5 to 1) requiring performance of predetermined actions in response to a real or perceived threat.

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

**Prevention** – Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

**Principal Federal Official (PFO)** – The federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary’s incident management responsibilities under HSPD-5 for Incidents of National Significance.

**Public Information Phone System (PIPS)** – Toll-free telephone system that provides disaster-related information to the public prior to, during, and after emergency situations.

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

**Public Works and Engineering** – An organization comprised of all engineering and public works personnel and resources within the county, including local government, appropriate state agencies, and volunteer organizations.

**Radio Amateur Civil Emergency Service (RACES)**. – A public service provided by a reserve (volunteer) group of Amateur Radio Operators that is administered by local, county, and state emergency management agencies, and supported by the Federal
Emergency Management Agency. As a part of the Amateur Radio Service, it provides radio communications for civil-preparedness purposes only, during periods of local, regional or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, searches, aircraft crashes, and others.

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

Re-entry – Return to evacuated areas by resident populations that may be constrained by time function based on the existing situation.

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

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

SCEMD – South Carolina Emergency Management Division
SEOC – State Emergency Operations Center
SCEOP – South Carolina Emergency Operations Plan

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

Sheltering – A shelter (congregate housing) is typically defined as housing for day 1 through day 30 (could be longer) where the residents do not have a lock and key.

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

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

Standard Operating Procedures – A set of detailed instructions for use by an organization or individual to fulfill responsibilities and perform tasks outlined in an EOP.

Temporary Housing – Financial or direct assistance from government to individual. Occupants have their own lock and key.

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

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

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

**Unified Command System** – Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

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

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

**WMD** – Weapons of Mass Destruction
BASIC PLAN

I. INTRODUCTION

A. General

1. The purpose of this plan is to establish policies and procedures which will assure the maximum and most effective utilization of all resources in the county, minimize the loss of life and/or injury to the population, and protect and conserve the resources and facilities in Spartanburg County during emergencies resulting from natural disasters, man-made disasters, technological hazards, acts of terrorism, weapons of mass destruction, or war.

2. It is the policy of Spartanburg County, South Carolina to be prepared for any emergency or disaster. Emergency response personnel, equipment, and facilities will be maintained in a state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all people who are threatened by an emergency or who become victims of any disaster.

3. In accordance with Homeland Security Presidential Directive 5, this plan supports the National Incident Management System (NIMS) and Incident Command, which is a nationwide template enabling federal, state, local, and tribal governments, private sector, and non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve a greater cooperation among departments and agencies at all levels of government.

4. Local jurisdictions (County and Municipal) should establish legislation, executive orders, resolutions or ordinances to formally adopt NIMS and the use of ICS across the entire response system.

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

6. The information above establishes the basis for Spartanburg County’s adoption and compliance with current Department of Homeland Security NIMS requirements. Although it may not be stated as above in each individual annex or appendix, the following note will be included in each as necessary:

All incidents in Spartanburg County, South Carolina will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.
B. Scope

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

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

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

C. Mission

1. Spartanburg County will provide for the protection of the people, property, and resources in the county in order to minimize injury, loss of life, and damage to property resulting from any natural, man-made, and technological hazards including (but not limited to) hurricanes, winter storms, freezes, flooding (including flash flooding, river flooding), severe local storms (tornadoes, windstorms, thunderstorms, and hailstorms), forest fires, earthquakes, dam failures, industrial incidents (including fixed nuclear facility radiological emergencies and situations involving hazardous materials), terrorism and weapons of mass destruction.

2. Spartanburg County will warn the citizens of impending danger.

3. Spartanburg County will support disaster operations with timely, effective deployment of county resources.

4. Spartanburg County will keep affected residents informed about the situation and how they can protect themselves, through the public information process

5. If a disaster requires response support in excess of that available at the county or local level, state support can be requested and may be provided.

D. Emergency Management Planning Responsibilities

1. Prevention actions include those taken to avoid an incident or to intervene to stop an incident from occurring. Activities include applying intelligence information and developing corresponding countermeasures.

2. Mitigation activities are those that are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

3. Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an
emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

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

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

II. SITUATION AND ASSUMPTIONS

A. Situation

Spartanburg County is vulnerable to a wide spectrum of natural and man-made disasters that could injure or kill many people and damage or destroy property over a wide area. The relative probability and impact of these hazards can be found in the State of South Carolina Mitigation Plan and the Spartanburg County Multi-jurisdictional Hazard Mitigation Plan. Although the county has sufficient material goods, manpower, and expertise to meet routine requirements, a catastrophic disaster could exhaust the resources and overtax its capability. All available assets must be organized under one plan to assure effective operations during an emergency or disaster. A list of vulnerable critical facilities is maintained in a separate document.

1. Vulnerability Analysis (Demographics)

See Spartanburg County Hazard Mitigation Plan Update

2. Hazard Analysis

Spartanburg County is threatened by both natural and technological hazards. The risks of many hazards were researched and reviewed against the potential impact that they may have upon Spartanburg County and its population and supporting infrastructure. The broad area of hazard research and review included but was not limited to: geological, meteorological, health, human-caused (accidental and intentional), war, and energy failures. Hazards were identified as having both immediate and long-term impacts, with the potential to disrupt day-to-day activities, cause extensive property damage, and create mass casualties. Historically, the greatest risk is from natural hazards (hurricanes, tornadoes, floods, and earthquakes). However, the continued expansion of chemical usage and HAZMAT transportation risks, including transport of radiological spent fuel and radioactive waste, is elevating the risk posed by technological hazards.
3. High Impact Weather

Spartanburg County has a humid subtropical climate, characterized by hot, humid summers and cool, dry winters. Precipitation does not vary greatly between seasons. July is usually the hottest month. Weather events that may affect Spartanburg County include but are not limited to:

**Severe Thunderstorm Watch** – issued by the NOAA Storm Prediction Center when severe thunderstorms are possible in and near the watch area.

**Severe Thunderstorm Warning** – issued by local NWS Forecast Office when severe weather is imminent or occurring.

**Tornado Watch** – issued by the NOAA Storm Prediction Center when conditions are favorable for tornados.

**Tornado Warning** – issued by local NWS Forecast Office when there is a serious threat to live and property to those in the path of a tornado.

**Flash Flood Watch** - issued by the NOAA Storm Prediction Center when conditions are more favorable than usual for flash flooding to occurrence.

**Flash Flood Warning** – issued by local NWS Forecast Office when flash flooding is imminent or occurring.

**Hurricane Watch** – issued by the NOAA Storm Prediction Center when hurricane conditions are possible within a specified area.

**Hurricane Warning** – issued by local NWS Forecast Office when conditions are expected with a specified area.

**Winter Storm Watch** – issued by the NOAA Storm Prediction Center when there is a potential for heavy snow or significant ice accumulations.

**Winter Storm Warning** – issued by local NWS Forecast Office when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations.

Spartanburg County’s Local Forecast Office is Greenville-Spartanburg National Weather Service – Greenville-Spartanburg GSP International Airport
1549 GSP Drive
Greer, SC 29651
864-848-3859
B. Assumptions

1. Any disaster may occur with little or no warning, and may escalate far more rapidly than the ability of any single local response organization or jurisdiction to handle.

2. An attack may be made against the United States by a foreign opposing force or by domestic terrorists.

3. Natural disasters may occur in Spartanburg County.

4. Man-made emergencies or disasters, including industrial incidents, may occur in Spartanburg County.

5. Emergencies involving hazardous materials may occur in Spartanburg County.

6. A radiological accident may occur at a nuclear facility in South Carolina or an adjacent state, which could have ionizing radiation effects of varying degrees on Spartanburg County.

7. Emergencies involving Dam failure may occur in Spartanburg County.

8. Domestic Terrorist attacks involving Weapons of Mass Destruction may occur in Spartanburg County.

III. PLANNING BASIS

A. Emergencies or disasters will occur.

B. Municipal and County governments are responsible for the safety and welfare of their constituents to the extent of their capabilities and resources in time of disasters.

C. Information pertaining to impending or existing emergencies or disasters must be immediately available between the municipal, county, and state levels of government as it affects each jurisdiction.

D. Direction of an emergency or disaster operations is exercised by the lowest level of government affected, to the extent that level of government can conduct operations.

E. County government responds to requests for assistance from municipal government as approved by County Council or its designee.

F. Military assistance to civil authorities will be provided as conditions permit and will supplement, not replace, civil participation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

Emergency response plans are based upon the principle that local authorities bear the initial responsibilities for disaster relief. Each level of government accomplishes the functions for which it is responsible by 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 emergency or disaster. Many county departments and agencies have emergency functions to perform in addition to their normal duties. Each is responsible for developing and maintaining emergency management procedures in accordance with the direction and guidance given in this plan.

1. Municipalities

Municipal governments determine their essential requirements and apply all available local resources to their own needs before requesting support or assistance from the county. They also provide local coordination for resources furnished from outside agencies in response to requests for assistance, and make available to county government for use in other areas if needed.

2. Spartanburg County Government

The County government will support emergency operations of the municipalities with County resources only after all of their municipal resources have been used or are inadequate to handle the situation. All resources, including the military, made available to the County from outside agencies will be assigned tasks and functions by the County on a mission-type basis, but will remain under the direction and control of their parent organization. Each County office, department, agency, service, etc., will assure that all resources are utilized efficiently. 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.

3. State Government

State agencies will support County emergency operations only after all county resources have been expended and/or are clearly inadequate to cope with the 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.

4. Federal Government

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

5. Other Supporting Organizations
   a. American Red Cross (ARC) – Augments the Emergency Welfare Service (See ESF-6 - Mass Care, Emergency Assistance, Housing & Human Services).
   b. CERT – Augments the Emergency Welfare Service (See ESF-6 - Mass Care, Emergency Assistance, Housing & Human Services - See ESF-18 - Donated Goods and Volunteer Services).

B. Responsibilities

1. County Government
   Each Spartanburg County office, department, agency, service, etc., will establish specific plans, procedures, and checklists to accomplish its assigned responsibility. Immediately following any activity that tests or exercises this plan, each participating County office, department, agency, service, etc., will provide a detailed critique of all operations observed, with the objective of improving upon the County-wide response capability. Each County office, department, agency, service, etc., will establish procedures to continually review, update, and improve such plans, procedures, and checklists.

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

3. County Administrator
   The Spartanburg County Administrator is responsible to the County Council and functions as their representative. He/She represents the County Council while directing and supervising all activities of County government during Preparedness, Response, Recover and Mitigation Phase.

4. Spartanburg County Emergency Management Director
   The Spartanburg County Emergency Management Director or designee is responsible to the County Administrator in coordinating the activities of County government, and in assisting the municipalities, industry, and the public during disasters.
He/She coordinates the operations of County government by implementing the emergency orders and decisions of the County Council. In addition, he is responsible for:

a. The development and publication of annexes and ESFs in conformity with this plan such that all facilities, equipment, manpower, and other resources available to the County are immediately used to minimize or prevent damage to persons or property, and to provide for the protection and restoration of government services and public utilities necessary for the public’s health, safety, and welfare.

b. Coordinating the execution of the various annexes of this plan to the maximum extent with the emergency activities of municipalities, County government, state government, private agencies and organizations, and the federal government.

c. Maintaining surveillance of potentially threatening conditions to and in Spartanburg County and direct appropriate warning and response actions.

d. Establishing procedures for the maintenance and distribution of this plan on a current basis.

e. Providing technical and planning assistance to County agencies and municipalities upon request.

f. Providing for periodic exercises to test and evaluate state and local plans to maintain a high standard of preparedness.

g. Establishing an appropriate level of operational readiness.

h. Initiating any and all other actions deemed necessary for effective implementation of this plan.

i. Preparing, staffing, activating, and operating the Emergency Operations Center (EOC) (See Annex 27 – Emergency Operations Center).

j. Development of an effective system or procedure for communication and dissemination of warnings, official information, orders, and instructions from County government to the public during emergencies.

k. Coordinates with the local American Red Cross Chapter to establish shelter system. ARC maintains a survey database and reports any changes to the South Carolina Emergency Management Division.

l. Organization, manning, training, and equipping an effective system for response to hazardous materials accidents. (See ESF-10 – Oil and Hazardous Materials Response).
m. Coordination of the recruitment and training of volunteer personnel and organizations to augment the personnel and facilities of Spartanburg County for disaster preparedness purposes.

n. Coordination of the recruitment and training of Community Emergency Response Team personnel to augment first responders when prevailing conditions overwhelm their response power. In addition, utilize CERT volunteers to assist with ESF 6 and 18 functions.

o. Maintaining liaison with State and Federal authorities and authorities of other nearby political subdivisions to assure the most effective operation of the Spartanburg County Emergency Operations Plan.

p. Coordination and maintenance of working relationships with industry, volunteer groups, and organizations to develop emergency plans and capabilities in support of the Spartanburg County Emergency Operations Plan.

5. Communications Officer

The Spartanburg County Communications Director or designee is responsible for the development, implementation, and maintenance of the Emergency Communications System (See ESF 2 – Communications).

6. Warning

The Spartanburg County Emergency Management Director or designee is responsible for maintaining a warning capability and disseminating warning information pertinent to severe weather conditions, natural and man-made disasters, and warfare to the local warning points and throughout the County (See ESF-2 – Communications).

7. Public and Emergency Information

The Public Information Spokesperson or designee is responsible for the assembly, preparation, and dissemination of public and emergency information (See ESF-15 – External Affairs/Public Information).

8. Law Enforcement

The Spartanburg County Sheriff or designee is responsible for conducting traffic control of routes during evacuation, maintaining law and order throughout the County, and coordinating all law enforcement resources made available to the County (See ESF-13 – Public Safety and Security).
9. Fire Service

The Spartanburg County Fire Marshal or designee is responsible for coordinating the utilization of all County firefighting resources, and other firefighting resources made available to the County (See ESF-4 - Firefighting).

10. Rescue Service

The Spartanburg County Emergency Management Director or designee is responsible for coordinating search and rescue missions, and for the recovery, transportation, and first aid of victims. Rescue service will support the County Emergency Medical Services (See ESF-9 - Search and Rescue).

11. Medical Service

The Spartanburg County Emergency Medical Services Director or designee is responsible for coordinating all health and medical resources and facilities throughout the County to provide for the health and medical needs of the public. (See ESF-8 - Public Health and Medical Services).

12. Emergency Medical Service (Ambulance)

The Spartanburg County Emergency Medical Services Director or designee has been designated as coordinator of ambulance missions, and for the transportation and first aid of victims (See ESF-8 - Public Health and Medical Services).

13. Coroner

The Spartanburg County Coroner or designee coordinates the care of mass fatalities, human remains, mortuary services and all records related to such activities. (See ESF-8- Public Health and Medical Services)

14. Mass Care

The Spartanburg County American Red Cross Director or designee is responsible for the coordination of the Emergency Welfare Service, which is comprised of government and non-government agencies, and provides for the needs of the populace of Spartanburg County (See ESF-6 - Mass Care, Emergency Assistance, Housing, and Human Services).

15. Transportation Service

Spartanburg County Fleet Services or designee oversees the Transportation Service, and is responsible for providing vehicles and drivers from County resources for transporting personnel and materials required to meet the needs of the County, and for coordinating the utilization of all transportation resources made available to the County (See ESF-1 - Transportation).
16. Public Works and Engineering

The Spartanburg County Public Works Director or designee is responsible for the removal of debris and obstacles from transportation routes, waterways, and from public and privately owned lands, when determined to be in the public interest. Upon request, he will assist in the repair and restoration of public utilities and critical facilities; Coordinates with the South Carolina Department of Transportation in the repair and maintenance of critical highways and bridges within the County (See ESF-3 – Public Works and Engineering).

17. Supply and Procurement

The Spartanburg County Purchasing Agent or designee is responsible for requisitioning, procuring, and issuing specialized equipment, medical supplies, food, fuel, and materials necessary to relieve suffering, and to make emergency repairs in disasters (See ESF-7 – Logistics Management and Resource Support).

18. Radiological Officer

The Spartanburg County Radiological Officer is responsible for establishing systems to minimize the effects of radiation on personnel and resources; Assists and coordinates with local, state, and federal agencies in determining the procedures for decontamination following a radiological incident, accident, or nuclear attack. (Annex 26 – Radiological Protection).

19. Damage Assessment

The Spartanburg County Tax Assessor or designee is responsible for organizing a Damage Assessment capability for determining the extent of damages resulting from natural and man-made disasters (See ESF-23 - Damage Assessment).

20. County Treasurer

The Spartanburg County Treasurer or designee is responsible for advising the county government concerning financial matters in support of disaster operations (See ESF-7 – Logistics Management and Resource Support).

21. County Attorney

The Spartanburg County Attorney is responsible for advising County Government concerning legal aspects pertaining to emergency planning and operations.

22. Building Official

The Spartanburg County Building Official or designee is responsible for the Hazard Mitigation Program (See ESF-14 – Long-Term Community Recovery).
23. Municipalities

Mayors/Managers of municipalities are responsible for the direction of emergency operations within their areas of jurisdiction, and will make available to the County and/or other municipalities or government agencies all resources not critical to the survival of their respective municipality.

V. CONCEPT OF OPERATIONS

A. General

This plan is based on three organizational levels of emergency management: local, state and federal. Prevention, mitigation, preparedness, response, and recovery are general responsibilities of all levels of government working together to provide a delivery system to meet the needs of the public. Emergency operations are initiated at the lowest level able to respond to the situation.

B. National Incident Management System and the Incident Command System

1. Spartanburg County has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Spartanburg County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.

2. All Spartanburg County emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene is via an Emergency Management Coordinator or staff member located at the Incident Command Post.

3. If the incident affects multiple agencies and jurisdictions, a transition may occur from an ICS to a Unified Command System. The Unified Command may appoint a single person to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations.

C. Local Government

1. Spartanburg County will operate in accordance with State Regulation 58-1, local emergency planning standards, the Spartanburg County Emergency Operations Plan, and standard operating procedures.

2. Spartanburg County shall be prepared to implement the EOP when an emergency occurs or at the request of the South Carolina Emergency Management Division’s Director, or upon a declaration of a State of Emergency by the Governor.
3. Spartanburg County will use all municipal resources to protect against and respond to an emergency or threatening situation to include activating pre-established mutual aid agreements.

4. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the Spartanburg County Office of Emergency Management or the Spartanburg County EOC.

5. When Spartanburg County Office of Emergency Management determines that County resources are not adequate, they may request assistance through the SCEMD or SEOC.

6. Spartanburg County Office of Emergency Management will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.

7. Support agencies and volunteer organizations are incorporated in plan annexes.

8. Under certain circumstances the mobile command post may be utilized for on-scene direction, coordination, and control.

9. State level emergency activities normally will be coordination and support. At the county level, emergency activities will be operational. In Spartanburg County, emergency operations will be undertaken as indicated in the following phases of readiness:

   a. Preparedness Phase
      
      1. Activities in this phase are designed to develop a strong county government emergency response capability to preserve, maintain, or reconstitute Spartanburg County Government’s ability to carry out the executive, legislative, and judicial processes under the threat of occurrence of any emergency condition that could disrupt such process and services.

      2. Other activities conducted at County and local levels include, but are not limited to the following:

         i. Prepare emergency response plans and procedures to cover natural or man-made disasters.

         ii. Prepare annexes in support of County plan as required and support to local government and/or other county/state organizations.

         iii. Conduct training, education, and exercise programs to assure a continuing capability to accomplish disaster response measures for response and augmentation staff.

         iv. Prepare and conduct public information programs on natural and man-made disasters, to educate the public
on protective measures to be taken in the event of a disaster.

v. Develop procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster.

vi. Establish mutual support agreements as required with other local and adjacent county governments to facilitate inter-jurisdictional relationships. Spartanburg County will utilize the National Incident Management System (NIMS) for multi-jurisdictional responses.

vii. Prepare plans for emergency and recovery phases of disasters.

viii. Identify and authorize specific emergency related legal powers for key elected or appointed officials, or their designated successors, to continue government operations under emergency conditions.

ix. Develop procedures for identifying, safeguarding, and keeping available for use, those records essential for continuing government functions and protecting civil rights, under emergency conditions.

x. Identify Special Needs Populations to include: prisons, jails, assisted living, and nursing facilities. Develop procedures for alerting, notifying, and transporting these individuals in event of an emergency or a disaster.

xi. Develop and maintain maps depicting hazard areas (EPZ, Dam Failure, etc.) in the Emergency Operations Center.

b. Response Phase

1. During this phase, the operational activities of County and local government will be accelerated to increase the state of preparedness, and to help the public meet and cope with impending or immediate disaster, if warning is sufficient. Full or partial activation of this EOP will be implemented.

2. In the event a disaster occurs with little or no warning, operational activities will be directed toward protecting life and property, administering to the health and welfare of the population, containing or limiting the damage effects of the disaster, assessing damage, and estimating requirements for restoration and recovery from the effects of the an emergency or disaster.

3. A request for support or assistance will be made through the Emergency Management Director or designee to a
a higher level of government; following determination that a disaster is of such severity and magnitude that effective response is beyond the capabilities of the affected municipal or county government.

c. Recovery Phase

1. This is the time following a disaster in Spartanburg County. During this phase, governmental agencies, public services, industries, and other organizations will undertake emergency operations to restore law and order, repair damage to facilities and utilities, administer to the sick and injured, resettle homeless and displaced individuals and families, and restore the economy.

2. County government will be responsible for determining priorities of effort, allocating resources to priority operations, assisting the public toward recovery, and restoration of services and critical infrastructure.

10. Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are designated as indicated:

<table>
<thead>
<tr>
<th>ANNEX</th>
<th>ESF</th>
<th>TITLE</th>
<th>RESPONSIBLE AGENCY/INDIVIDUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESF-1</td>
<td>Transportation</td>
<td>Spartanburg County Fleet Services</td>
</tr>
<tr>
<td>2</td>
<td>ESF-2</td>
<td>Communications</td>
<td>Spartanburg Co. Communications Director</td>
</tr>
<tr>
<td>3</td>
<td>ESF-3</td>
<td>Public Works &amp; Engineering</td>
<td>Spartanburg Co. Public Works Director</td>
</tr>
<tr>
<td>4</td>
<td>ESF-4</td>
<td>Firefighting</td>
<td>Spartanburg Co. Fire Marshal</td>
</tr>
<tr>
<td>5</td>
<td>ESF-5</td>
<td>Emergency Management</td>
<td>Spartanburg Co. Emergency Management Director</td>
</tr>
<tr>
<td>6</td>
<td>ESF-6</td>
<td>Mass Care, Emergency Assistance, Housing and Human Services</td>
<td>Spartanburg Co. Department of Social Services</td>
</tr>
<tr>
<td>7</td>
<td>ESF-7</td>
<td>Logistics Management and Resource Support</td>
<td>Spartanburg Co. Purchasing Director</td>
</tr>
<tr>
<td>8</td>
<td>ESF-8</td>
<td>Public Health &amp; Medical Services</td>
<td>Spartanburg County EMS</td>
</tr>
<tr>
<td>9</td>
<td>ESF-9</td>
<td>Search and Rescue</td>
<td>Spartanburg Co. Emergency</td>
</tr>
<tr>
<td>ESP-10</td>
<td>Oil and Hazardous Materials Response</td>
<td>Management Director</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>ESP-11</td>
<td>Agriculture &amp; Natural Resources</td>
<td>Spartanburg Co. HazMat Coordinator</td>
<td></td>
</tr>
<tr>
<td>ESP-12</td>
<td>Energy/Operations Support</td>
<td>Spartanburg Co. Facility Maintenance, Supervisor</td>
<td></td>
</tr>
<tr>
<td>ESP-13</td>
<td>Public Safety &amp; Security</td>
<td>Spartanburg Co. Sheriff</td>
<td></td>
</tr>
<tr>
<td>ESP-14</td>
<td>Long-Term Community Recovery</td>
<td>Spartanburg Co. Emergency Management</td>
<td></td>
</tr>
<tr>
<td>ESP-15</td>
<td>External Affairs/Public Information</td>
<td>Spartanburg Co. Public Information Spokesperson</td>
<td></td>
</tr>
<tr>
<td>ESP-16</td>
<td>Emergency Traffic Management</td>
<td>Spartanburg Co. Sheriff</td>
<td></td>
</tr>
<tr>
<td>ESP-17</td>
<td>Animal/Agriculture Emergency Response</td>
<td>Spartanburg Co. Animal Control Supervisor</td>
<td></td>
</tr>
<tr>
<td>ESP-18</td>
<td>Donated Goods and Volunteer Services</td>
<td>Spartanburg County VOAD</td>
<td></td>
</tr>
<tr>
<td>ESP-19</td>
<td>Military Support</td>
<td>Emergency Management Military Liaison Officer</td>
<td></td>
</tr>
<tr>
<td>ESP-23</td>
<td>Damage Assessment</td>
<td>Spartanburg Co. Tax Assessor</td>
<td></td>
</tr>
<tr>
<td>ESP-24</td>
<td>Business and Industry</td>
<td>Spartanburg County Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>ESP-25</td>
<td>Radiological Protection</td>
<td>Spartanburg Co. Office of Fire Marshal</td>
<td></td>
</tr>
<tr>
<td>ESP-26</td>
<td>Emergency Operations Center</td>
<td>Spartanburg Co. Emergency Management Director</td>
<td></td>
</tr>
</tbody>
</table>

11. Operating Condition Levels (OPCON)

In order to make maximum use of advance warning, Spartanburg County has established a system of Operating Condition Levels (OPCON). These OPCONs increase the County’s level of readiness on a scale from 5 to 1. OPCONs will not necessarily progress sequentially from 5 to 1. The OPCON placed in effect at any given time will be the appropriate one for existing conditions at the time. The Spartanburg County Emergency Management Director or designee will assign OPCON levels. OPCONs are designated by numbers as follows:

<table>
<thead>
<tr>
<th>OPCON</th>
<th>LEVEL OF READINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Normal Day-to-Day Operations</td>
</tr>
<tr>
<td>4</td>
<td>Increased Awareness</td>
</tr>
<tr>
<td>3</td>
<td>Heightened Awareness</td>
</tr>
<tr>
<td>2</td>
<td>Mobilization</td>
</tr>
</tbody>
</table>
D. State Government

1. State Government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.

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

3. State level activities normally will be coordination and support.

E. Federal Government

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

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

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

F. Preparedness

1. Spartanburg County EOP Development and Maintenance

   a. This plan is the principal source of documentation concerning Spartanburg County’s emergency management activities. Designated County departments and agencies have the responsibility for developing and maintaining a portion of this plan.

   b. The Spartanburg County Emergency Management Director or designee will coordinate the efforts of all responsible departments and agencies for plan development and timely update and revision. As a minimum, this plan will be reviewed on an annual basis. SCEMD will review the plan bi-annually in cooperation with relevant federal, state, volunteer and private sector organizations. All organizations that have emergency-oriented missions or support roles are required to prepare supporting documentation (SOPs).

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

2. Strategic Planning

Spartanburg County South Carolina maintains a five-year strategic plan that is based on a local self-assessment of capability. The strategic planning process guides County preparedness and enhances Spartanburg County’s ability to implement all five phases of emergency management (prevention, preparedness, response, recovery, and mitigation).

3. Training and Exercise

a. In order for Spartanburg County’s Emergency Management Program to be successful, an effective and comprehensive training and exercise program is essential. Spartanburg County Emergency Management has designed a program to enhance the training of local personnel (both paid and volunteer) on their roles and responsibilities in the four phases of emergency management (preparedness, response, recovery, and mitigation).

b. Spartanburg County’s training and exercise program ensures the operational readiness of responders through the design and delivery of courses, professional development seminars and workshops, and hazard specific exercises to test established plans and procedures that are activated during an emergency situation at all levels of the emergency management system.

c. Full Scale, functional and tabletop exercises are conducted periodically.

G. Response

1. County/Municipal Response

Municipalities within Spartanburg County should request assistance via the Spartanburg County Emergency Operations Center during disasters in which their own capabilities are overwhelmed. Spartanburg County will provide assistance through mutual aid or from the state when their capabilities are overwhelmed.

2. Local State of Emergency

As County operations progress, the Spartanburg County Council may declare a local state of emergency implementing local emergency authorities.

3. Spartanburg County Emergency Operations Center (EOC)
a. The Spartanburg County EOC serves as the central clearinghouse for information collection and coordination of response and recovery resources within the County, including municipalities.

b. Spartanburg County may activate their EOC during a major or catastrophic emergency in South Carolina at the request of the SEOC to assist with intra-state mutual aid in an organized manner throughout the county network.

c. The Spartanburg County EOC shall be maintained in a state of operational readiness by the Spartanburg County Office of Emergency Management.

d. The Spartanburg County EOC will be activated and staffed at the direction of the Spartanburg County Emergency Management Director or designee. The primary agency designated for a particular ESF has the responsibility to ensure supporting agencies are informed and their actions coordinated.

e. The Spartanburg County EOC will be organized into the following groups:

1. Executive Group: Comprised of County Management, Municipal Mayors and Town Managers, Emergency Management Director, and County Department Directors as requested by the County Administrator. Duties include:
   a) Establish priorities and allocates resources to support disaster tasks and operations.
   b) Approve the overall incident action plan, including deployment of personnel and equipment to implement the plan.
   c) Direct County support and recovery operations in the disaster area and provide emergency funding of County operations.
   d) Coordinates requests for and utilization of state and federal support.

2. Operations Group: Comprised of the Spartanburg County EOC Manager, Operations Staff, and the ESFs. Responsibilities include:
   a) Executes the incident action plan providing direction and control for the Spartanburg County EOC; assigns tasks to ESFs; coordinates activities throughout the operational area.
   b) Collects and analyzes damage data.
c) Collects, analyzes, displays, and disseminates emergency operational information.

d) Determines priorities for deployment for the County Damage Assessment Team.

3. Administrative/Logistics Group: Comprised of the Communications Director, Management Information Systems Director, and support staff. Responsibilities include:

a) Provides administrative and logistical support to the emergency operations center staff.

b) Provides effective communications to support Spartanburg County EOC operations.

c) Provides Information Technology systems support within the Spartanburg County EOC.

f. Activation Levels Utilized by the Spartanburg County EOC:

1) Full Activation: All ESFs will be activated.

2) Partial Activation: Selected ESFs will be activated.

3) Limited Activation: Only selected Emergency Management personnel will be activated.

Level of activation will be determined by the Spartanburg County Emergency Management Director or designee.

4. Logistical Staging Areas (LSAs)

For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area may be established. The LSA will receive, classify, and account for emergency relief and sustainment supplies.

H. Recovery

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

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

3. When conditions allow, rapid and thorough assessments by local Damage Assessment Teams must be conducted to identify the immediate emergency needs of disaster victims; to assess the
overall damage to homes and businesses; to assess the overall
damage to critical public facilities and infrastructure; and to
determine whether those damages are sufficient to warrant
supplemental state and federal assistance. The Spartanburg
County Damage Assessment Teams will be trained annually and
preparations will be made to deploy teams into affected areas as
quickly as possible.

4. The decision to deploy State Damage Assessment Teams will be
made in coordination with the Spartanburg County Emergency
Management Director. Damage Assessment Teams will be
organized and trained in advance. Preparations will be made to
deploy teams into affected areas as quickly as possible.

I. Mitigation

Mitigation includes those activities designed to reduce or eliminate
risks to persons or property or to lessen the actual or potential
effects or consequences of an incident. Mitigation measures may
be implemented prior to, during, or after an incident. Mitigation
involves on-going actions to reduce exposure to, probability of, or
potential loss from hazards. Measures may include zoning and
building codes, floodplain buyouts, and analysis of hazard-related
data to determine where it is safe to build or locate temporary
facilities. Mitigation may include efforts to educate governments,
businesses, and the public on measures they can take to reduce loss
or injury.

J. Public Information

1. Providing emergency information to the public from all levels of
government is essential to avoid or minimize loss of life and
property if a disaster is imminent or has occurred.

2. The information provided before, during, and after a disaster shall
provide clear, concise, and accurate information on the situation in
the disaster area, actions taken by authorities, and actions to be
taken by the population.

3. Every effort shall be made to prevent and counter rumors, hearsay,
and inaccurate information.

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

5. Public Information SOPs will be developed and maintained by the
Spartanburg County Public Information Spokesperson and
Spartanburg County Emergency Management.

6. The Spartanburg County Emergency Management Director,
through the Public Information Spokesperson (if applicable), is
responsible for informing the public of emergency and disaster operations in Spartanburg County.

K. Warning

1. Warning includes information and reports; surveillance of threatening conditions; The National Warning System (NAWAS) capability; A 24-hour warning point; NOAA All-Hazards Radio; The Emergency Alert System (EAS); The Outdoor Warning Siren System; the Emergency Notification (Reverse 911) System and utilization of equipment and personnel essential to coordinate and disseminate information before and during an impending or actual an emergency or a disaster situation.

2. The Spartanburg County Warning Point is located at Spartanburg County Communication/911 at 461 East Main St.

3. The Spartanburg County Office of Emergency Management will coordinate with all appropriate departments/agencies and organizations to ensure warning readiness in time of a man-made or natural an emergency or a disaster.

4. In the event of an imminent or actual disaster, Spartanburg County Emergency Management will initiate actions to warn municipalities, County agencies, and the public by all means necessary.

5. A variety of warning systems are available for use during emergency operations. Weather advisories will be received from the National Weather Service (NWS) using NOAA All-Hazards Radio, National Warning System (NAWAS), the Code Red Emergency notification System, and other electronic means. The Emergency Alert System (EAS) may be used to notify the general public of emergency conditions. The Spartanburg County Comprehensive 800 MHz Communications System can be utilized to provide a countywide emergency warning system. Outdoor Warning Sirens are located throughout the County as well for Tornado Warning or Under Attack notification. The Spartanburg County Warning Point maintains a capability to use numerous radio systems and networks including the Palmetto 800 MHz State Radio System, satellite communications, and amateur radio.

6. The Spartanburg County Office of Emergency Management will maintain surveillance of storms using software such as Hurrevac and other related software products. Contact will be maintained with the National Weather Service and National Hurricane forecast center.

L. Evacuation

1. Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological,
or man-made disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county’s road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the Spartanburg County Emergency Operations Center.

2. Spartanburg County Emergency Management will monitor conditions that have the potential to require the evacuation of any area of the county and implement changes in Operating Conditions (OPCONs) as necessary.
   a. Spartanburg County Emergency Management or designee will coordinate for evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.
   b. The Spartanburg County Emergency Management Director or designee will provide public information to deal effectively with the evacuation through the Public Information Officer.

VI. COORDINATING INSTRUCTIONS

A. This plan is effective for planning upon receipt, and for execution upon order.

B. All Spartanburg County offices, departments, agencies, services, etc., are responsible to the County Administrator for directing and controlling the emergency operations of their respective agencies in the implementation of emergency orders and decisions of the county council. In addition, they are each responsible for:
   1. Developing the required plans, ESF SOPs, appendices, and checklists in conformance with this plan.
   2. Coordinating with other agencies before, during, and after a disaster to assure the most effective operation of personnel and resources.
   3. The recruiting and training of volunteer personnel and/or agencies to augment their agency for emergency management purposes.
   4. Staffing and operating their agency in the appropriate ESF in the Emergency Operations Center whenever activated.
   5. Maintaining a current agency key personnel alert notification roster.
   6. Maintaining a current agency resource list.
   7. Developing mutual aid agreements with like agencies of adjoining counties or political subdivisions.
   8. Administratively and logistically supporting other agencies to the maximum extent possible.
VII. ADMINISTRATION AND LOGISTICS

A. General

A large-scale emergency or disaster will place great demands on Spartanburg County’s resources. Distribution of required resources may be made difficult by such emergencies. Coordination with appropriate departments and agencies will be performed to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing county rules, regulations, and policies. Reports are required periodically when a disaster has occurred to provide state government with information to use in determining the appropriate response.

B. Reports

1. Initial Situation Report

This report will be submitted by the most expedient means to the South Carolina Emergency Management Division (SCEMD). Municipalities shall submit reports to the Spartanburg County Emergency Management Director for forwarding to the state. This report will include, but not be limited to the following:

a. Type of disaster
b. Date and time of disaster
c. Status of mobilization of county/municipal resources
d. Initial damage
e. Immediate support required of state government
f. Casualties – Number dead, injured, and missing
g. Shelter Status – Shelters opened, locations and number of evacuees
h. Roads and bridges damaged or destroyed
i. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc.
j. Public facility damage
k. Critical Infrastructure damage
l. Hazardous Materials Incidents
m. Status of local government
n. School status
o. Other damages

2. Initial Damage Assessment Report

This is the initial Damage Assessment Report submitted to the SCEMD in accordance with ESF 23 - Damage Assessment.
3. Daily Situation Report (SITREP)

This report is submitted daily to the SCEMD. This report will be supplemented when a significant change has occurred. Significant changes in status will include dead, injured, homeless, confirmed missing, and major corrections to estimated damage assessment.

4. After Action Report

As soon as practical after termination of an emergency, the Spartanburg County Emergency Management Director or designee will submit to the SCEMD a narrative report summarizing and evaluating capabilities of the overall combined efforts of the Federal, State, and Local government agencies, including the weaknesses observed and recommended actions that should be taken to improve effectiveness.

C. Plan Development and Maintenance

1. The Spartanburg County Emergency Operations Plan is developed and maintained by the Spartanburg County Office of Emergency Management, in conjunction with Spartanburg County Government. The Emergency Management Director or designee will coordinate implementation of the EOP, addressing disaster preparedness and response efforts. He/She is also responsible for the review and update of the EOP Basic Plan.

2. Changes and revisions will be coordinated with appropriate agencies having attending responsibilities. Annually, this plan will be reviewed and updated and/or revised in accordance with the schedule established by the Spartanburg County Emergency Management Director. After each exercise or actual emergency, this plan will be reviewed and updated as necessary.

D. Logistics

1. Individual government agencies and augmentation forces will utilize and track supplies, operational aids, and transportation under the control of their organizations. Additional supplies, transportation, and manpower required will be requested through the Spartanburg County EOC.

2. Resource management (including, but not limited to, financial records, reporting, and resource tracking) is included in ESF-7 - Resource Support and Logistics Management.

3. Policies on augmenting the response staff are stated in the Spartanburg County Code of Ordinances, Chapter 36.

VIII. DIRECTION AND CONTROL

A. Direction and Control
1. Direction and control of disaster situations, and other emergency operations will be coordinated from the Spartanburg County EOC, located at 180 Magnolia St, Spartanburg SC 29306.

2. Communication
   Communications will be conducted utilizing the Spartanburg County Comprehensive 800 MHz Communication System, Spartanburg County computer network, email, land line telephone, cellular telephone, VOIP telephone, satellite telephone, amateur radio, and other available communications mediums as required (See ESF-2 - Communications).

B. Line of Succession
   1. Spartanburg County Council
   2. Spartanburg County Administrator
   3. Spartanburg County Assistant County Administrator
   4. Spartanburg County Emergency Management Director

IX. CONTINUITY OF GOVERNMENT

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

A. Delegations of Emergency Authority

B. Emergency Actions
   1. The Spartanburg County Emergency Operations Plan assigns primary and support agency responsibility to the various Emergency Support Functions (ESFs) and other support activities. Specific emergency delegations are contained in this plan. The head of each County department will designate an individual as the emergency point of contact for that ESF.

   2. Immediate emergency action response to ensure continuity of government, direction and control, human services, economic affairs, communications, energy, transportation, law, and public safety may require the following:
a. Relocation of the seat of government from its current location.

b. Replacing primary public officials with alternates if they are unable to fulfill their responsibilities.

c. Relocation of vital records to sites less vulnerable to ensure greater safety and survival.

C. Preservation of Records

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

2. Plans should account for the identification and protection of vital records, systems, and data management software and equipment, to include classified or sensitive data, necessary to perform essential functions and activities, and to reconstitute normal agency operations after the emergency. To the extent possible, agencies should regularly update duplicate records or back-up electronic data and files.

D. Protection of County Government Resources

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

E. Emergency Operations Center

1. Primary Spartanburg County EOC: The Spartanburg County Emergency Operations Center is the primary facility from which County response to disasters are coordinated, directed and controlled. Representatives of County agencies and other personnel as required staff the EOC when it is operational. The coordination of a County response will come from the EOC under the direction of the Emergency Management Director.

2. Alternate Spartanburg County EOC: All agencies shall prepare for the possibility of unannounced relocation of essential functions and/or continuity of government contingency staffs to alternate facilities. Facilities shall be capable of supporting operations in a threat-free
environment, as determined by the geographical location of the facility, a favorable assessment of the local threat, and/or the collective protection characteristics of the facility. The Spartanburg County Mobile Command Post will be utilized as the Alternate EOC in the event the Primary Spartanburg County EOC is not operational. In addition, the Spartanburg 911 training room can serve as an Alternate EOC should both the EOC and Mobile Command Post be deemed inoperable.

X. AUTHORITIES AND REFERENCES

A. Local
   1. Spartanburg County Ordinance Number 333, dated December 18, 1985
   2. Spartanburg County Natural Hazard Mitigation Plan
   3. Spartanburg County Continuity of Operations Plan
   4. Spartanburg County Debris Management Plan

B. State
   1. South Carolina Emergency Operations Plan
   2. Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
   4. South Carolina Operational Radiological Emergency Response Plan
   5. South Carolina Recovery Plan
   6. South Carolina Hurricane Plan
   7. South Carolina Earthquake Plan
   8. South Carolina Mitigation Plan
   9. South Carolina Mass Casualty Plan

C. Federal
   1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, Title VI, as amended
   2. Code of Federal Regulations (CFR), Title 44, as amended
   3. National Response Framework
## ATTACHMENT I

### SUPPORTING PLANS AND THEIR SOURCES

<table>
<thead>
<tr>
<th>PLAN</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Carolina Emergency Operations Plan</td>
<td>South Carolina Emergency Management Division, OTAG</td>
</tr>
<tr>
<td>South Carolina Earthquake Plan</td>
<td>South Carolina Emergency Management Division, OTAG</td>
</tr>
<tr>
<td>South Carolina Recovery Plan</td>
<td>South Carolina Emergency Management Division, OTAG</td>
</tr>
<tr>
<td>South Carolina Hurricane Plan</td>
<td>South Carolina Emergency Management Division, OTAG</td>
</tr>
<tr>
<td>South Carolina Mass Casualty Plan</td>
<td>South Carolina Emergency Management Division, OTAG</td>
</tr>
<tr>
<td>National Response Framework</td>
<td>Federal Emergency Management Agency</td>
</tr>
</tbody>
</table>
I. GENERAL

A. A disaster may severely damage the transportation infrastructure in Spartanburg County. Most local transportation activities could be hampered by damage to primary and secondary roads, the interstate, bridges, and disrupted communications.

B. ESF-1 will coordinate responses which require transportation resources during the immediate Recover Phase.

C. Priority will be given to students, if school is in session. Before resources are utilized for other task assignments, County School Districts will activate their Evacuation Plans if needed. Once all students have been transported to their destination, their resources may be used.

D. Transportation service will be provided for the timely evacuation of persons from any area of the county that has been affected by a disaster or that is considered to be a threat to life.

E. All available resources will be used to provide transportation for non-ambulatory patients, mobility impaired persons, institutionalized persons, and those persons who do not have private means of transportation.

F. Vehicles of the county, public, private, and volunteer organizations will be used to the maximum extent possible.

G. Ambulance requirements for hospitals and nursing homes will be coordinated through the Health and Medical Service Coordinator (ESF-8) in the EOC. These types of facilities are required to have plans in place.

II. PURPOSE

To provide a well-organized system within the county capable of supplying the necessary transportation requirements needed for the evacuation of people during a disaster or impending disaster.

III. AUTHORITY

A. Spartanburg County Ordinance Number 333, dated December 18, 1985

Definitions

Transportation Service - All county, public, private, and volunteer organizations within the county that can be used in support of emergency operations.
Organization

The Spartanburg County Transportation Planner, as appointed by Spartanburg County Fleet Services; is responsible for coordinating transportation activities and operations of all county, public, private, and volunteer transportation organizations within the county. This includes transportation resources in transit within the county at the time of, or entering the county subsequent to a disaster situation.

SITUATION

A. Spartanburg County is subject to disasters (natural and/or man-made, or war) that could result in a need for emergency transportation.

B. Priority will be given to students, if school is in session before resources are utilized for other task assignments, County School Districts will activate their Evacuation Plans if needed. Once all students have been transported to their destination, the resources may be used.

C. Transportation service will be provided for the timely evacuation of persons from any area of the county that has been affected by a disaster or that is considered to be a threat to life.

D. All available resources will be used to provide transportation for non-ambulatory patients, mobility impaired persons, institutionalized persons, and those persons who do not have private means of transportation.

E. Vehicles of the county, public, private, and volunteer organizations will be used to the maximum extent possible.

F. Ambulance requirements for hospitals and nursing homes will be coordinated through the Health and Medical Service Coordinator (ESF-8) in the EOC. These types of facilities are required to have plans in place.

G. A disaster may severely damage the transportation infrastructure in Spartanburg County. Most local transportation activities could be hampered by damage to primary and secondary roads, the interstate, bridges, and disrupted communications.

H. ESF-1 will coordinate responses which require transportation resources during the immediate Recover Phase. Responses that require transportation assets will be coordinated by ESF-1 during the immediate post-disaster period.

I. Spartanburg County’s transportation service emergency ESF-1’s responsibilities include route assessment, the allocation and prioritization of county transportation assets to include processing all transportation requests from county agencies and municipalities, provision of transportation damage assessment information, and the acquisition and coordination of transportation assets.

MISSION
A. To provide for the coordination and use of all county, public, private, and volunteer transportation resources within Spartanburg County during an emergency or a disaster situation.

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

C. To provide a well-organized transportation service organization within the county capable of supplying the necessary transportation requirements needed for the evacuation of people during a disaster or impending disaster.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Transportation Planner, which works in Spartanburg County Fleet Services is the lead for ESF-1 and is responsible for the coordination of all ESF-1 administrative, management, planning and training, activities to include developing, coordinating, and maintaining the ESF-1 Standard Operating Procedure (SOP). All ESF-1 support agencies will assist in the planning and execution of the above.

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

C. Transportation operations will be directed and controlled from the Spartanburg County Emergency Operations Center (EOC).

D. ESF-1 will coordinate all transportation requirements during a major disaster period.

E. During a localized incident, transportation requirements may be coordinated by the Emergency Management Director, or designee.

F. State and Federal support will be committed, as available, on a mission type basis upon request to the State. Requests for use of additional transportation resources will be made through the Spartanburg County EOC.

G. All county, public, private, and volunteer transportation organizations will be activated by the Spartanburg County Transportation Planner when required during a disaster period.

H. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.

I. ESF-1 is responsible for the execution of all emergency transportation resources necessary to support the emergency operations of county agencies.

J. The process of furnishing transportation resources during a disaster situation involves two series of actions. First, essential immediate transportation needs are identified and actions are taken to provide for these needs. Second, as soon as possible, future continuing needs for transportation resources and expected future resources needs are estimated. Decisions are then made and actions taken to
accomplish both present and future needs. Priority will be given to restoring transportation infrastructure supporting mobilization sites, distribution points, staging areas, post-impact evacuations, and medical facilities.

K. In coordination with, and in support of, the Spartanburg County Damage Assessment Team and Spartanburg County First Responders (etc, EMS, Rescue, Fire and Law), ESF-1 will assess the situation (both pre- and post-disaster), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Spartanburg County Transportation Planner:
   a. Maintain normal day-to-day operations
   b. In coordination with the Spartanburg County Emergency Management Director, develops plans and procedures, organizes personnel, and maintains a readiness posture.
   c. Maintain a liaison with the Spartanburg County Emergency Management Director and with all transportation resources organizations within the Transportation Service.

Reviews requirements for additional equipment, supplies, personnel, and resources.

Develops and maintains a transportation resources list by type and availability.

Develops and maintains a master list of drivers, their status, and availability. School Bus driver rosters will be obtained from the transportation director of each school district.

In coordination with the Spartanburg County Emergency Management Director, reviews the Emergency Public Information (EPI) materials and obtain evacuation routes to be used during disaster operations.

Maintains liaison with law enforcement personnel to coordinate the traffic control plan.

Develops liaison with organizations requiring transportation support.

d. Conducts a yearly test and exercise of this plan when requested by the Spartanburg County Emergency Management Director.

e. Develops procedures for maintaining status of transportation infrastructure.(etc. bridges, primary and secondary roads)

f. Ensure ESF-1 personnel integrate NIMS principles in all activities.
ANNEX 1 (ESF–1)
TRANSPORTATION

44

2. Local Government, Public, Private, and Volunteer Organizations
   a. Maintain a liaison with the Spartanburg County Transportation Planner.
   b. Develop Standard Operating Procedures (SOPs) for use during disaster operations

B. Maintain resource lists of personnel and resources for the Spartanburg County Transportation Planner Disaster Phase

1. Spartanburg County Transportation Planner:
   a. Activates the Transportation Service upon the request of the Spartanburg County Emergency Management Director.
   b. Deploys personnel and equipment to pre-assigned areas upon request of the Spartanburg County Emergency Management Director.
   c. Maintains liaison with the Spartanburg County Emergency Operations Center.
   d. Coordinates and maintains liaison with all organizations of the Transportation Service.
   e. Maintains liaison with law enforcement personnel regarding traffic flow into and out of the disaster area.
   f. Maintains liaison with organizations requiring transportation support.
   g. Requests State School Bus Transportation office to provide maintenance for the state-owned buses when required.

   Reports damage to vehicles and equipment to the Spartanburg County Emergency Operations Center.

2. Local Government, Public, Private, and Volunteer Organizations
   a. Maintain liaison with the Spartanburg County Transportation Planner.
   b. Keep personnel of their organizations informed on the current situation.
   c. Dispatch personnel and equipment to designated areas at the request of the Transportation Planner.
   d. Maintain liaison with law enforcement personnel for current information on the traffic control situation.

C. Recovery Phase

1. Spartanburg County Transportation Planner:
   a. Provides transportation support for movement of personnel, supplies, and equipment.
   b. Maintains coordination with the Spartanburg County Office of Emergency Management and all organizations of the Transportation Service.
ANNEX 1 (ESF–1)
TRANSPORTATION

c. Reports damage to vehicles and equipment to the Spartanburg County Office of Emergency Management.
d. Keeps all transportation organizations informed on current situation.

2. Local Government, Public, Private, and Volunteer Organizations
   a. Maintain liaison with the Transportation Service Planner.
   b. Inform all personnel of the current situation.
   c. Move personnel, supplies, and equipment, as required.
   d. Report damage to vehicles and equipment to the Transportation Service Coordinator.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Initial Situation Reports
   As soon as communications are established, the Spartanburg County Transportation Planner will secure reports from all school districts, public, and volunteer transportation organizations, and submit a report to the Spartanburg County EOC, which will include the following:
   a. Status of mobilization of the County Transportation Services.
   b. Available communications.
   c. Emergency tasks or operations that require immediate initiation.
   d. Immediate support required from the Spartanburg County EOC.

2. Special Reports
   Any significant change in the status of the Transportation Service’s capability to accomplish its mission will be reported immediately to the Spartanburg County EOC.

3. After Action Reports
   After action reports will be made following termination of any emergency, or other action in which the Transportation Service was involved. The Transportation Planner will submit a report to the Spartanburg County Office of Emergency Management, which will include the following:
   a. Type and scope of action completed.
   b. Elements of the Transportation Service that were involved.
   c. Nature and extent of any further public assistance required.

B. Logistics

   Necessary supplies, operational aids, and all available transportation resources will be used by all organizations of the Transportation Service. Additional
supplies, transportation, and manpower will be requested through the Spartanburg County Emergency Operations Center (EOC).

VII. DIRECTION AND CONTROL

A. Transportation activities and operations will be controlled from the Spartanburg County Emergency Operations Center (EOC).

B. The Spartanburg County EOC is located at 180 Magnolia St, Spartanburg SC 29306, or other designated location.

C. Transportation activities will be directed over radio and telephone.

D. Line of Coordination
   1. Planner, Transportation Service
   2. Planner, Emergency Management

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Transportation Planner is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis.

C. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
I. GENERAL

A. Purpose

1. To provide a system capable of receiving information relative to an impending or actual man-made, natural or nuclear disaster and disseminating this information to designated county and municipal officials and to the residents of Spartanburg County.

2. Communications includes information and reports, surveillance of threatening conditions, and 24-Hour radio, telephone, and Internet, capability. County assistance under this function consists of utilization of equipment and personnel essential to coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event normal emergency preparedness communications channels become overburdened or destroyed, other county channels shall be utilized as necessary to augment county communications; assist local law enforcement, firefighting, search and rescue; lifesaving, etc.; provide 9-1-1 service; and disseminate instructions and operational guidance relating to disaster relief.

B. Authority

Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Definitions

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

D. Organization

1. The Spartanburg County Warning Service is organized with the Emergency Management Director designated as Chief.

2. The Spartanburg County Communications Director will serve as the Warning Officer.

3. The Spartanburg County Warning Point is Spartanburg County Communications/911 located at 461 East Main St, Spartanburg.

4. Alternate warning points are located in the Spartanburg County Sheriff’s Office and municipal law enforcement agencies.
ANNEX 2 (ESF–2)
COMMUNICATIONS

II. SITUATION
In all types of emergency/disaster situations, the warning system would function basically the same. The initial warning would enter the system from the County Warning Point and would be disseminated over whatever means available to alert government officials, departments, agencies, and the public of an impending an emergency or a disaster.

III. MISSION
A. To provide a well-organized communications organization capable of receiving, documenting, analyzing, and disseminating warning information to the populace in the shortest period of time, and to alert key government officials.

B. To provide a means of defining, specifying, and performing the functions of communication through coordination with appropriate federal, state, county, and municipal agencies/organizations and commercial providers to minimize loss of life and property in the event of an emergency or disaster.

IV. CONCEPT OF OPERATIONS
A. The Spartanburg County Communications Director is responsible for coordinating all ESF-2 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-2 Annex. All ESF-2 supporting agencies will assist the Communications Director in the planning and execution of the above.

B. The Spartanburg County Communications Director will coordinate with all supporting and other appropriate departments/agencies and organizations to ensure communications readiness during disasters or other emergency situations.

C. In the event of an imminent or actual emergency/disaster, the Communications Director will initiate actions appropriate to the functions of communications. Every effort will be made to support local equipment and personnel needs when requested and to integrate local resources when appropriate.

D. In coordination with and in support of the Spartanburg County Damage Assessment Team, ESF-2 will assess the situation (both pre- and post-event) and, in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

E. The Spartanburg County Office of Emergency Management Mobile Command Post capability shall be maintained to:
   1. Support emergency communications in the event of a catastrophic system failure as a result of an actual disaster.
   2. Use as a Mobile Command Post to provide on-scene coordination of emergency forces participating in emergency operations.

F. Contact with other Emergency Operations Centers, The South Carolina Emergency Management Division, and other emergency management organizations shall be maintained.
G. The Spartanburg County Communications Director shall prepare plans and procedures for employment of local emergency communications, utilizing all available systems and networks. Personnel and facilities shall be organized and exercised to provide centralized communications on a 24-hour-a-day basis.

H. Agreements and contracts shall be made to ensure equipment and system maintenance is available on a 24-hour-a-day basis. Alternate communications systems shall be identified, maintained, and tested quarterly for use in the event the existing systems are damaged or rendered inoperable. Amateur Radio capability will be provided by the Spartanburg County Amateur Radio Society, which will be supported by the South Carolina ARES.

I. ESF-2 will participate in exercises and conduct ESF-2 training and exercises to validate this annex and supporting SOP’s.

J. Warning operations will be conducted as follows:

1. Warning information may be received at the county warning point by means of:
   a. State Warning Point (Telephone and NAWAS)
   b. State Alternate Warning Point (Telephone and NAWAS)
   c. Other state government agencies having access to county government
   d. Local and municipal governmental agencies
   e. Non-governmental agencies having access to county government
   f. General public

2. Each municipal agency having an assigned emergency management responsibility will have, in addition, a warning responsibility to alert the population of pending disasters by any means available, including house-to-house contact.

3. County Warning Point

   Spartanburg County Communications/911 is the county primary point for receipt and dissemination of attack warning, natural disaster warning, and other emergency information. The County Warning Point operates on a 24 hour-a-day basis.

4. Dissemination of Warning

   a. In the event of an actual attack upon the United States, all warning systems will disseminate the attack warning. Warning Systems include Tone Alert Radios, Code Red, and the Outdoor Warning Siren System. Additionally, the National Weather Service will further disseminate the warning over the National Oceanic and Atmospheric Administration (NOAA) All-Hazards Radio System.
b. Warning officers will sound the attack-warning signal on public warning devices, and disseminate the information to the public, institutions, agencies, news, media, and industry.

5. Hazardous Materials Producers will notify Spartanburg County of HAZMAT incidents via the 9-1-1 telephone system.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. County Warning Officer:
   a. Develops procedures to implement this plan.
   b. Briefs assigned 9-1-1 Communication Center Dispatchers of the requirements of this plan.
   c. Identifies, trains, and assigns personnel to operate alerting and warning equipment.
   d. Determines critical and sensitive facilities and the additional requirements needed to adequately warn these facilities. A list of critical facilities will be maintained in the Spartanburg County Emergency Operations Center.
   e. Develops and maintains agreements and working relationships with government/non-government agencies.
   f. Assigns areas of responsibility at department levels of emergency vehicles equipped with sirens and/or public address systems. Coordinates with ESF-4 during Disaster Phase. (See Spartanburg County Route Alerting Plan)
   g. Periodically tests and reviews plan procedures to insure personnel are knowledgeable of assigned responsibilities.
   h. Ensures plan is periodically reviewed and updated as required.
   i. Maintains liaison with all departments/agencies having a warning capability.
   j. Develops procedures to notify warning service personnel.
   k. Maintains liaison with Spartanburg County Office of Emergency Management.
   l. Installs, maintains, and tests Tone Alert radios in public and private schools, daycare centers, hospitals, institutions, healthcare facilities, nursing homes, assisted living facilities, and major industries.
   m. Develops procedures for warning hearing-impaired and non-English-speaking populations.
   n. Develops procedures for warning special needs populations.
ANNEX 2 (ESF–2)
COMMUNICATIONS

o. Maintains a listing of the types, locations, and coverage of warning devices.

p. Crisis relocation implementation pertaining to warning to be coordinated through Public Information Officer and Spartanburg County Office of Emergency Management.

q. Maintains a listing of radio frequencies utilized for communication with federal, state, local, and mutual aid organizations. This list will be kept in the Emergency Operations Center.

r. Ensures that the Spartanburg County Communications Technician develops and maintains back-up or alternate communications systems for use in the event of failure of the primary systems.

s. Develop and coordinate frequency management plans for use in disaster areas.

t. Maintains the Dam Failure and Flooding Index in the Emergency Operations Center.

u. Ensure all ESF-2 personnel integrate NIMS principles in all planning. All ESF-2 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase

1. County Warning Officer:

a. Alerts Communications Center Dispatchers to begin notifying departments/agencies and key personnel on the emergency notification list and local warning points of the emergency and provide all information and directions if possible.

b. Alerts warning service personnel to report to duty.

c. Conducts communications needs assessment (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to affected area, as required.

d. Monitor actions of commercial telecommunications companies to restore services.

e. Maintain constant two-way communication with all appropriate emergency operating services of county and municipal governments.

f. Implement frequency management plans in disaster area as required.

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

h. Continues to maintain liaison with Public Information Officer (PIO).

i. Continues to maintain liaison with all departments/agencies having a warning capability.
ANNEX 2 (ESF–2)
COMMUNICATIONS

j. Continues to maintain liaison with Spartanburg County Emergency Management Director.

k. Activates Spartanburg County Tone Alert Warning System in schools, healthcare facilities, daycare centers and major industry to keep them informed of the situation.

l. Activates the CODE Red ENS System as need in certain designated areas or Countywide

C. Recovery Phase

1. County Warning Officer:

   a. Arrange for alternate communications systems to replace systems that are inoperable due to damage from disasters.

   b. Make communications channels available so appropriate information can be disseminated by ESF-15 (External Affairs/Public Information) to the public concerning safety and resources required for disaster recovery.

   c. Gather communications damage assessment information from public and private organizations (including telephone outages) and report to the Spartanburg County Emergency Management Director.

   d. Ensure ESF-2 team members or their agencies maintain appropriate records of costs incurred during the event.

   e. Continue to provide warning service as required until situation returns to normal.

   f. After action reports will be made following termination of any emergency or other action in which Communications was involved. The Communications Director will submit a report to the Spartanburg County Office of Emergency Management detailing the type and scope of actions completed, the elements of Communications that were involved, and the nature and extent of any further assistance needed.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Situation Reports

   The Public Safety Communications Director shall submit a narrative report to the Spartanburg County Emergency Management Director to include the following:

   a. Time warning notice received (list each notice separately).

   b. Name of person receiving warning.

   c. How received (telephone, NAWAS, etc).

   d. Time each local warning point, department, and individual notified.
e. Time warning completed.
f. Any difficulties encountered.

B. Logistics

County agencies/departments and private organizations will utilize supplies, operational aids, and transportation available to their specific organizations. Additional supplies, transportation, and manpower required will be requested through the Spartanburg County EOC.

VII. DIRECTION AND CONTROL

A. Direction

1. Warning activities will be coordinated from the Spartanburg County EOC.
2. The Spartanburg County EOC is located at 180 Magnolia St, Spartanburg SC 29307 or any other designated location.

B. Control

1. Line of Coordination
   a. Spartanburg County Communications Director
   b. Emergency Management Director
   c. Emergency Management Planner

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Communications Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised as necessary on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
PRIMARY: Spartanburg County Public Works Director

SUPPORT: Spartanburg County Solid Waste; Spartanburg County Road Maintenance; Spartanburg County Equipment Maintenance; Spartanburg County Water and Sewer; Spartanburg County Animal Control; Spartanburg County Engineering;

I. GENERAL

A. Purpose

1. To provide for the coordination and use of Public Works and Engineering personnel and resources to effect emergency restoration of essential public buildings, highway facilities, and utilities damaged or destroyed resulting from a an emergency or a disaster either natural, man-made, or war.

2. Public Works refers to those engineering and procurement activities required to provide or restore: emergency power supplies for critical facilities; water and sewer services, including emergency supply of potable water, temporary restoration of water supply and sewer systems, and providing water for firefighting; and emergency ice, snow, and debris removal.

3. Engineering activities technical expertise regarding the structural safety of damaged buildings, bridges, and highways; restoration of transportation infrastructure; coordination of emergency repairs to public facilities; appropriate construction services (i.e. electrical, plumbing, soils, etc.), and emergency demolition or stabilization of damaged structures and facilities designated as hazards to public health and safety.

B. Authority

1. Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Definitions

1. Public Works and Engineering – An organization comprised of all public works and engineering personnel and resources, public and privately owned resources within the county, including local government, appropriate state agencies and volunteer organizations.

2. Facilities – As used in this annex, pertains to roads, streets, public buildings, highways, bridges, waterways, and highway/railroad overpasses.

3. Utilities – As used in this annex, pertains to the buildings and equipment associated with services of the public, such as lights, power, water, and, and telephone.

4. Crisis Relocation – The movement of populations from high-risk areas to those of lower risk.
ANNEX 3 (ESF–3)
PUBLIC WORKS AND ENGINEERING

5. Congregate Care Facilities – Public or private buildings in the host areas that may be used to lodge and care for evacuees.

D. Organization

1. The Spartanburg County Public Works Director is designated as coordinator of ESF-3 and has primary responsibility of this service within Spartanburg County for the coordination of the activities of the following organizations when requested to support the conduct of operations under this annex.

   a. Local Government
      1) Spartanburg County Public Works
      2) Spartanburg County Solid Waste Division
      3) Spartanburg County Road Maintenance
      4) Spartanburg County Equipment Maintenance
      5) Spartanburg County Water and Sewer
      6) Spartanburg County Animal Control
      7) Spartanburg County Engineering

   b. Non-Governmental Organizations
      1) Privately-owned engineering firms
      2) Privately-owned construction companies
      3) Privately-owned utility companies

   c. State Government
      1) South Carolina Department of Transportation
      2) Public Service Authority
      3) Employment Security Commission
      4) Adjutant General
      5) S.C. Forestry Commission
      6) S.C. Department of Natural Resources
      7) S.C. Department of Health and Environmental Control

II. SITUATION

Spartanburg County is subject to disasters (natural, man-made, or war) that could result in the need for the restoration of damaged or destroyed essential facilities and utilities.

III. MISSION

A. To provide a well-organized and equipped Public Works and Engineering Service to effectively support the needs of Spartanburg County during any an emergency or a disaster.
B. To establish policy, procedures, and priorities for the control and restoration of transportation infrastructure, water resources, and sewer facilities and to provide for coordinating immediate and continued engineering resources, construction management, emergency contracting, and expertise following a disaster.

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

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Public Works Director is responsible for the coordination of all ESF-3 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-3 Annex. All ESF-3 supporting agencies will assist the Spartanburg County Public Works Director in the planning and execution of the above.

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

C. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.

D. In coordination with, and in support of the Spartanburg County Damage Assessment Team, ESF-3 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

E. Activities will be directed and coordinated from the Spartanburg County Emergency Operations Center.

F. The Public Works Coordinator has the overall responsibility for mission assignments and coordination of the available engineering and construction resources within the county.

G. Each municipal director of utilities is primarily responsible for public works and engineering operations within the limits of the municipality.

H. The combined municipal engineering resources and those within the county are available to the ESF-3 Coordinator. They become an integral part of the Public Works and Engineering Service. They also become an integral part of the resources available for use in the public interest, with due regard to local needs.

I. State forces used in support of this plan will be committed on a mission type basis.

J. South Carolina Department of Transportation is responsible for the restoration and repair of state maintained roads and bridges.
K. Spartanburg County Public Works and Engineering resources will support the South Carolina Department of Transportation when available.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Public Works Director:
   a. Develop procedures to implement this section of the county plan.
   b. Coordinate those procedures jointly affecting city/county disaster operations with each municipality utilities director.
   c. In coordination with the Spartanburg County Office of Emergency Management, maintain resource lists, Engineering/Public Works assignments, and alert lists to include points-of-contact and telephone numbers of agencies, counties, municipalities and organizations supporting public works and engineering functions.
   d. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
   e. Establish operational needs for restoration of public works service during the emergency.
   f. In coordination with the Spartanburg County Office of Emergency Management, develop policy for conservation, distribution, and use of potable and firefighting water.
   g. Provide additional or alternative sources of potable water to augment or maintain water supplies.
   h. Plan for the provision of water (potable and non-potable) and ice for the disaster area if local supplies become inadequate.
   i. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
   j. Plan engineering, contracting, and procurement assistance for emergency debris, snow, or ice clearance, demolition, public works repair, and water supply and sewer missions.
   k. Maintain formal agreements and/or working relationships with city, state, and federal agencies having mutual Engineering/Public Works emergency responsibilities.
   l. Coordinate with municipal, county, and state agencies in the development and maintenance of a priority restoration list on all essential/critical facilities and utilities.
m. In coordination with the Spartanburg County Office of Emergency Management, develop and participate in training and periodic test exercises for the Engineering/Public Works service.

n. Develop procedures for clearance of debris in an emergency or disaster.

o. In coordination with the Spartanburg County Tax Assessor, develop procedures for damage assessment.

p. In coordination with Rescue Service Coordinator, develop procedures to assist with search and rescue operations.

q. Ensure all ESF-3 personnel integrate NIMS principles into all activities.

r. Ensure all ESF-3 staff members complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase

1. Public Works Director:

   a. Upon notification from the Director of the Spartanburg County Office of Emergency Management, activate the Public Works and Engineering Service.

   b. Evaluate available information concerning the nature and extent of the disaster situation and establish a program based on priority lists, for the restoration of essential facilities and utilities.

   c. Identify water and sewer service restoration, debris management, potable water supply, and engineering requirements as soon as possible.

   d. Evaluate status of current resources to support ESF-3 operations.

   e. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.

   f. As needed, recommend priorities for water and other resource allocations.

   g. Procure equipment, specialized labor, and transportation to repair or restore public works systems.

   h. Coordinate with ESF-6 for shelter support requirements.

   i. Coordinate with ESF-17 for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.

   j. Coordinate with ESF-10 for advice and assistance regarding disposal of hazardous materials.

   k. Coordinate with ESF-4 for advice and assistance regarding firefighting water supply.

   l. Based on available information to include radiological data and established priorities, determine manpower and equipment requirements.
m. Determine structural safety of evacuation routes and report findings to the Spartanburg County Emergency Management Director.

C. Recovery Phase

1. Public Works Director:
   a. Continue to direct Public Works and Engineering Service operations.
   b. In coordination with the Spartanburg County Office of Emergency Management, develop long-range recovery plans.
   c. Establish priority of tasks to be accomplished.
   d. Ensure that ESF-3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Initial Situation Reports

   As soon as communications are established, the Coordinator of ESF-3 will gather data from the agencies/organizations and individuals who have engineering, maintenance, and construction support assignments. The Coordinator will submit a report to the Spartanburg County EOC, which will include, but not be limited to the following:

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

2. Special Reports

   a. Any significant change in status of the services’ capability to accomplish its mission will be reported immediately.
   b. Immediately report any essential facility that cannot be repaired or restored in accordance with established priorities.
   c. Immediately report any recommended changes to priority lists and the reason(s) for the change.

3. After Action Reports

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

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

B. Logistics

Supplies, equipment, and manpower needed by the agencies comprising the Public Works Service will be utilized to the fullest extent possible. Additional supplies, equipment, and manpower will be requested through the Spartanburg County Emergency Operations Center.

VII. DIRECTION AND CONTROL

A. Public Works Service activities will be coordinated through the Emergency Operations Center and controlled at the Public Works Office.

B. The County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306

C. Public Works operations will be directed over the Spartanburg County Comprehensive 800 MHz Communications System.

D. Line of Coordination

1. Spartanburg County Public Works Director
2. Assistant Public Works Director

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Public Works Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis.

1. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
I. GENERAL

A. Purpose

1. To provide for the coordination and use of all firefighting organizations, personnel, and equipment in Spartanburg County during an emergency or a disaster situation.

2. To provide for the application of equipment, manpower and technical expertise to control and suppress urban, rural, and wildland fires and other assignments. Provisions of such services will be in accordance with the Firefighter Mobilization Act of 2000, mutual aid compact agreements with local governments, private industry, other states, and established recognized standard firefighting methods.

B. Authority

1. Spartanburg County Ordinance Number 333, dated December 18, 1985


C. Definitions

Fire Service – Composed of all firefighting organizations, their personnel, facilities, equipment, and resources at the county level, including local government, appropriate state agencies/departments, and non-government/volunteer departments. The primary function of the fire service is the prevention, protection and suppression of fire and the saving of lives and property subsequent to these functions. Fire departments provide a range of other functions and services on an as needed or individual assignment basis.

D. Organization

The Spartanburg County Fire Marshal is designated as Coordinator of ESF-4. Close coordination is required with all County Fire Departments. Responsibilities include, but are not limited to, coordinating the fire fighting activities of all forces when they are requested to support the concept of operations. The Fire Service in Spartanburg County is comprised of the following fire departments:

<table>
<thead>
<tr>
<th>Local Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiling Springs Dire Dept</td>
</tr>
<tr>
<td>Campobello Fire Dept</td>
</tr>
<tr>
<td>Cherokee Springs Fire Dept</td>
</tr>
</tbody>
</table>
ANNEX 4 (ESF–4)  
FIREFIGHTING

Chesnee Community Fire Dept  
Converse Fire Dept  
Cooley Springs Fire Dept  
Cowpens Fire Dept  
Croft Fire Dept  
Cross Anchor Fire Dept  
Drayton Fire Dept  
Duncan Fire Dept  
Enoree Fire Dept  
Glendale Fire Dept  
Glenn Springs Pauline Fire Dept  
Gowansville Fire Dept  
Greer Fire Dept  
GSP Fire Dept  
Hilltop Fire Dept  
Hobbysville Fire Dept  
Holly Springs Fire Dept  
Inman Community Fire Dept  
Inman Fire Dept  
Landrum Fire Dept  
Mayo Fire Dept  
New Prospect Fire Dept  
North Spartanburg Fire Dept  
Pacolet Fire Dept  
Pelham Batesville Fire Dept  
Poplar Springs Fire Dept  
Reidville Fire Dept  
Roebuck Fire Dept  
Spartanburg City Fire Dept  
Startex Fire Dept  
Tyger River Fire Dept  
Una Fire Dept  
Westview Fairforest Fire Dept  
Whitney Fire Dept  
Woodruff Fire Dept

b. State Government

1. South Carolina Department of Labor, Licensing, and Regulation,  
Division of Fire and Life Safety.

2. State Fire Marshal

II. SITUATION

A. Spartanburg County is subject to disasters/emergencies (natural, man-made,  
technological, WMD, and terrorism) that could result in a need for fire service  
operations, greatly affect public health, and result in deaths and/or injuries and  
property damage. While Spartanburg County has the capability and adequate
resources to meet routine fire service needs, a more serious an emergency or a disaster would multiply and create more complex problems.

B. The potential for damage from fires in urban areas during and after a major disaster is extremely high. Numerous fires have the potential to spread rapidly causing extensive damage and threatening life and property. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruptions of communications, transportation, utility, and water systems.

C. The responsibility of maintaining a radiological monitoring and decontamination capability fall within the functional area of the Fire Marshal Office, in coordination with the Spartanburg County Emergency Management Director. A radiological accident/incident could tax the capability and resources of the county fire service.

III. MISSION

A. To provide a well-organized and equipped firefighting organization for fire suppression, and if required, provide radiological monitoring and decontamination as well as rescue operations during a disaster situation.

B. To coordinate and mobilize fire and emergency services resources, personnel and equipment; and coordinate other county resources to support Spartanburg County with these resources to suppress urban, rural, wildland fires, and other fire protection issues.

IV. CONCEPT OF OPERATIONS

A. ESF-4 is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response, and recovery activities pertaining to structural and wildland fires. The Spartanburg County Fire Marshal is responsible for developing, coordinating, and maintaining the ESF-4 SOP. All ESF-4 supporting agencies will assist the Spartanburg County Fire Marshal in the planning and execution of the above.

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

C. Activities will be directed and coordinated from the Spartanburg County Emergency Operations Center (EOC) or other designated area.

D. Coordination of mission assignments will be made by the Spartanburg County Fire Marshal.

E. The Fire Chiefs of the various organizations will direct emergency firefighting operations in their respective areas.

F. The Spartanburg County Fire Marshal and Municipal Fire Chiefs have overall responsibility for the coordination of fire fighting forces during emergencies and providing decision making advice on the hazards associated with hazardous materials.
G. Radiological monitoring and decontamination activities will be directed from the Spartanburg County Emergency Operations Center (EOC).

H. State Forces used in support of this plan will be committed on a mission type basis when requested and in accordance with the South Carolina Emergency Operations Plan.

I. Municipal governments and fire districts are responsible for providing fire prevention and suppression services within their incorporated areas. ESF-4 will provide assistance when requested.

J. Municipal fire protection organizations are responsible for requesting support through the Spartanburg County Emergency Operations Center (EOC) when a fire hazard, fire incident, or disaster exceeds local capabilities. Additional assistance may be other state agencies, private companies, and cooperating industries. Based on known or projected threats, imminent hazards or predicted disasters that may require additional resources, ESF-4 may mobilize resources and stage them at designated locations in a condition to respond if assistance is requested.

K. The Firefighter Mobilization Act of 2000 mobilizes fire and rescue services statewide to respond to any type of emergency that requires additional resources. ESF-4 will use the mobilization plan to obtain additional fire resources as needed.

L. In coordination with, and in support of, the Spartanburg County Damage Assessment Team, ESF-4 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

V. ESF ACTIONS

In preparation for and execution of its fire protection mission, ESF-4 will:

A. Pre-Disaster Phase
   1. Develop procedures to implement this plan.
   2. Identify, train, and assign personnel to radiological monitoring and decontamination teams.
   3. Develop and be prepared to implement an accelerated training program for additional firefighting personnel and radiological monitors.
   4. Determine location of shelters to be used by assigned personnel.
   5. Maintain agreements and working relationships with supporting agencies/departments.
   6. Upon notification that a disaster is imminent or that a threat of a disaster exists, establish communications with the Spartanburg County Emergency Operations Center.
   7. Upon notification that a disaster is imminent or that a threat of a disaster exists, anticipate and plan for arrival of and coordination with State ESF-4 personnel in the Spartanburg County Emergency Operations Center.
8. Keep all Fire Service personnel on alert and informed of the situation.
9. Notify Spartanburg County EOC of operational readiness.
10. Develop procedures for inspection of congregate care, upgradeable, and essential facilities for fire protection.
11. Develop and maintain a fire service resource list to include personnel and equipment.
12. Develop Search and Rescue procedures for fire service personnel.
13. Organize and train fire service personnel to rapidly respond to requests for assistance.
14. Monitor weather and hazardous conditions that contribute to increased fire danger.
15. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
16. Based on hazardous conditions, conduct fire prevention and education activities for the public.
17. Ensure all ESF-4 personnel integrate NIMS principles in all planning. All ESF-4 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase
1. Maintain liaison with the Spartanburg County Emergency Operations Center (EOC).
2. Perform firefighting duties as needed to include monitoring emergency shelters.
3. If radioactive material is involved, coordinate with the Spartanburg County EOC and Radiological Officer for monitoring and decontamination activities.
4. Perform radiological monitoring assignments as directed by Spartanburg County EOC and Radiological Officer.
5. Prepare for decontamination operations if needed as directed by Spartanburg County EOC and Radiological Officer.
6. Determine needs for disaster victims.
7. Assist in search and rescue duties as necessary and other areas when feasible.
8. Keep the Spartanburg County EOC informed of the situation within their areas of responsibilities.
9. Support county and municipal fire departments and the SC Forestry Commission with appropriate resources to include mobilizing and deploying firefighting teams and resources as needed.
10. Monitor status of firefighting resources committed to an incident.

11. Maintain staging area locations.

12. In accordance with the Fire Fighters Mobilization Plan, plan for and establish relief resources to replace or rotate with command resources for extended operations.

13. Support fire investigations and inspections.

14. Obtain and submit fire situation and damage assessment reports and provide information to the Spartanburg County EOC.

15. Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate requests for specific assistance.

16. Require supporting agencies maintain appropriate records of cost incurred during an event.

17. Document any lost or damaged equipment and any personnel or equipment accidents.

C. Recovery Phase

1. Maintain liaison with the Spartanburg County EOC.

2. Continue to provide firefighting capabilities within affected areas until conditions return to normal.

3. Maintain adequate resources to support local operations and plan for a reduction of resources and demobilization.

4. Conduct reviews of incident actions with teams involved to improve future operations.

5. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.

6. Inform agencies that provided resources where to send records for costs incurred during the event.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Initial Situation Report

Initial situation reports will be submitted to the Spartanburg County Fire Marshal as soon as practicable. Reports will be consolidated and submitted to the Spartanburg County Office of Emergency Management for analysis and should contain, but not be limited to the following:

a. Type of fire

b. Damage

c. Action(s) taken

d. Casualties incurred
e. Nature and extent of any assistance required
f. Estimated cost of damage

2. Special Reports

Any significant change in the status of the Fire Service capability to accomplish its mission will be reported immediately to the Spartanburg County EOC.

a. After Action Reports

After action reports will be made following termination of any emergency, or other action in which the Fire Service was involved. The Spartanburg County Fire Marshal will submit a report to the Spartanburg County Office of Emergency Management, which will include the following:

1) Type and scope of action completed.
2) Elements of the Fire Service that were involved.
3) Nature and extent of any further public assistance required.

B. Logistics

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

VII. DIRECTION AND CONTROL

A. Firefighting activities will be coordinated from the Spartanburg County EOC under the direction and control of the Spartanburg County Fire Marshal and/or Municipal Fire Chiefs.

B. The Spartanburg County EOC is located at 180 Magnolia St, Spartanburg SC 29306

C. Firefighting operations will be directed over the Spartanburg County VHF Fire Radio System.

D. Line of Coordination

1. Spartanburg County Fire Marshal
2. Deputy County Fire Marshal
3. President, Spartanburg County Fire Chiefs Association

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Fire Marshal is responsible for the revision, update, and maintenance of this annex.
B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
I. GENERAL
   A. Purpose
      ESF-5 is responsible for coordination of incident management efforts, issuance of
      mission assignments, resource and human capital, incident action planning,
      financial management, and the compilation, analysis and coordination of overall
      information and planning activities in the Spartanburg County EOC in support of
      emergency operations. ESF-5 is also responsible for providing
      emergency/disaster information to citizens and visitors of Spartanburg County,
      South Carolina.
   B. Authority
      1. Spartanburg County Ordinance Number 333, dated December 18, 1985
   C. Definitions
      Code Red Emergency Notification System - Delivers emergency notifications via
      voice and text messages to virtually all devices
      EMCOP - Emergency Management Common Operating Picture is a system for
      capturing, storing, analyzing, and managing data related to an Emergency
      Response or event. This data is often conveyed through google earth via SCEMD
      Palmetto Vision. Still in beta testing, EMCOP’s role in Emergency Management
      Response will continue to increase as most Emergency Management departments
      attempt to phase out WebEOC
      WebEOC – Web-based notification system utilized by Spartanburg County EOC
      to track critical events.
   D. Organization
      The Spartanburg County Emergency Management Director is the designated ESF-
      5 coordinator and is responsible for coordinating Emergency Management
      activities and operations of all county Emergency Management activities during a
      an emergency or a disaster situation in support of emergency operations.

II. SITUATION
   Spartanburg County is subject to disasters/emergencies (natural, man-made,
   technological, WMD, and terrorism) that could result in a need for increased
   Emergency Management capability. While Spartanburg County has the capability
   and adequate resources to meet routine Emergency Management needs, a more
   serious an emergency or a disaster would multiply and create more complex
   problems.
III. MISSION

A. To provide for the protection of the people, property, and resources in Spartanburg County in order to minimize damage, injury, and loss of life resulting from any natural, man-made, and technological hazards including, but not limited to, terrorism and weapons of mass destruction.

B. To warn of impending danger.

C. To support disaster operations with timely, effective deployment of county resources.

D. To keep affected residents informed about the situation and how they can protect themselves.

E. To collect, process, and disseminate information concerning a potential or actual emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Office of Emergency Management is responsible for the coordination of all ESF-5 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities, and developing and maintaining the ESF-5 SOPs.

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

C. The Spartanburg County Office of Emergency Management will coordinate with all supporting agencies and other appropriate organizations to ensure continual operational readiness.

D. ESF-5 will:

1. Perform information processing: Using WebEOC, Microsoft Word, and other software collect, process, and consolidate information from Emergency Support Functions (ESFs), municipal governments, and other information sources, as appropriate, into a Situation Report (SITREP) and disseminate the information for use by the Operations Group. The following includes, but is not limited to, information that may be included in the SITREP:

   a. Boundaries of the disaster area and designation of an area of operations
   b. Infrastructure status (transportation, communications, energy, and medical)
   c. Weather data and/or Hazard-specific information
   d. Fires reported in impacted area(s)
   e. Spartanburg County Emergency Operations Center Status
   f. Declarations and Status
   g. State Emergency Operations Center Status
h. Mass Care Information (Shelters, Special Needs, Feeding Sites)

i. Medical Information (casualties, injuries, missing persons, hospital status)

j. Develop, manage, and provide daily incident action plans and other incident action plans as requested.

2. Ensure ESFs maintain and update status boards with current information, maps, charts, and other means such as computer displays, as available.

3. Coordinate the operation of Code Red Emergency Notification System when required by the Spartanburg County EOC Manager.

4. Provide weather and climate information during emergencies and disasters as required.

5. Consolidate and disseminate Spartanburg County Damage Assessment Team information and other damage related reports.

6. Provide WebEOC data management support operations during activations.

7. Develop computer projection displays as necessary to display ESF event information within the Spartanburg County EOC.

8. Provide Geographic Information System (GIS) spatial mapping needs for the Spartanburg County EOC Manager and the ESF-5 coordinator and for the various ESFs as required.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Develop procedures and formats for information gathering and reporting to include SITREP format and submission.

2. Train support agencies on roles and responsibilities.

3. In coordination with the Operations Group, develop information displays within the Spartanburg County EOC.

4. Ensure weather products are up to date and available for use.

5. Ensure all software and computers located in the EOC are updated and operational.

6. Ensure all ESF-5 personnel integrate NIMS principles in all planning. All ESF-5 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase

1. Notify all ESF-5 supporting agencies upon activation.

2. Assign duties to support agency personnel and provide training as required.
3. Coordinate Spartanburg County EOC effort in collecting, processing, reporting and displaying essential information to include development and publication of the SITREP.

4. Use various hazards modeling tools (to include, but not limited to, Hurrevac, CAMEO, Marplot, Aloha) to analyze and provide accurate data.

5. Conduct planning to identify priorities, develop approaches and devise recommended solutions for future response operations.

6. Develop, manage, and provide daily incident action plans and conduct other incident action plans as requested.

7. Utilize Code Red to disseminate information as required.

8. Provide weather information and briefings to the Spartanburg County EOC and the Spartanburg County Emergency Management Director as required.

9. Monitor locations and assist as requested, in set-up, operation, and demobilization of mobilization sites, staging areas, and distribution points.

C. Recovery Phase

1. Continue information gathering and processing.

2. Collect and process information concerning recovery activities to include anticipating types of recovery information to the Spartanburg County EOC, other local government and municipal agencies.

3. Anticipate and plan for the support and establishment of a JFO, DRCs, and other local, state, and/or federal emergency work teams and activities in the impacted area.

4. Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Situation Reports

   The ESF-5 Coordinator will collect, process, and consolidate information from Emergency Support Functions (ESFs), municipal governments, and other information sources, as appropriate, into a Situation Report (SITREP) and disseminate the information for use by the Spartanburg County EOC Critical Incident Management Group and the SEOC.

2. Special Reports

   Any significant change in status of an emergency or a disaster or the ability of the Information and Planning Group to accomplish its mission will be reported immediately to the Spartanburg County Emergency Management Director.

3. After Action Reports
An after action report will be submitted to the Spartanburg County Office of Emergency Management upon request.

B. Logistics

Supplies, equipment, and manpower needed by the agencies comprising ESF-5 will be utilized to the fullest extent possible. Additional supplies, equipment, and manpower will be requested through the Spartanburg County Emergency Operations Center.

VII. DIRECTION AND CONTROL

A. ESF-5 activities will be coordinated through the Emergency Operations Center.

B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

C. Line of Coordination

1. Spartanburg County Emergency Management Director

2. Spartanburg County Emergency Management Planner

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Emergency Management Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis.

After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 6 (ESF-6)
MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES

PRIMARY: Spartanburg County Department of Social Services
SUPPORT: American Red Cross; Salvation Army; Spartanburg School District 1 -7; Spartanburg County Health Department (DHEC); Spartanburg County Sheriff’s Office; Municipal Law Enforcement Agencies; Spartanburg County Community Emergency Response Team (CERT); Spartanburg County Mental Health

I. GENERAL

A. Purpose

1. To organize within Spartanburg County the capability to meet basic human needs in an emergency/disaster situation, and to outline responsibility and policy established for Mass Care, Emergency Assistance, Housing, and Human Services operations before, during, and after an emergency or disaster, whether natural, man-made, technological, or act of terrorism.

2. The Spartanburg County Department of Social Services is the primary agency designated for coordinating ESF-6 Operations.

3. Mass Care encompasses sheltering (existing or constructed facilities; feeding fixed sites, mobile feeding units); bulk distribution of food and supplies; first aid at mass care facilities and designated sites; and disaster welfare inquiry. The American Red Cross – Spartanburg County Chapter is the primary organization that operates mass care shelters in Spartanburg County with the assistance of the Spartanburg County Community Emergency Response Team. The American Red Cross, Spartanburg CERT, and the Salvation Army provide feeding capability through their own resources.

4. The Department of Social Services and SCDHEC will jointly open Special Needs Shelters (SMNS) in Spartanburg County. SCDHEC will manage SMNS.

B. Authority

1. Spartanburg County Ordinance Number 333, dated December 18, 1985

2. Robert T. Stafford Disaster Relief and Emergency Assistance Act Sub-Chapter 6, Public Law 103-337, Title VI, October 5, 1994

C. Definitions

**Mass Care/Emergency Welfare Service** – Composed of and coordinated by the Spartanburg County Department of Social Services and the Spartanburg County Chapter of the American Red Cross; their personnel, facilities, and resources at the State and County levels; The seven Spartanburg County School Districts and their personnel, facilities, and resources; The Salvation Army; Spartanburg CERT, Other State, County, and local governmental agencies; Appropriate Federal agencies; Supporting private and religious organizations.

**Services** – A collective term for services provided by ESF-6 for provision of basic human needs required as a result of an emergency/disaster situation. The services
provided include, but are not limited to, shelter, food, clothing, information, referral, counseling, etc.

Shelter Area – The geographical unit that divides the Emergency Welfare Service shelter operations into identifiable areas.

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

Sheltering – A shelter (congregate housing) is typically defined as housing for day 1 through day 30 (could be longer) where the residents do not have a lock and key.

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

D. Organization

1. The Commissioner, South Carolina Department of Social Services (SCDSS), is the State Director of Emergency Welfare Service (EWS). The State EWS Director is responsible to the Governor. A designated State EWS Coordinator will represent the Commissioner of the SCDSS in the State Emergency Operations Center. The lines of authority applicable to the EWS adhere to normal organizational patterns except for such special assignments the Governor and the State EWS Director deem advisable.

2. The Spartanburg County DSS Director is the ESF-6 Coordinator and is responsible for the coordination of all governmental and non-governmental agencies that comprise the Mass Care, Emergency Assistance, Housing, and Human Services organization, which effectively supports the needs of the populace of the county during emergencies/disasters.

II. SITUATION

Spartanburg County is subject to disasters/emergencies (natural, man-made, technological, WMD, and terrorism) that could result in a need for mass care and emergency welfare services for the populace of Spartanburg County including sheltering (existing or constructed facilities), feeding (fixed sites, mobile feeding units), bulk distribution of food and supplies, first aid at mass care facilities, and disaster welfare inquiry.

III. MISSION

A. To provide mass care, emergency assistance, housing, and human services to the populace of Spartanburg County and persons who have been relocated to Spartanburg County as a result of an emergency/disaster or impending disaster.

B. To organize within county government the capability to meet basic human needs (shelter, food, clothing, inquiry, and emergency social services) in emergency/disaster situations and to outline responsibility and policy established for Mass Care operations before, during, and after a disaster.
IV. CONCEPT OF OPERATIONS

A. Upon notification by the Spartanburg County Emergency Management Director, the DSS Director will activate ESF-6. Requests for assistance will be routed through the Spartanburg County Emergency Operations Center. The ESF-6 Coordinator or designee makes decision for response.

B. When conditions warrant Spartanburg County EOC activation, ESF-6 will be coordinated at the Spartanburg County Emergency Operations Center, located at 180 Magnolia St, Spartanburg SC 29306. When lesser conditions prevail, operations will be conducted from an appropriate location designated by the ESF-6 Coordinator.

C. DSS is responsible for coordinating all ESF-6 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include coordinating, and maintaining the ESF-6 SOP.

D. All ESF-6 supporting agencies will assist DSS in the planning and execution of the above.

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

F. DSS will coordinate with the American Red Cross (ARC), Salvation Army, Spartanburg CERT, other volunteer relief organizations, and all supporting and other appropriate agencies/organizations to facilitate interagency/inter-organizational planning and to promote operational coherence.

G. DSS shall act as the primary Mass Care coordinator. However, each Mass Care member agency/organization will manage its own program and maintain administrative and financial control over its activities.

H. The American Red Cross, Spartanburg County CERT, and other voluntary agencies independently provide mass care to disaster victims as part of a broad program of disaster relief.

I. Mass care encompasses the following:
   1. Sheltering
   2. Feeding
   3. Emergency First Aid
   4. Disaster Welfare Inquiry
   5. Bulk Distribution of Emergency Relief Supplies
   6. Special Needs Shelters (DHEC and DSS will jointly open SMNS; DHEC will manage SMNS.)
V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. ESF-6 will maintain a roster of primary contact ESF personnel.
2. ESF-6 will coordinate with the Spartanburg County Office of Emergency Management (including CERT), American Red Cross, Salvation Army, and SCEMD to ensure an up-to-date shelter list is available.
3. ESF-6 will develop, maintain, and update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
4. ESF-6 agencies will participate in exercises and conduct training to validate this annex and supporting SOPs.
5. Ensure all ESF-6 personnel integrate NIMS principles in all planning. All ESF-6 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training.

B. Disaster Phase

1. Primary and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
2. ESF-6 will coordinate with ESF-5 (Emergency Management) and the Spartanburg County Emergency Management Director regarding mass feeding sites.
3. Shelters will be opened and closed in accordance with public need as assessed by the Spartanburg County Emergency Management Director, CERT, ARC, SCEMD, and appropriate volunteer organizations. Final decision rests with the ARC for ARC managed shelters.
4. ESF-6 will monitor occupancy levels and ongoing victim’s needs, and will provide ESF-5 with an updated list of operational shelters.
5. ESF-6 will coordinate with SCEMD, ARC, CERT, DHEC, and counties to update lists of available shelters including Special Needs Shelters (SMNS).
6. ESF-6 will coordinate with ESF-8 (Public Health and Medical Services) for the provision of medical services and mental health services in shelters with the appropriate agencies.
7. ESF-6 will coordinate with the Spartanburg County Office of Emergency Management to ensure that each shelter has a working communications system and has contact with the Spartanburg County EOC and the managing agency. This may include radio, telephone, email, or cellular telephone.
8. ESF-6 will provide a list of mass care sites requiring restoration of services to the Spartanburg County EOC.

9. ESF-6 will coordinate with ESF-13 (Public Safety & Security) regarding additional security resources, if needed, at mass care shelters.

10. ESF-6 will maintain shelter status information during a disaster and provide that information to the Spartanburg County EOC at pre-determined intervals. This information will be maintained in the Shelter Status Tracking Board in WebEOC.

C. Recovery Phase

1. ESF-6 will coordinate with ESF-5 to establish or support existing mass feeding sites operated by the American Red Cross, Salvation Army, or other volunteer agencies. The first priority of mass feeding activities will be disaster victims.

2. ESF-6 will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.

3. ESF-6 will coordinate with ESF-3 (Public Works & Engineering) for garbage removal and ESF-8 (Public Health and Medical Services) for sanitation requirements and inspections at mass feeding sites in conjunction with the Spartanburg County Health Department.

4. ESF-6 will coordinate with responsible agencies for the provision of food and water to mass feeding sites, if needed.

D. Roles and Responsibilities of the Mass Care Component Agencies/Individuals Applicable to all three Emergency Phases:

1. Spartanburg County School Districts
   a. School District Superintendents will coordinate all activities pertaining to the provision of shelter and feeding services within the schools of their respective districts with the ESF-6 Coordinator.

2. American Red Cross – Spartanburg County Chapter
   a. Mitigate suffering by meeting the immediate emergency needs of victims in advance of a potential disaster or after disaster has struck.
   b. Identify, train, and assign ARC liaison to staff ESF-6 in the Spartanburg County EOC.
   c. Recruit and train disaster volunteer workers in ARC shelter staff operations.
   d. Conduct community disaster and mitigation education programs.
   e. Manage all disaster shelters and will be responsible for all activities pertaining to the provision of the following services:
      1) Internal Shelter Operations
2) Registration and Inquiry
3) Shelter Staffing upon the opening of a designated shelter or as soon thereafter as practical
4) Emergency first aid and medical care
f. In event of an emergency or a disaster, the ARC will administer authorized ARC disaster relief programs, in accordance with the ARC 3000 series regulations and procedures.

3. Salvation Army – Spartanburg County
   a. The Salvation Army is a national religious and charitable organization with the capability to immediately render emergency disaster relief services to individuals and families threatened or directly affected by disaster.
   b. Identify, train, and assign personnel to staff ESF-6 in the Spartanburg County Emergency Operations Center.
   c. Conduct disaster response training for Salvation Army staff and volunteers.
   d. Upon request, and in coordination with ESF-6, the Salvation Army will be the coordinating agency for activities pertaining to the provision of the following services:
      1. Clothing
      2. Counseling
      3. Recreation
      4. Religious Activities
   e. Provide additional services in support of ESF-6 to include:
      1. Feeding (Mobile Canteen)
      2. Other services as deemed necessary by the ESF-6 Coordinator (when agreed upon by the Salvation Army)
   f. In event of an emergency or a disaster, the Salvation Army will administer authorized Salvation Army disaster relief programs.

4. Spartanburg County Department of Social Services Director
   a. Coordinate ESF-6 activities pertaining to the provision of the following services:
      1. All county disaster shelter planning and operations
      2. All mass feeding planning and operations
      3. provision of DSS services (upgraded to emergency status)
      4. The provision of support staff for shelter operations
b. Provide additional services in support of the primary responsibilities of the other ESF-6 components. These services include:
   1. Counseling
   2. Registration and Inquiry
   3. Other services as may be deemed necessary and appropriate by the EWS

c. Administer state and federal disaster relief programs (when authorized).

5. Law Enforcement
   a. Responsible for shelter security

6. Spartanburg County Health Department (DHEC)
   a. Identify, train, and assign DHEC personnel to maintain contact with and prepare to execute missions in support of ESF-6 during periods of activation.
   b. Provide personnel, sanitation and food inspection, health care, crisis counseling and water quality services to support mass care operations.
   c. Identify, staff (including nurses), and manage Special Needs Shelters (SMNS).
   d. Update SMNS shelter status information in the DHEC automated shelter tracking system.
   e. Provide nurses to ARC shelters per existing agreement.

7. Spartanburg CERT
   a. Assist the Red Cross with personnel needs at official ARC Shelters
   b. Open Pet Friendly Shelters, with the assistance of the Disaster Animal Response Team and other partnering agencies
   c. Manage all Pet Friendly shelters and will be responsible for all activities pertaining to the provision of the following services:
      1) Internal Shelter Operations
      2) Registration and Inquiry
      3) Shelter Staffing upon the opening of a designated shelter or as soon thereafter as practical
      4) Emergency first aid and medical care

C. ADMINISTRATION AND LOGISTICS

A. Reports, Invoices, and Vouchers
Shelter Managers in each designated shelter shall be responsible for maintaining reports, invoices, and vouchers for that shelter. The ARC as well as Spartanburg CERT will follow their own regulations in maintaining records for the shelters they manage.

B. Logistics

1. Food and Clothing Supplies
   a. ESF-6 will use local resources to the fullest extent including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the SEOC. The release, sale, or use of emergency items for purposes other than authorized by the Spartanburg County Emergency Management Director is prohibited.
   b. Officials in charge of essential mass care services and facilities shall be instructed to continue to place orders with normal sources of supply. Orders that cannot be filled through normal distribution channels will be summarized by ESF-6 in the Spartanburg County EOC and communicated to the ESF-6 Coordinator in the SEOC.

2. American Red Cross Shelters and Spartanburg CERT Pet Friendly Shelters
   a. ARC will manage internal shelter operations in accordance with ARC regulations and CERT will manage shelter operations in accordance with CERT regulations. Both agencies will support each other as the need arises.
   b. The Spartanburg County Emergency Management Director shall determine the need for shelters. The decision to open a shelter and supporting data, such as number of people to be sheltered and their geographical location, shall be communicated to the ESF-6 Coordinator.
   c. The Spartanburg County Emergency Management Director will confer with the ARC or the Spartanburg County CERT Coordinator to contact the appropriate School District Superintendent if the shelter is a school or the owner/manager of designated shelter facilities not located in a school.
   d. The American Red Cross and Spartanburg Emergency Management/CERT shall maintain current facility utilization agreements with the school districts relative to the opening of schools for utilization as shelters. The ARC and and Spartanburg Emergency Management/CERT will also obtain facility utilization agreements from owners or administrators of non-school facilities (Churches, Community Centers, etc).
   e. The ARC may request Spartanburg County DSS staff in support of shelter operations as required.

3. Requests for Mass Care support resources (manpower, supplies, services, and coordination action) beyond the capability of Spartanburg County may be communicated to the ESF-6 Coordinator in the SEOC.
4. Mass Care, Emergency Assistance, Housing, and Human Services shall be rendered to any person in need of such services with no discrimination because of race, religious creed, political beliefs, or national origin.

D. DIRECTION AND CONTROL

A. Upon request of the Spartanburg County Emergency Management Director, the Spartanburg County DSS Director will report to the Spartanburg County Emergency Operations Center and direct ESF-6 operations.

B. Mass Care will be coordinated through the Emergency Operations Center.

C. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

D. Line of Coordination
   1. Spartanburg County Department of Social Services Director
   2. Director, American Red Cross – Spartanburg County Chapter
   3. Coordinator, Spartanburg County CERT

E. ANNEX MAINTENANCE

A. The Spartanburg County Department of Social Services Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 7 (ESF–7)
RESOURCE SUPPORT AND LOGISTICS MANAGEMENT

PRIMARY: Spartanburg County Purchasing Department
SUPPORT: Spartanburg County Finance Department; Spartanburg County Administrator; Assistant County Administrator; Spartanburg County Emergency Management Director.

I. GENERAL

A. Purpose
   1. To provide for the coordination necessary to assure effective resource support and logistics management for Spartanburg County emergency operations during an emergency or a disaster situation.

B. Authority
   1. Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Definitions
   1. Resource Support and Logistics Management Service – Comprised of all supply and procurement sources and resources, both public, private, and those not otherwise under Federal or State control, located in Spartanburg County prior to, or entering the county, subsequent to disaster.
   2. Supply and Procurement - The acquisition, use, and payment for those commodities and services necessary during and after a disaster.

D. Organization
   The Supply and Procurement Service of Spartanburg County is organized as the Spartanburg County Purchasing Department.

II. SITUATION

A. Disasters or emergencies (natural, man-made, technological or acts of terrorism) may occur in Spartanburg County at any time and create varying degrees of damage, human suffering, injury, death, and destruction of property.

B. Disasters can close normal resource channels, deplete vital commodities, impact response capabilities, and place high demand on specialized personnel.

C. ESF-7 will have procedures to evaluate, locate, procure, and through coordination with the ESF-1 (Transportation) coordinator, deliver essential material and personnel resources upon request by the Spartanburg County Emergency Management Director.

III. MISSION

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

IV. CONCEPT OF OPERATIONS

A. The Resource Support and Logistics Management service of Spartanburg County is coordinated and managed by the Spartanburg County Purchasing Agent.

B. The Spartanburg County Purchasing Agent will plan, organize, and maintain a resource support and logistics management program during a disaster.

C. The Spartanburg County Purchasing Agent is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-7 Standard Operating Procedures.

D. All ESF-7 supporting agencies will assist the Spartanburg County Purchasing Agent in the planning and execution of the above.

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

F. The Spartanburg County Emergency Management Director shall act as the principal advisor to the County Administrator on emergency resource management activities and shall act on behalf of the County Administrator in coordinating the emergency resource activities between the Emergency Support Functions (ESFs).

G. The primary source of equipment, supplies, and personnel shall be from existing county-owned resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial sources and/or donated resources. Logistical support necessary to save lives will receive first priority.

H. The Spartanburg County Purchasing Agent will provide the foundation and is responsible for assisting in procurement activities necessary to support the emergency operations of Spartanburg County agencies. To the extent practical, county contracts will be established with local vendors to ensure expedient emergency purchases.

I. All procurements will be made in accordance with current county ordinances and regulations.

J. ESFs requiring assistance in procuring needed items will contact ESF-7 which will locate a source, a point of contact, a price and a schedule by which the material will be available.

K. Before taking any emergency resource support and logistics management actions, the Spartanburg County Purchasing Agent will coordinate with the ESF-6 (Mass Care, Emergency Assistance, Housing& Human Services) coordinator to insure
ANNEX 7 (ESF–7)
RESOURCE SUPPORT AND LOGISTICS MANAGEMENT

the proper utilization of ESF-6 resources and to avoid any duplication of supply and procurement efforts.

L. The Spartanburg County Purchasing Agent, or his duly authorized representative, will follow regular resource support and logistics management procedures in carrying out the responsibility assigned to ESF-6 during an emergency or a disaster situation.

M. The Spartanburg County Administrator will review and authorize all disaster-related purchase requests.

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

A. Pre-Disaster Phase
   1. Spartanburg County Administrator
      a. Upon notification that a disaster is imminent, the Spartanburg County Administrator will establish communications with the Spartanburg County Purchasing Agent.
      b. Will authorize those purchase requests necessary for the effectiveness of the resource support and logistics management service of Spartanburg County.
      c. Will remain in contact with the Spartanburg County Purchasing Agent to give additional instructions and guidance.

   2. Spartanburg County Purchasing Agent
      a. Upon notification that disaster is imminent, the Spartanburg County Purchasing Agent will, after approval from the Spartanburg County Administrator, implement the resource support and logistics management procedures necessary to provide for the commodities and services needed during the disaster period.
      b. Develop and maintain a standard resource list to include local government, municipal, and county resources.
      c. In coordination with the South Carolina Budget and Control Board, Division of Procurement Services, Materials Management Office, maintain state emergency contract information, to include a list of vendors and general services.
      d. In coordination with the Spartanburg County Administrator, develop emergency/disaster procurement procedures.
      e. Develop methods and procedures for responding to and complying with requests for resources.
      f. Develop procedures for reimbursing private vendors for services rendered.
g. Develop lists of private vendors and suppliers and their available resources.

h. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.

i. Develop and train ESF personnel on Spartanburg County emergency procurement procedures for acquiring supplies, resources, and equipment.

j. Ensure all ESF-7 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase

1. Spartanburg County Administrator
   a. Authorize all purchase requests necessary for the effectiveness of the resource support and logistics management service.
   b. Remain in contact with the Spartanburg County Purchasing Agent to give additional instructions and guidance.

2. Spartanburg County Purchasing Agent
   a. Maintain accurate records of supply and procurement expenditures.
   b. Alert those agencies whose personnel, equipment, or other resources may be used.
   c. Establish a resource tracking and accounting system, including management reports.
   d. Assess initial situation reports to identify potential resource needs.
   e. Identify procurement resources and potential facility locations in the disaster area of operations.
   f. Provide data to ESF-15 (External Affairs/Public Information) for dissemination to the public as necessary.
   g. Locate, procure, and issue to county agencies the resources necessary to support emergency operations.

C. Recovery Phase

1. Spartanburg County Administrator
   a. Continue to authorize those purchase requests necessary for an effective resource support and logistics management service.
   b. Coordinate with the Spartanburg County Purchasing Agent on the accountability of all the authorized purchase requests.

2. Spartanburg County Purchasing Agent
ANNEX 7 (ESF–7)  
RESOURCE SUPPORT AND LOGISTICS MANAGEMENT

a. Continue to provide for those purchases needed to support the resource support and logistics management service of Spartanburg County as long as necessary and until procurement needs have been met.

b. Continue to coordinate with the Spartanburg County Administrator on all purchases to authenticate their need, accountability, and accuracy.

VI. ADMINISTRATION AND LOGISTICS

A. Authorization for disaster-related purchase requests must come from the Spartanburg County Administrator. The Spartanburg County Purchasing Agent will then act upon those requests that have been authorized, and provide the necessary resource support and logistics management services.

B. All resource support and logistics management documentation will be maintained and reviewed by the Spartanburg County Purchasing Agent.

VII. DIRECTION AND CONTROL

A. Coordination of ESF-7 will be under the general direction of the Spartanburg County Purchasing Agent.

B. Direction and Control of ESF-7 will be conducted from the Spartanburg County Emergency Operations Center, when conditions warrant Spartanburg County EOC activation, and other designated locations when lesser conditions prevail (i.e. Spartanburg County Purchasing Agent’s office).

C. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

D. Line of Coordination

1. Spartanburg County Purchasing Agent
2. Spartanburg County Administrator
3. Assistant County Administrator
4. Spartanburg County Emergency Management Director

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Purchasing Agent is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 8 (ESF–8)
PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY: Spartanburg Emergency Medical Services
SUPPORT: Spartanburg County Coroner’s Office; Spartanburg County Health Department (DHEC); American Red Cross – Spartanburg County Rescue Squads; Spartanburg County First Responders; Spartanburg Regional Hospital System, Mary Black Hospital System; Spartanburg Mental Health

I. GENERAL
   A. Purpose
      1. To provide emergency health and medical service resources (including transportation) for the people of Spartanburg County. Programs having coordination or direct service capability include medical care, public health and sanitation, behavioral health, and deceased identification and mortuary service.
      2. To provide for the coordination and use of all medical resources within and/or made available to Spartanburg County during emergencies resulting from natural and man-made disasters, technological hazards, weapons of mass destruction, or acts of terrorism.
      3. To provide to the coordination and use of all emergency medical service stations, personnel, and equipment in the county during an emergency or a disaster situation and employ mutual aid assets as required.

   B. Authority
      1. Spartanburg County Ordinance Number 333, dated December 18, 1985
      2. South Carolina Code of Laws 1976 as Amended
      3. South Carolina Regulations 58-1 and 58-101

   C. Definitions
      1. Ambulance Service – Composed of all ambulance stations, personnel, facilities, and equipment at the county level including rescue squad ambulance services that have been authorized by Spartanburg County to operate such services, and are designated to provide such services as described in Spartanburg County Emergency Operations Plan. Neighboring county ambulance services, and appropriate state/federal agencies may also be utilized as appropriate. A license by the South Carolina Department of Health and Environmental Control or other certifying agency is required to provide ambulance services.
      2. Crisis Counseling - Service provided by mental health professionals to disaster casualties including bystanders, victims, relatives of victims, and emergency responders who experience trauma related symptoms or loss such as damage to home or work place, displacement, missing family members, etc.
3. **Medical Care** – Refers to emergency medical services (including field operations and first responders), resident medical care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, hospitals, clinics, planning and operation of facilities, and services.

4. **Medical Service** – The organization of professional, skilled, and unskilled groups and individuals who will utilize all available personnel, facilities, and resources provided during an emergency to assure transportation and treatment for those people who are injured, sick, aged, bed-ridden, and/or institutionalized.

5. **Medical First Responder** - A licensed agency providing medical care at the EMT-Basic level or above, such as a non-transporting first responder.

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

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

8. **Behavioral Health** – To include crisis counseling and psychological first aid, refers to the professional personnel, services, and facilities to relieve mental health and/or substance abuse problems caused or aggravated by a disaster or its aftermath.

9. **Deceased Identification and Mortuary Services** – Refers to the identification and disposition of human remains.

10. **DMAT** – Disaster Medical Assistance Team. A regional group of volunteer medical professionals and support personnel with the ability to quickly move in to a disaster area and provide medical care. Under the control of the U.S. Public Health Service, DMATs can rapidly deploy for any type of disaster that requires an immediate medical response.

11. **DMORT** – Disaster Mortuary Operational Response Team. A team of professional scientists under control of the United States Department of Homeland Security/FEMA, National Disaster Medical System, who is available to assist with the identification and processing of victims of a mass fatality incident. DMORT works under the local jurisdictional authorities such as Coroner/Medical Examiner, Law Enforcement, and Emergency Management.

12. **Emergency Services Number (ESN)** – A three digit number representing a unique combination of emergency service agencies (Law Enforcement, Fire, and Emergency Medical Service) designated to serve a specific range of addresses within a particular geographical area, or Emergency Service Zone.
ANNEX 8 (ESF-8)
PUBLIC HEALTH AND MEDICAL SERVICES

The ESN facilitates selective routing and selective transfer, if required, to the appropriate PSAP and the dispatching of the proper service agency(ies).

13. South Carolina Funeral Directors Association (SCFDA) – A state organization designed to assist members in training, coordination, communication, and policy formulation in matters relevant to funeral procedures.

14. SCFDA Disaster Committee – A three-member committee appointed by the President of SCFDA to formulate disaster plans and policies and to support the SCFDA.

D. Organization

The Spartanburg EMS Designee is coordinator of ESF-8 and is responsible for the coordination of all elements of Health and Medical Services into a functional emergency response organization that effectively supports the needs of the populace of Spartanburg County during an emergency/disaster.

1. Local Government and Non-Governmental Agencies
   a. Spartanburg County/SRHS Emergency Medical Service
      (Spartanburg EMS holds the county-wide contract to provide emergency medical services to Spartanburg County citizens.)
   b. Spartanburg County Rescue Squads
      1) Rescue II – Landrum – Secondary Service – 3 Ambulance
      2) Rescue 21 – Wellford – 1 Ambulance
   c. Spartanburg County Coroner’s Office
   d. Spartanburg County Health Department
   e. Spartanburg County Mental Health Center
   f. Local Funeral Homes

2. State Government and Non-Governmental Agencies
   a. South Carolina Department of Health and Environmental Control
   b. South Carolina Department of Mental Health
   c. South Carolina Funeral Directors Association
   d. South Carolina Mortician’s Association
   e. South Carolina International Association for Identification Squad (SCIAI) Disaster Squad

3. Federal Government
   a. United States Public Health Service – DMAT
   b. United States Department of Homeland Security/FEMA
   c. National Disaster Medical System – DMORT
II. **SITUATION**

Spartanburg County is subject to emergencies/disasters (natural, man-made, technological, and acts of terrorism) that could result in the need for increased emergency medical services, personal care, mental health, sanitation, and mortuary services. While Spartanburg County has the capability and adequate resources to meet these services, a disaster resulting in mass casualties, mass fatalities, and injuries could tax these resources. The county must organize all existing resources to provide a coordinated health and medical service during an emergency/disaster situation.

III. **MISSION**

A. To ensure emergency provision of Spartanburg County’s resources for medical and personal care.

B. To facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims.

C. To provide a trained and well-equipped emergency medical service organization whose duties are to locate, provide basic and advanced life support, and transport patients to hospitals or other designated health care facilities.

D. To supplement and support disrupted or overburdened local medical service personnel and facilities.

E. To ensure continued provision of safe food and water supplies.

F. To perform deceased identification and mortuary services operations.

G. To meet the basic human needs of persons experiencing extreme emotional/psychological stress in an emergency/disaster situation.

H. To relieve personal suffering and trauma.

IV. **CONCEPT OF OPERATIONS**

A. The Spartanburg EMS Designee is responsible for the coordination of ESF-8 administrative, management, planning, training, preparedness/mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-8 SOP. All ESF-8 supporting agencies will assist the EMS Designee in the planning and execution of the above.

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

C. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
D. Service Areas: Service areas for providers of emergency ambulance services will be designated by established Emergency Service Numbers (ESNs) in the 9-1-1 system. Only one service provider will be assigned authority to be the primary provider of emergency ambulance services in an ESN. The Spartanburg County Emergency Management Director/Director of Communications or their designee may approve mutual aid services from other jurisdictions or the use of private services to support ESF-8 on an as needed basis. For general day-to-day emergency operations and non-disaster situations the Telecommunications Operator/9-1-1 Operator may dispatch response services to any area of the county to meet the emergency needs of the county.

E. ESF-8 will assess the situation (both pre- and post-event) and in coordination with the Spartanburg County Emergency Management Director, develop strategies to respond to the emergency.

F. Medical Care: Provide or coordinate emergency and resident medical care, doctors, nurses, technicians, pharmacists, pharmaceuticals, supplies, equipment, licensed ambulance services, hospital, clinics, and medical units, planning and operation of facilities, and services. Stage medical assets and deploy as needed to affected areas. Assists with coordination of patient relocation and establishment of emergency medical care centers.

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

H. Behavioral Health: Manages psychological first aid, crisis counseling and mental health assistance under the direction of Spartanburg Mental Health.

I. Deceased Identification and Mortuary Services:
   1. The Spartanburg County Coroner has overall responsibility for care, identification, and disposition of human remains within his/her jurisdiction. The organizations assisting the Coroner in the recovery, identification, and ultimate disposition of those remains are specifically to support the Spartanburg County Coroner in meeting these responsibilities.
   2. ESF-8 shall contact authoritative organizations, local and municipal government entities, and county health officials to assess the magnitude of need, determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. ESF-8 will coordinate security issues with ESF-13 (Public Safety & Security).
   3. ESF-8 will assure the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.) as required to maintain appropriate condition of the
deceased until proper identification, notification and disposition can be
determined.

4. In the event a deceased victim has no surviving family or next-of-kin, the
Spartanburg County Coroner shall assure that a dignified burial is
provided by the county.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. General

a. Develop mutual support relationships with professional associations and
other private services and volunteer organizations that may assist during
an emergency or disaster.

b. Ensure all ESF-8 personnel integrate NIMS principles in all planning. All
ESF personnel will complete all required NIMS training, as outlined in the
Department of Homeland Security (DHS) training guidance.

c. Identify, train, and assign personnel to maintain contact with and prepare
to execute missions in support of ESF-8 during periods of activation.

2. Medical Services

a. Coordinate the provision of medical care.

b. Identify and coordinate the deployment of doctors, nurses, technicians and
other medical personnel to disaster areas.

c. Maintain inventory lists of medical supplies, equipment, licensed
ambulance services, hospitals, clinics, and medical units.

d. Plan for establishment of staging areas for medical personnel, equipment,
and supplies.

e. Develop and maintain plans to implement Strategic National Stockpile
operations in Spartanburg County.

f. When traditional health care facilities are not available, plan for
establishment of alternate care sites.

g. Maintain liaison with the Spartanburg County Emergency Management
Director and all supporting agencies.

h. Coordinate the development and/or revision of Health and Medical
Services plans and procedures.

i. Identify medical facilities and their capabilities to provide care for the
sick, injured, elderly, handicapped, and those with Special Needs during a
disaster.
j. Assist in the development and conduct of training exercises to validate this annex and supporting SOPs.

k. Develop and maintain a capability for treatment of personnel exposed to or contaminated by radioactive material.

l. Ensure hospitals and nursing homes develop patient evacuation policies and procedures.

m. Develop and maintain a medical service resource list to include equipment and personnel.

n. Develop DMAT request and use procedures.

o. In coordination with the Emergency Management and Communications, develop communications procedures for medical service response during a disaster.

3. Emergency Medical Service

a. Develop and maintain plans and procedures for providing ambulance service during a disaster.

b. Maintain a training program for ambulance service personnel.

c. Participate in training exercises.

d. Develop emergency transport procedures to include special needs and Special Needs population.

e. Develop procedures to implement this plan and alert all EMS personnel.

f. Identify, train, and assign personnel to triage teams.

g. Train personnel in mass casualty/mass fatality operations.

h. Maintain agreements and working relationships with supporting agencies and departments.

i. Identify additional or alternate medical facilities.

j. Develop transportation procedures.

k. Develop procedures and train personnel in Hazardous Materials response.

l. Maintain an EMS resource list to include personnel and equipment.

m. Establish EMS protocols with area hospitals.

n. In coordination with the Communications Director, develop communications procedures for use during a disaster situation.

o. Develop and maintain a capability for the transportation and treatment of personnel contaminated by or exposed to radioactive material.

p. Ensure Spartanburg County Rescue Squads develop and maintain plans and procedures for providing rescue service and emergency medical service during a disaster.
4. Public Health and Sanitation (Spartanburg County Health Department)
   a. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies.
   b. Develop procedures to monitor public health information.
   c. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
   d. Develop procedures for inspection of individual water supplies.
   e. Develop procedures for identification of disease, vector, and epidemic control.
   f. Develop plans and procedures for the maintenance of official death records in mass fatality situations.
   g. Support the Spartanburg County Coroner’s Office in planning and training.
   h. Develop emergency immunization procedures.
   i. Identify laboratory testing facilities.
   j. Identify facilities capable of receiving and treating sick and injured persons during a disaster.
   k. Participate in exercises to validate this annex and supporting SOPs.

5. Behavioral Health (Spartanburg Mental Health)
   a. Develop procedures for rapidly providing assistance to individuals and families, to include organizing and training rapidly deployable crisis counseling and other behavioral health teams.
   b. Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide behavioral health and substance abuse assistance during disasters.
   c. Plan to provide crisis counseling in accordance with Spartanburg Mental Health.
   d. Develop procedures for evacuation of mental patients.
   e. Establishment of a communication center and its operating procedures.
   f. Develop a staffing list.
   g. Participate in exercises to validate this annex and supporting SOPs.

6. Deceased Identification and Mortuary Services
   a. Develop plans for location, identification, removal, and disposition of the deceased.
b. Coordinate Emergency Mortuary Service planning and training activities.


d. Locate and establish suitable facilities for emergency morgues and develop plans for activation of morgues, to include procedures for disposition of unidentified remains to include mass burial.

e. Develop and maintain resource lists.

f. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with ESF-15 (External Affairs/Public Information).

g. Develop DMORT request and use procedures.

h. Identify agencies, organizations, and individuals capable of providing support services for deceased identification including South Carolina Funeral Directors Disaster Committee, SC Mortician’s Association, and South Carolina Coroners Association.

i. Develop a procedure to manage death records.

j. Develop death notification procedures.

k. Develop a deceased identification team.

l. Develop and maintain a Mass Casualty Plan.

m. Funeral Homes should maintain liaison with the Spartanburg County Coroner and the ESF-8 Coordinator.

n. Funeral Homes should develop and maintain plans and procedures to support emergency mortuary requirements.

o. Funeral Homes should identify technical personnel and equipment requirements for emergency morgue operations.

p. South Carolina Funeral Directors Association should provide technical training through the Disaster Committee in emergency mortuary planning and training.

B. Disaster Phase

1. General

   a. Coordinate information releases to the public with the Public Information Officer in ESF-15 (External Affairs/Public Information).

   b. Coordinate with other agencies/departments as required.

   c. Maintain records of expenditures and resources used for possible later reimbursement.
2. Medical Services
   a. Maintain liaison with the Spartanburg County Emergency Operations Center.
   b. Coordinate the delivery of health and medical services.
   c. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies.
   d. Assist the coordination of patient evacuation and relocation.
   e. Implement Strategic National Stockpile operations, as needed.
   f. When required, coordinate with the Spartanburg County Emergency Management Director for NDMS services to include patient evacuation assistance and DMAT through SCEMD.
   g. In conjunction with the SC Hospital Association and other appropriate organizations, identify hospital and nursing home vacancies.
   h. Coordinate treatment for mass casualties in accordance with established plans and procedures.
   i. Coordinate the assignment and/or transfer of sick, injured, elderly, handicapped, and those with Special Needs to designated medical facilities.
   j. Coordinate transportation for the evacuation of special needs population.
   k. Coordinate the request of additional medical resources through the Spartanburg County Emergency Operations Center.
   l. Provide treatment for personnel exposed to or contaminated by radioactive material.
   m. Assign medical personnel to shelters as required.

3. Emergency Medical Service
   a. Coordinate the delivery of emergency medical and rescue services.
   b. Maintain liaison with the Spartanburg County Emergency Operations Center.
   c. Perform ambulance service basic and advanced life support duties as needed.
   d. Perform triage and prioritize assignments.
   e. Evaluate and report all available information concerning the nature and extent of trauma and injuries in the affected areas.
   f. Provide transportation and treatment for personnel exposed to or contaminated by radioactive materials.
   g. Assist with transportation of special needs population.

4. Public Health and Sanitation (Spartanburg County Health Department)
ANNEX 8 (ESF–8)
PUBLIC HEALTH AND MEDICAL SERVICES

a. Coordinate and manage the public health and sanitation services.
b. Maintain liaison with the Spartanburg County Emergency Operations Center and keep the ESF-8 coordinator advised on availability of resources.
c. Determine the need for health surveillance programs throughout Spartanburg County.
d. Issue Public Health Notices in coordination with the Public Information Officer (ESF-15) as necessary.
e. Coordinate with county and municipal water and sewer departments to assist in inspection of potable water and sewage disposal, in addition to supporting emergency water and sewer requirements.
f. Maintain official death records in accordance with state law.
g. Coordinate support for emergency mortuary service through SCDHEC.

5. Behavioral Health (Spartanburg Mental Health)

a. Coordinate for the provision of psychological first aid and recovery services to individuals, families, and communities.
b. Activate the mental health disaster plan upon notification by the Spartanburg County Office of Emergency Management.
c. Staff crisis counseling sites.
d. Assign staff to the Spartanburg County Emergency Operations Center.
e. Maintain liaison with the Spartanburg County Emergency Operations Center and ESF-8 coordinator.

6. Deceased Identification and Mortuary (Spartanburg County Coroner)

a. Coordinates emergency mortuary operations, performs functions of the Coroner’s Office in accordance with established law, and establishes emergency morgues.
b. Initiate the notification of deceased identification teams.
c. Maintain victim identification and death records.
d. When required, coordinate with the Spartanburg County Emergency Management Director to request DMORT through SCEMD.
e. When required, coordinates the response of the Disaster Mortuary Trailer Unit.
f. When required, coordinate the procurement of an appropriate location and/or facility for DMORT.
g. Coordinate next-of-kin notification.
h. Maintain liaison with the Spartanburg County Emergency Operations Center and ESF-8 coordinator.
C. Recovery Phase

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

2. Medical Services
   a. Assist with restoration of essential health and medical care systems.
   b. Assist with restoration of permanent medical facilities to operational status.
   c. Support emergency services infrastructure as required.

3. Emergency Medical Services
   a. Maintain liaison with the Spartanburg County Emergency Operations Center.
   b. Continue to provide ambulance service including basic and advanced life support within the affected area(s) until conditions return to normal.
   c. Assist with other emergency functions when feasible.

4. Public Health and Sanitation (Spartanburg County Health Department)
   a. Maintain environnemental and épidémiologique surveillance.
   b. Continue long-term emergency environmental activities.
   c. Maintain liaison with the Spartanburg County Emergency Operations Center.

5. Behavioral Health (Spartanburg Community Mental Health)
   a. Coordinate the management of continuous mental health, crisis counseling and recovery services, and substance abuse assistance to individuals and families.
   b. Maintain liaison with the Spartanburg County Emergency Operations Center.
   c. Maintain a list of mental health staff on alert as required.
   d. Continue to insure case finding activities and referrals of individuals requiring crisis counseling to an appropriate site.
   e. Continue to insure staffing of mental health emergency stations.

6. Deceased Identification and Mortuary Services
   a. Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
ANNEX 8 (ESF–8)
PUBLIC HEALTH AND MEDICAL SERVICES

b. Direct the disposition of unidentified remains to include mass burial as required.
c. Coordinates requests for additional support through the ESF-8 Coordinator.
d. Receive the required death reports.
e. Provide a final fatality report to the Spartanburg County Emergency Management Director.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Situation reports will be submitted to the ESF-8 Coordinator, where they will be consolidated and further submitted to the Spartanburg County Emergency Management Director for analysis.

B. Logistics

Each agency/organization will utilize supplies, operational aids, equipment, and transportation available to their organization. After these supplies are exhausted, additional assistance will be requested through the Spartanburg County Emergency Operations Center.

VII. DIRECTION AND CONTROL

A. ESF-8 activities will be coordinated from the Spartanburg County Emergency Operations Center, located at 180 Magnolia St, Spartanburg SC 29306.

B. ESF-8 operations will be coordinated and communications maintained with the Spartanburg County EOC utilizing the Spartanburg County Comprehensive 800 MHz Communications System.

C. Line of Coordination

1. Spartanburg EMS Designee
2. SRHS Designee
3. Spartanburg County Emergency Management Director

VIII. ANNEX MAINTENANCE

A. The ESF-8 Coordinator is responsible for the revision, update, and maintenance of this annex.

B. Each supporting agency/organization is responsible for developing and maintaining SOPs in support of this annex.

C. This annex should be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex should be reviewed and updated as necessary. Any changes made should be highlighted or noted.
I. GENERAL

A. Purpose

1. To provide for the coordination and use of all rescue organizations, personnel, and equipment in Spartanburg County during an emergency/disaster situation and employ rescue assets of mutual aid, state, and federal resources as required.

2. This annex applies to both rural and urban search and rescue.
   a. Urban search and rescue is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm’s way by any emergency or hazardous event when they cannot remove themselves.
   b. Rural search and rescue activities include, but are not limited to, emergency incidents involving locating missing persons, locating boats lost in or around inland waters, water rescue, locating downed aircraft, extrication if necessary, and first aid/medical treatment of victims.

B. Authority

1. Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Definitions

Rescue Service – Composed of all rescue/fire stations, their personnel, facilities, equipment, and resources at the county level, including local government, volunteer organizations, and upon request, state agencies.

D. Organization

The Spartanburg County Emergency Management Director is coordinator of ESF-9 and is responsible for the coordination of all elements of Search and Rescue into a functional emergency response organization that effectively supports the needs of the populace of Spartanburg County during an emergency/disaster.

1. ESF-9 consists of the following agencies:
   a. Spartanburg County Rescue Services:
      1) Spartanburg County Sheriff’s Office (to include dog teams and dive team)
      2) Spartanburg County Office of Fire Marshal
ANNEX 9 (ESF–9)
SEARCH AND RESCUE

3) Spartanburg Advanced Rescue Team (Urban/Collapsed Structure searches)
4) Spartanburg EMS – (Swift Water Rescue)
5) South Carolina Search & Rescue Dog Association (urban and rural searches)
6) South County Community Emergency Response Team (urban and rural searches)
7) Spartanburg County Fire Departments (urban and rural searches)

II. SITUATION
Spartanburg County is subject to emergencies/disasters (natural, man-made, technological, WMD, or acts of terrorism) that could result in a need for search and rescue operations, greatly affecting public health, and resulting in injuries or death. While Spartanburg County has the capability and adequate resources to meet routine search and rescue needs, during a more serious emergency or disaster problems are multiplied and more complex and would tax the resources of the county rescue services.

III. MISSION
To provide a trained and well equipped organization whose duties are: to locate, remove, or release persons in vehicle accidents, or trapped under debris; to administer first aid; to transport litter and non-ambulatory patients to hospitals or other designated health care facilities; to recover bodies; to maintain radiological monitoring teams; to perform water rescue; and to perform search and rescue functions as directed by the Spartanburg County Office of Emergency Management.

IV. CONCEPT OF OPERATIONS
A. ESF-9 activities will be directed and coordinated from the Spartanburg County Emergency Operations Center, on the emergency scene when necessary, or other locations designated by the Spartanburg County Emergency Management Director.

B. The Spartanburg County Emergency Management Director has the overall responsibility for mission assignments and coordination of search and rescue forces during emergencies/disasters. If a situation exceeds the capabilities and resources of Spartanburg County, the Emergency Management Director will request assistance from the South Carolina Emergency Management Division.

C. The captain and senior officers of the various rescue organizations will direct emergency operations of their respective squads. The Spartanburg County Emergency Management Director will make mission assignments.

D. State forces used in support of this plan will be committed on a mission type basis at the discretion of the Spartanburg County Emergency Management Director.

E. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.
F. ESF-9 shall organize, train, equip, and employ Spartanburg County Rescue Services, conduct periodic testing of team capabilities, and be prepared to coordinate the integration of local efforts with state and federal assistance when necessary.

G. Spartanburg County Emergency Management is responsible for the activation of plans and appropriate use of personnel and equipment for search and rescue missions.

H. ESF-9 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

I. The Spartanburg County Emergency Management Director may coordinate with adjacent counties for additional support.

J. The Firefighter Mobilization Act of 2000 mobilizes fire and rescue services statewide to respond to any type of emergency that requires additional resources. ESF-9 may use the mobilization plan to obtain additional fire and rescue resources, as needed.

K. ESF-9 will coordinate deployment of liaison staff to the Spartanburg County Emergency Operations Center and/or the on-scene unified command post, to support the implementation of this plan.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

   EMD

   1. Develop procedures to implement this plan.

   2. Train personnel in search and rescue techniques.

   3. Maintain agreements and working relationships with supporting agencies/departments.

   4. Develop and maintain a rescue service resource list to include personnel and equipment. The resource list is maintained in the Spartanburg County E911 Telecommunications Center General Information Book and in the Code Red ENS System.

   5. Participate in exercises to validate this annex and supporting SOPs.

   6. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.

   7. Train personnel for land and search and rescue operations.
ANNEX 9 (ESF-9)
SEARCH AND RESCUE

8. Ensure all ESF-9 personnel integrate NIMS principles in all planning. All ESF-9 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

Office of Fire Marshal
1. Identify, train, and assign personnel to radiological monitoring teams and response teams when feasible
2. Develop and be prepared to implement an accelerated training program to include radiological monitoring and decontamination
3. Identify potential hazardous areas.
5. Develop procedures and train personnel in Weapons of Mass Destruction/Terrorism operations.
6. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
7. Trainer personnel for Search & Rescue missions in a Hazardous Material Environment
8. Participate in exercises to validate this annex and supporting SOPs.

Support Agencies (CERT, SCSARDA, EMS SRT, Sheriff’s Office Dog/Dive, SART)
1. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
2. Trainer personnel for Search & Rescue missions in your areas of expertise
3. Participate in exercises to validate this annex and your supporting agencies SOPs.
4. Develop procedures and train personnel in Search & Rescue response

B. Disaster Phase
1. Maintain liaison with the Spartanburg County Emergency Operations Center.
2. Perform search and rescue duties as required
3. Office of Fire Marshal, perform or coordinate radiological monitoring assignments as needed.
4. Evaluate all available information concerning the nature and extent of search and rescue needs in the affected area(s).
5. Support local operations with appropriate resources, to include mobilizing and deploying teams and equipment as needed.

6. Using the Incident Command System, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at the on-scene command post.

7. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.

8. Coordinate with ESF-1 (Transportation) for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.

C. Recovery Phase

1. Maintain liaison with the Spartanburg County Emergency Operations Center.

2. Be prepared to provide rescue functions within the affected area(s) until conditions return to normal.

3. Assist in other emergency functions when feasible.

4. Plan for a reduction of operations.

5. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.

6. Require ESF-9 team members and their agencies maintain appropriate records of costs incurred during the event.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Initial situation reports will be submitted to the Spartanburg County Emergency Management Director as soon as possible. Reports will be consolidated by the Spartanburg County Emergency Management Director for analysis and further distribution.

VII. DIRECTION AND CONTROL

A. Search and Rescue activities will be coordinated from the Spartanburg County Emergency Operations Center or other locations designated by the Spartanburg County Emergency Management Director, such as on scene.

B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

C. Search and Rescue operations will be directed over the Spartanburg County Comprehensive 800 MHz Communication System or other designated emergency response frequencies.

D. Mutual aid agreements have been made between Spartanburg County and adjacent counties for support of search and rescue operations as necessary.
E. Emergency Medical Service and Spartanburg County Rescue Squads are to aid each other as required.

F. Search and Rescue operations will be conducted under a unified command system. The National Incident Management System (NIMS) will be utilized for all multi-jurisdictional responses in Spartanburg County.

G. Line of Coordination
   1. Spartanburg County Emergency Management Director
   2. Spartanburg County Emergency Management Planner

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Emergency Management Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 10 (ESF–10)
OIL AND HAZARDOUS MATERIALS RESPONSE

PRIMARY: Spartanburg County Fire Marshal
SUPPORT: Spartanburg County Office of Emergency Management; Spartanburg County Fire Departments; Spartanburg County Hazardous Materials Team; Spartanburg County Emergency Services Academy

GENERAL

A. Purpose
Effectively mitigate against, prepare for, respond to, and recover from a Hazardous Material Response

B. Authority
1. Spartanburg County Ordinance Number 333, dated December 18, 1985
2. Superfund Amendments and Reauthorization Act of 1986 (SARA Title III)
3. OSHA 29 CFR 1910.120
4. EPA 40 CFR 311

C. Definitions

Hazardous Material – Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property, when released into the environment. Hazardous Materials are classified in this annex as chemical, biological, radiological, or explosive.

Chemical - Toxic, corrosive, or injurious substance because of inherent chemical properties and includes, but is not limited to, such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, and mineral fibers (asbestos).

Biological – Micro-organisms or associated products which may cause disease in humans, animal, or economic crops and includes pathogenic wastes from medical institutions, slaughter houses, poultry processing plants, and the like, and imported unprocessed wool fibers.

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

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

1. The Spartanburg County Fire Marshal is the ESF-10 Coordinator and is responsible for implementing and coordinating this annex.

2. Local Government
   a. Spartanburg County Office of Emergency Management
   b. Spartanburg County Fire Departments
   c. Spartanburg County Sheriff’s Office – Hazardous Materials Device Unit
   d. Spartanburg County EMS/Rescue Squads
   e. Spartanburg County Ambulance Providers
   f. Municipal Police Departments

3. State Government
   a. South Carolina Emergency Management Division
   b. South Carolina Department of Health and Environmental Control
   c. South Carolina Forestry Commission
   d. South Carolina Department of Natural Resources
   e. South Carolina Department of Transportation
   f. South Carolina Department of Agriculture
   g. South Carolina Department of Labor, Licensing, and Regulation, Division of Fire and Life Safety
   h. South Carolina Department of Public Safety
   i. South Carolina Law Enforcement Division

I. SITUATION

A. Spartanburg County, because of the number of hazardous materials used by industries and routes of the various types of transportation of hazardous materials, is subject to hazardous materials accidents. The county is capable of coping with routine accidents, but a major catastrophic accident could require outside assistance.

B. An emergency or disaster could result in hazardous materials being released into the environment. Fixed facilities (e.g. chemical plants, nuclear facilities, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose of hazardous materials, including radioactive materials, could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail or air accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of tanks, drums, etc. The damage to, or rupture of, pipelines transporting
materials that are hazardous, if improperly released, will present serious problems.

C. Spartanburg County might be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, clean up, and dispose of hazardous materials, including radioactive materials, released into the environment. There may be numerous incidents occurring simultaneously in separate locations. Standard communications equipment and practices (phone lines, radio systems, etc.) may be disrupted or destroyed. Response personnel, cleanup crews, and response equipment may have difficulty in reaching the site of a hazardous materials release because of damage sustained by the transportation infrastructure (roads, rails, bridges, etc.). Additional response/cleanup personnel and equipment might be needed to supplement existing capabilities and to provide backup or relief resources.

D. Even if a natural or other disaster does not cause situations where there are actual releases, there will be considerable concern about facilities which are located in or near the affected area. These facilities will need to be assessed and monitored. Information submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act (SARA Title III) will be useful in identifying these facilities.

E. ESF-10 consists of two components:
   1. **Radiological** refers to radioactive (Class 7) hazardous substances or materials in a quantity or form that pose a risk to health and safety. When a discharge or release involves radioactive materials, the county response will be consistent with the South Carolina Radiological Emergency Response.
   2. **Non-Radiological** refers to non-radioactive hazardous substances or materials in a quantity or form that pose a risk to health and safety.

II. **MISSION**

To provide a well-organized emergency service organization to rapidly mobilize and employ, in a coordinated effort, all resources available, to contain and neutralize, or minimize the disastrous effects of an accident involving hazardous materials. The resources of industry, local, state, or federal government, separately or in combination, may be required to cope with the emergency, dependent on the magnitude, nature, and area threatened by hazardous materials.

III. **CONCEPT OF OPERATIONS**

A. Hazardous materials accidents may result in fire, explosions, BLEVE (Boiling Liquid Expanding Vapor Explosion), radiation dangers, or contamination and toxic fumes. Firefighting personnel are generally accepted as having the greatest expertise and capability to combat these dangers. Upon occurrence of a hazardous materials accident/incident, overall control of the situation will be assumed by the fire department chief in whose area the accident occurs.

B. Prior to the arrival of the fire chief, initial control of the situation and assumption of on-scene commander responsibilities will be assumed by the first emergency
service arriving on scene. The on-scene commander is authorized to recommend evacuation of the area, if required. The fire authority, who is the on-scene commander, may order an evacuation if necessary. The Spartanburg County Office of Emergency Management will coordinate evacuation procedures. A forward command post will be established to marshal and manage the personnel and material to combat the hazard.

C. If a state of emergency is declared, the Spartanburg County Emergency Operations Center will be activated to coordinate the efforts of other county, municipal, state, federal, and personnel response. When evacuation is ordered, refer to ESF-6 (Mass Care, Emergency Assistance, Housing & Human Services) for shelter and care of evacuees.

D. Accidents/Incidents involving radioactive materials will be handled in accordance with the proper handling procedures.

E. The Spartanburg County Hazardous Materials Team will respond, upon occurrence of a hazardous materials accident/incident, to assist the county fire department incident commander in evaluating the scene to see if the incident requires the use of chemical protective clothing or special containment or control devices.

F. The Spartanburg County Fire Marshal is responsible for the coordination of all ESF-10 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-10 SOP which detail both radiological and non-radiological responsibilities.

G. All ESF-10 supporting agencies will assist the Spartanburg County Fire Marshal in the planning and execution of the above.

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

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

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

K. The Spartanburg County Emergency Management Director, or his designee, will coordinate, integrate, and manage the overall county effort to detect, identify, contain, clean up, dispose of, or minimize releases of hazardous substances and minimize the threat of potential releases.

L. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.
M. In coordination with, and in support of the Spartanburg County Damage Assessment Team, ESF-10 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

N. Spartanburg County has the responsibility for the protection and well being of its citizens. However, owners and shippers of hazardous materials are responsible for subsequent cleanup and containment. Consequently, Spartanburg County, through the designated response agencies, will respond to hazardous material incidents of all types and sizes; make initial assessments as to the severity/magnitude of the situation; and take appropriate protective measures to prevent or minimize injuries and property damage.

O. The South Carolina Law Enforcement Division and SCEMD are the lead agencies for crisis and consequence management respectively, regarding suspected or confirmed Terrorism or Weapons of Mass Destruction (WMD) incidents involving chemical, biological, or radiological agents. ESF-10 will act in a support capacity.

IV. ESF ACTIONS

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

A. Fire Departments and Hazardous Materials Response Teams

1. Pre-Disaster Phase

a. Develop procedures to implement this annex.

b. Be prepared to assume control of forward command post of accident in area of jurisdiction.

c. Maintain a training program to cope with hazardous materials accidents/incidents.

d. Maintain mutual aid agreements and working relationships with supporting agencies/departments.

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

f. Provide, obtain, or recommend training for response personnel using courses made available by the Spartanburg County Emergency Services Academy, Spartanburg County Office of Emergency Management, South Carolina Fire Academy, FEMA, DHS, SCEMD, USEPA, and manufacturers and transporters of hazardous materials, as well as training based on OSHA requirements for each duty position.

g. Participate in exercises to validate this annex and supporting SOPs.

h. Ensure all ESF-10 personnel integrate NIMS principles in all planning. All ESF-10 personnel will complete all required NIMS training, as
ANNEX 10 (ESF–10)
OIL AND HAZARDOUS MATERIALS RESPONSE

outlined in the Department of Homeland Security (DHS) training guidance.

2. Disaster Phase
   a. Assume on-scene control.
   b. Perform firefighting duties as needed and as appropriate.
   c. Order evacuation if the situation warrants.
   d. If radioactive materials are involved, initiate action in accordance with Appendix 2 to ESF-10.
   e. Coordinate with the Unified/Incident Command, all hazardous substance response-specific efforts and provide information to the Spartanburg County EOC.
   f. ESF-10 will assess the situation to include: the nature, amount, and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare, and the environment.
   g. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.
   h. Provide protective action recommendations (PARs), as the incident requires.
   i. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF-8 (Public Health and Medical Services) regarding decontamination of injured or deceased personnel.
   j. Coordinate decontamination activities with appropriate local, state, and federal agencies.
   k. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents.
   l. Coordinate with ESF-3 (Public Works and Engineering) for technical assistance on water, wastewater, solid waste, and disposal.

3. Recovery Phase
   a. Maintain liaison with Spartanburg County EOC.
   b. Continue to provide firefighting capabilities.
   c. Assist in rescue duties as necessary.
ANNEX 10 (ESF–10)
OIL AND HAZARDOUS MATERIALS RESPONSE

d. Assist in the decontamination of the area.

e. Coordinate final restoration of area and return of evacuees with appropriate officials.

f. Request and maintain documented records of all expenditures, money, and physical resources of the various departments/agencies involved in emergency operations. Ensure ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.

B. Rescue and Emergency Medical Services

1. Pre-Disaster Phase
   a. Develop procedures to implement this annex.
   b. Be prepared to conduct rescue operations, provide on-scene medical care, and transport victims to medical facilities, if necessary.
   c. Be prepared to assume command and establish on-scene command post, if first on scene.
   d. Be prepared to support other emergency services in the emergency operation.
   e. Be prepared to dedicate a unit to the Hazardous Materials Team for all responses.

2. Disaster Phase
   a. Maintain liaison with on-scene incident commander, Hazardous Materials Team Leader, Spartanburg County EOC, and medical facilities.
   b. Conduct rescue operations as required and appropriate.
   c. Provide on-scene medical attention.
   d. Transport victims requiring further medical attention.
   e. Provide medical support to all responders.

3. Recovery Phase
   a. Continue liaison with appropriate officials.
   b. Continue to provide rescue, medical, and transport service as required.
   c. Assist in the final cleanup and restoration of the area.

C. Law Enforcement

1. Pre-Disaster Phase
   a. Develop procedures to implement this annex.
   b. Be prepared to establish on-scene command post if first on-scene.
   c. Be prepared to coordinate with Spartanburg County Emergency Management to conduct evacuation if such action is required.
d. Be prepared to provide security at the scene and activate the Hazardous Devices Unit if applicable

e. Be prepared to establish evacuation routes.

f. Be prepared to re-route traffic, if required.

2. Disaster Phase
   a. Establish command post if first on-scene.

   b. Senior official report to on-scene command post for operational coordination.

   c. Establish and maintain security of scene.

   d. Remove by-standers and control access to area.

   e. In coordination with Spartanburg County Emergency Management, initiate and conduct evacuation, if ordered.

   f. Establish evacuation routes and re-route traffic as appropriate.

   g. Assist in rescue operations as appropriate.

   h. Conduct other law enforcement activities as appropriate.

   i. Maintain liaison with the Spartanburg County EOC and other officials as appropriate.

3. Recovery Phase
   a. Provide security until complete recovery is obtained.

   b. Maintain liaison with other officials until recovery is obtained.

D. Spartanburg County Emergency Management Director

1. Pre-Disaster Phase
   a. Be prepared to activate the Spartanburg County EOC.

   b. Be prepared to implement this annex.

   c. Coordinate agencies/departments responsibilities and maintain current annex with altering list.

   d. Coordinate with state and other agencies whose response could be needed to cope with hazardous materials accidents.

   e. Maintain close coordination with all emergency service activities to insure county readiness to respond and implement this annex.

   f. Maintain agreements with private industry to ensure they provide written or electronic copies of response plans, copies of all reports submitted to SCDHEC as required by SARA Title III, immediate notification of any release, and written follow-up information following releases.

   g. Prepare an inventory of existing threats using SARA Title III, Tier II information.
h. Plan for response to hazardous materials incidents.

i. Develop plans for communications, warning, and public information.

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

k. Develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, state agencies, contiguous states, and private organizations as required.

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

m. Participate in exercises to validate this annex and supporting SOPs.

2. Disaster Phase

a. Activate Spartanburg County Emergency Operations Center if required.

b. Coordinate activities of emergency services of county, state, and other officials to provide adequate support to the on-scene commander to effectively handle the situation.

c. Coordinate shelter and care of evacuees as required.

d. Coordinate outside assistance if needed.

e. Keep local government officials and county management informed of the situation.

f. Coordinate preparation of news releases as appropriate.

g. Coordinate other emergency responses as needed.

3. Recovery Phase

a. Maintain liaison with on-scene commander and other sources until complete recovery has been made.

b. Coordinate all county activities related to the problem until emergency and recovery has been completed.

c. Coordinate preparation of news releases as appropriate.

d. Evaluate county emergency response and actions, and be prepared to implement changes in plans or procedures if it is determined a need to do so for future incidents.

V. ADMINISTRATION AND LOGISTICS

A. Administration

The on-scene commander will make initial situation reports to the Spartanburg County Office of Emergency Management. They should contain, but not be limited to, the following:

1. Type of accident
2. Potential hazards
3. Casualties incurred
4. Nature and extent of assistance required
5. Precautionary measures to observe

B. Logistics
The individual fire department in whose jurisdiction the accident/incident occurs will utilize existing resources. All additional equipment, personnel, and assistance will be coordinated through the Spartanburg County Emergency Operations Center.

VI. DIRECTION AND CONTROL
A. The fire chief in whose jurisdiction the accident/incident occurs will direct on-scene emergency activities.

B. The Spartanburg County Emergency Operations Center, under the direction of the Spartanburg County Emergency Management Director, will coordinate all assistance, public information, and other support activities.

C. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

D. Line of Coordination:
   1. On-Scene Fire Ranking Officer
   2. Spartanburg County Fire Marshal
   3. Fire Chief of jurisdiction where incident occurred
   4. Spartanburg County Emergency Management Director

E. Mutual Aid Agreements
   Existing mutual aid agreements of agencies involved will apply.

VII. ANNEX MAINTENANCE
A. The Spartanburg County Fire Marshal is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.

VIII. APPENDICES
APPENDIX 1 TO ESF-10 – HAZARDOUS MATERIALS
FORWARD COMMAND POST

In response to a hazardous materials accident, the senior member of the first arriving emergency unit automatically assumes the duties and responsibilities of the on-scene commander. He will retain these responsibilities until relieved by the local jurisdiction ranking fire officer. He must make an immediate estimate and evaluation of the situation to determine if a disaster or the potential for a disaster exists. He will establish a Forward Command Post at a location of his discretion, taking into account the hazard involved, accessibility, and space requirement to marshal and manage personnel and material to combat the hazard.

If the on-scene commander determines that a disaster has occurred or is imminent, he will:

1. Notify other emergency agencies as appropriate of situation and Command Post location.
2. Contact the Spartanburg County Hazardous Materials Team
3. If the situation is critical for impending disaster (explosion, poisonous fumes, high level radiation, etc.), assume authority to declare a state of emergency and/or order immediate evacuation.
4. Do not approach hazardous material area until positive identification of the material has been made. If positive identification cannot be made, assume the material to be dangerous.
5. Transfer control to local jurisdictional fire chief or ranking officer as appropriate.
6. Conduct appropriate rescue, firefighting, and containment as the situation permits.
7. Continue emergency operations until complete recovery has been accomplished.
8. Coordinate actions with the Spartanburg County Emergency Management Director or his designee.
10. Submit situation reports to the Spartanburg County Emergency Operations Center on a regular basis as established by the Spartanburg County Emergency Management Director.
APPENDIX 2 TO ESF-10 – HAZARDOUS MATERIALS
RADIOLOGICAL

I. PURPOSE

The purpose of this appendix is to provide general guidance for the emergency response actions to be taken in the event of an accident/incident involving radioactive materials. It provides for the essential services required to protect the public and the resources of Spartanburg County from the harmful effects of nuclear radiation resulting from an accident/incident involving radioactive materials.

II. RESPONSE

Response to an accident/incident involving radioactive materials will require specialized skills, resources, and equipment. Therefore, the following responsibilities and functions at all levels of government are supplemental to those in the Spartanburg County Emergency Operations Plan.

1. Local Government

   A. The Spartanburg County Emergency Management Director will:

      1. Coordinate the emergency resources of Spartanburg County to minimize the effects of a radiological accident.

      2. Notify local government and state officials, providing them with details of the accident/incident.

      3. Activate the Spartanburg County Emergency Operations Center.

      4. Provide coordination of other services as deemed necessary by the command post.

   B. The on-scene commander will establish monitoring capabilities by utilizing radiological monitoring equipment.

   C. The Spartanburg County Radiological Officer will report to the on-scene commander and assume control of and coordinate the monitoring teams, and advise the on-scene commander of protective actions, safe perimeters, and all matters pertaining to exposure control.

   D. Law enforcement will establish a safe perimeter, as identified by the on-scene commander, to prevent the spread of contamination, and to minimize personnel exposure.

   E. Rescue and/or Emergency Medical Service will provide for the rescue of injured and/or exposed individuals, and transport to a medical facility.

   F. Fire service will assist in the monitoring and decontamination of personnel and equipment as appropriate.

   G. The Spartanburg County Hazardous Materials team leader or his designee will report to the on-scene commander and assume control and coordination of the Hazardous Materials Team. In coordination with the DHEC and other
supporting agencies, the Hazardous Materials Team will proceed with monitoring and mitigating the radiological hazard.

2. State Government

A. The South Carolina Emergency Management Division will be responsible for coordinating all requests for state and federal resources, which are requested by local government.

B. The South Carolina Department of Health and Environmental Control, Bureau of Radiological Health, is responsible for providing professional personnel at the scene for:

1. Monitoring of radiation levels
2. Protective action guides
3. Radiological exposure control
4. Personnel monitoring
5. Technical advice on decontamination, containment, and disposal of radioactive substances
6. Determine when the area is safe and all radiation hazards have been removed
APPENDIX 3 TO ESF-10 – HAZARDOUS MATERIALS TITLE III

I. PURPOSE

To establish policy and procedures within Spartanburg County to provide a timely, effective, and coordinated emergency response in the event of a hazardous chemical accident/incident as identified by Title III of the Superfund and Reauthorization Act of 1986.

II. AUTHORITY

A. Spartanburg County Ordinance Number 333, dated December 18, 1985.
C. State of South Carolina Executive Order Number 87-17, dated May 11, 1987.

III. DEFINITIONS

SIC CODE – Standard Industrial Classification Code; SIC codes 20 through 39 include all manufacturing facilities.
OSHA – Occupational Safety and Health Administration.
EPA – United States Environmental Protection Agency.
MATERIAL SAFETY DATA SHEET (MSDS) – Compilation of the health, flammability, and reactivity hazards of chemicals.

IV. SITUATION

Spartanburg County has the ability and resources to effectively respond to routine day-to-day emergencies/disasters. However, in the event of a hazardous chemical accident, these resources would be taxed beyond limit. The county would require assistance from local industry, state, and federal agencies.

V. MISSION

To provide a well-organized emergency response organization; which includes county and local resources, as well as local industry, to effectively respond to a hazardous chemical accident/incident in order to protect the lives and property of citizens.

VI. EXECUTION

A. Concept of Operations

1. Hazardous materials accidents may result in fire, explosion, radiation dangers, or contamination and toxic fumes. Firefighting personnel are generally
accepted as having the greatest expertise and capability to combat these
dangers. Upon occurrence of a hazardous materials accident/incident, overall
control of the situation will be assumed by the fire chief in whose area the
accident occurs.

2. Prior to the arrival of the fire chief, initial control of the situation and
assumption of on-scene incident commander responsibilities will be assumed
by the first emergency service arriving on scene. The on-scene commander is
authorized to recommend/order evacuation of the area if required. A Forward
Command Post will be established to marshal and manage the personnel and
material to combat the hazard.

3. The Spartanburg County Hazardous Materials Team will respond, upon
occurrence of a hazardous materials accident/incident, to assist the fire
department incident commander, in evaluating the scene to see if the incident
requires the use of chemical protective clothing or special containment of
control devices.

4. If a state of emergency is declared, the Spartanburg County Emergency
Operation Center will be activated to coordinate the efforts of other county,
municipal, state, and federal agencies and response personnel. When
evacuation is ordered, refer to ESF-6 (Mass Care) for shelter and care of
evacuees.

5. Accidents/incidents involving radioactive materials will be handled in
accordance with established HazMat procedures.

6. Operation of the forward command post will be in accordance with Appendix
1, this annex.

B. Tasks/Responsibilities

The following tasks/responsibilities are in addition to other tasks identified in this
annex and the Spartanburg County Emergency Operations Plan.

1. Pre-Disaster Phase

   a. During this phase, the following are common to all county and municipal
      agencies:

      1. Develop procedures to implement this appendix, and to update them
         annually, or as required.

      2. Develop plans to implement a training program for all personnel
         involved in a hazardous chemical accident/incident, in accordance
         with Title III requirements.

      3. Insure alert lists are available and current.

      4. Develop a list of available resources and special equipment available
         within the county, and adjacent counties, to effectively respond to a
         hazardous chemical accident/incident.
5. Participate in an annual county wide hazardous chemical accident/incident exercise.

6. Maintain mutual aid agreements with other county and municipal agencies, and local industry.

b. Local Industry

1. Develop on-site contingency plan, which specifies notification, emergency response procedures, and responsibilities.

2. Provide technical support for the development of off-site risk assessment.

3. Provide planning support for off-site release contingency plan.

4. Be prepared to provide emergency response liaison to the Spartanburg County Emergency Operations Center.

5. Be prepared to provide emergency response liaison to the on-scene command post.

6. Be prepared to provide a public information representative to the Spartanburg County Emergency Operations Center.

7. Participate in exercises and drills as required with county government.

8. Coordinate on-site emergency plans with the Spartanburg County Emergency Management Director.

2. Disaster Phase

a. County Government/Municipalities

Have overall responsibility for decision-making within their jurisdiction in the event of a hazardous chemical accident/incident.

b. Emergency Management Director

1. Coordinates the activities of all emergency responders and resources involved in a hazardous chemical accident/incident.

2. Keeps county/municipal governments informed of current situations.

3. Coordinates county/municipal support as required.

4. Coordinates requests to State Emergency Management Division for additional personnel and resources, which are beyond the county or local municipality capability to provide.

5. Maintains and updates resource list as required.

6. Coordinates requests for technical assistance from county/municipal on-scene responders.

7. Activates Spartanburg County Emergency Operations Center or Mobile Command Post.

c. County/Municipal Fire Departments
1. Assume on-scene control.
2. Establish staging area(s) if necessary.
3. Decides which protective actions are necessary, in coordination with on-site authorities and county/municipal decision makers.
4. Order evacuation if situation warrants.
5. Coordinates and/or directs (as appropriate) on-scene activities of Hazardous Materials Team.
6. Provide liaison officer to Spartanburg County Emergency Operations Center, with means of communicating between the EOC and on-scene.

d. County/Municipal Law Enforcement
1. Assume on-scene control (if first arriving unit) until fire service representative arrives.
2. Coordinate with Command Post and establish perimeter security, traffic control points, and access control points as required.
3. Coordinate with Command Post, and assist as required, in evacuation of on-scene and surrounding area(s).
4. Provide liaison to Spartanburg County Emergency Operations Center with means to communicate between EOC and on-scene.

e. Local Industry
In accordance with Title III requirements, provide the following:
1. Implement on-site contingency plan, to include notification procedures.
2. Provide technical liaison representative to Command Post and the Spartanburg County Emergency Operations Center.
3. Provide Public Information representative to the Spartanburg County Emergency Operations Center.
4. Provide personnel and resources, if available, to assist county/municipal emergency responders as required.

f. Hazardous Materials Response Team
1. Assists the fire department incident commander in evaluating the scene to determine which protective actions are necessary.
2. Coordinates all Hazardous Materials Team on-scene activities with the fire department incident commander.
3. Provides liaison to the Command Post.
4. Provides liaison to the Spartanburg County Emergency Operations Center to communicate between the EOC and the on-scene commander.
3. Recovery Phase
   a. County/Municipal Government
      Continue to provide direction and control until the hazardous chemical
      accident/incident final cleanup and restoration is complete.
   b. Emergency Management Director
      1. Maintain liaison with on-scene personnel until recovery has been
         completed.
      2. Continue to coordinate for on-scene assistance until recovery has been
         completed.
   c. County/Municipal Fire Departments
      1. Maintain communication with Spartanburg County EOC until
         recovery is complete, or no longer required.
      2. Continue to provide firefighting capabilities as required.
      3. Coordinate final restoration of area for return of evacuees.
   d. County/Municipal Law Enforcement
      1. Continues security of scene until recovery is complete or released by
         command post or Spartanburg County Emergency Operations Center.
      2. Coordinate with command post and Spartanburg County Emergency
         Management Director on return of evacuees.
   e. Hazardous Materials Response Team
      1. Maintains communication with command post and Spartanburg
         County Emergency Operations Center until recovery is complete or no
         longer required.
      2. Continues to provide Hazardous Materials response capabilities until
         recovery is complete or no longer required.

VII. ADMINISTRATION AND LOGISTICS
   A. Administration
      1. Initial situation reports will be submitted as required by this annex.
      2. Reports required by SARA Title III will be submitted as required in
         accordance with the appropriate section, sub-section, etc. of Title III.
   B. Logistics
      The individual fire department in whose jurisdiction the accident/incident occurs
      as well as the Hazardous Materials Response Team will utilize existing resources.
All additional equipment, personnel, and assistance will be coordinated through the Spartanburg County Emergency Operations Center.
I. PURPOSE

To define notification procedures required under Section 304, Public Law 99-499 (SARA) by local industry or transportation in the event of a hazardous chemical accident/incident within the county.

II. PROCEDURES

The following procedures will be followed if a release of an extremely hazardous substance, referred to in Section 302(a), Public Law 99-499 (SARA), occurs from a facility at which a hazardous chemical is produced, used, or stored, and such release requires notification under Section 103(a) of the CERCLA.

A. Fixed Facility

1. Immediately after a release, the owner or operator of the facility will notify Spartanburg County Office of Emergency Management through the Spartanburg County Warning Point (9-1-1 Telecommunications Center).

2. The facility will provide the following information if known. If all required information is not available at time of notification of release, provide what information is known. As soon as the remaining information is available, report it with a follow-up notification.
   a. Person(s) to be contacted for further information.

B. Transportation Accident/Incident

1. Immediately call the Spartanburg County Office of Emergency Management (864-595-5366, 864-595-5368, or 9-1-1).

2. Provide information required in paragraph A.2 above.

C. Follow-Up Emergency Notice

As soon as practicable after a release which requires notice under subsection (a), such owner or operator shall provide a written follow-up emergency notice (or notices, as more information becomes available) setting forth and updating the information required under subsection (b), and including additional information with respect to:

1. Actions taken to respond to, and contain the release.

2. Any known, or anticipated, acute or chronic health risks associated with the release.

3. Where appropriate, advice regarding medical attention necessary for exposed individuals.
ANNEX 11 (ESF–11)
FOOD SERVICES

PRIMARY: Spartanburg County Department of Social Services

SUPPORT: American Red Cross; The Salvation Army; Spartanburg School Districts 1-7; Spartanburg VOAD; Faith-based organizations; Spartanburg County Health Department

I. GENERAL
   A. Introduction
      1. An emergency or disaster may deprive substantial numbers of people of access to food or the means to prepare food. In addition, commercial food supplies and distribution networks may be substantially disrupted due to partial or total devastation of food products stored in affected areas. There may also be disruption of energy sources (electricity and gas) causing most commercial cold storage and freezer facilities to be inoperable.
      2. Schools, institutions with food inventories, and faith-based feeding organizations could be used to begin feeding disaster victims. An effective feeding operation must be immediately initiated to include obtaining appropriate US Department of Agriculture food supplies, arranging for transportation of food supplies to designated staging areas within the disaster area, and requesting the Disaster Food Stamp Program through SCEMD as required.
   B. Authority
      1. Spartanburg County Ordinance Number 333, dated December 18, 1985
   C. Organization
      The Spartanburg County DSS Director will coordinate all food services activities.

II. SITUATION
   A. Spartanburg County is subject to disasters (natural, technological, man-made, and war) that could result in a need for food services to citizens in the affected areas.
   B. A disaster may severely damage or impede the food services infrastructure in Spartanburg County.

III. MISSION
   A. To coordinate and identify food requirements in areas affected by a disaster.
   B. To obtain and secure food products to organizations engaged in mass feeding operations and/or staging areas within affected areas.
   C. To ensure the safety and security of the commercial food supply.

IV. CONCEPT OF OPERATIONS
   A. Spartanburg County DSS is responsible for coordinating all ESF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and
ANNEX 11 (ESF–11)
FOOD SERVICES

maintaining ESF-11 Standard Operating Procedures. All ESF-11 support agencies will assist DSS is the planning and execution of the above.

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

C. ESF-11 will operate under existing USDA authorities and regulations as well as the requirements of supporting agencies, to provide disaster food supplies to designated disaster staging areas, Points of Distribution (PODS) and/or coordinate the issuance of disaster food stamps. Coordination with all supporting agencies and other appropriate departments/agencies and organizations will be performed to ensure operational readiness. Each agency/organization will operate under their mandated federal, state, or organizational regulations and will maintain complete administrative and financial control over their activities.

D. Under the general coordination of DSS, ESF-11 will operate in accordance with existing USDA authorities and regulations, as well as the Stafford Act to provide USDA food supplies to designated disaster staging areas.

E. DSS will manage the Disaster Food Stamp Program under the rules and regulations of the USDA Food and Nutrition Service (FNS). The purpose of the Disaster Food Stamp Program is to provide temporary food assistance to victims of a disaster that has disrupted commercial channels of food distribution if such households are in need of temporary food assistance. Following a Presidential disaster declaration, and upon a request from the Governor, the United States Secretary of Agriculture may direct USDA Food Nutrition Services (FNS) to distribute disaster food stamps if:

1. Commercial channels of food distribution have been restored.
2. As a result of the disaster, income or resources are reduced or inaccessible, and food assistance needs cannot be met by the regular Food Stamp Program procedures.

F. ESF-11 will obtain from ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services) the number of people that may be impacted in order to assess the amount of food needed to meet the anticipated demand. If food supplies are needed that cannot be met by local resources, ESF-11 will make a request through ESF-11 in the SEOC to obtain and coordinate the transportation of food and supplies to the affected disaster area.

G. ESF-11 will gather information from Red Cross, The Salvation Army, VOADS, faith-based organizations, and other supporting agencies concerning their operational response, locations of feeding sites, distribution areas, and any problems. ESF-11 will compile reports for submission to the SEOC as required.

H. Menus will be determined by volunteer organizations conducting food preparation with full consideration of special population dietary needs. Menus may be built around USDA foods that are available. Other mass care organizations with food
resources may supplement the food supply. Menus will be adjusted based on food quantities and needs as determined by volunteer agencies.

I. ESF-11, in coordination with the Spartanburg County Office of Emergency Management, will assess the situation (both pre and post-event) and develop strategies to respond to the emergency.

J. ESF-11 will assess the effectiveness of the food distribution network and oversee the inventory of food resources procured by this ESF. Staff will coordinate with Spartanburg County officials and ESF-6 to ensure timely delivery of food services.

K. The SEOC will be the point of contact for all requests for USDA food.

L. Harvest Hope Food Bank, as the lead agency for the South Carolina Food Bank Association, will manage donated food to include delivering and distributing donations to affiliated food banks.

M. ESF-11 will support and coordinate with ESF-17 (Animal/Agriculture Emergency Response) as required to address feeding issues for household pets.

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.

2. Identify and schedule disaster response training for ESF-11 personnel.

3. Identify likely transportation needs and coordinate with ESF-1 (Transportation).

4. Participate in county exercises and conduct an ESF-11 exercise to validate this annex and supporting SOPs.

5. Ensure all ESF-11 personnel integrate NIMS principles in all planning activities. All ESF personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

6. Ensure procedures are in place to document costs for any potential reimbursement.

B. Disaster Phase

1. Inventory any existing food supplies and determine availability of food within the disaster area.

2. Identify and assess requirements for food to meet critical emergency needs immediately following the disaster as well as considering long-term sustained needs after the emergency phase is over.
3. Coordinate with ESF-6 (Mass Care) to identify the number of people in shelters and others in need of food.

4. Coordinate with ESF-6 (Mass Care) to identify the locations of all mass feeding and distribution sites.

5. Coordinate with ESF-7 (Logistics Management and Resource Support) and ESF-18 (Donated Goods and Volunteer Services) to acquire food, equipment, and supplies required to support food service operations. Acquisitions include, but are not limited to: donated food, purchase of additional food, and refrigerated trailers.

6. Coordinate with ESF-1 (Transportation) and ESF-19 (Military Support) for transportation of food supplies into the disaster areas.

7. Assess needs for Points of Distribution (PODS).

8. Coordinate flow of request and delivery of food into disaster areas to ensure daily requirements are met.

9. Assess need and feasibility of issuing food stamps.

10. In coordination with ESF-6 (Mass Care), monitor the number of mass feeding sites, soup kitchens, VOADS, Faith-Based organizations, and food pantries providing food to disaster victims.

11. Establish communications with ESF-11 in the SEOC to request and coordinate food service assets beyond the capability and resources of Spartanburg County.

12. Coordinate with the Spartanburg County Health Department to evaluate potential food safety threats.

C. Recovery Phase

1. Continue to monitor food requirements.

2. Coordinate with DSS regarding the implementation of the Disaster Food Stamp Program if necessary.

3. In coordination with ESF-6 (Mass Care), assess special food concerns of impacted residents.

4. Establish logistical links with local organizations, VOADS, and faith-based organizations involved in long-term congregate meal services.

5. Anticipate and plan for the arrival of and coordination with FEMA and State ESF-11 personnel in the SEOC and Joint Field Office (JFO).

6. Ensure ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.

7. ESF-11 will support long-term recovery priorities as identified by ESF-5 (Emergency Management) and the Spartanburg County Emergency Management Director.
VI. ADMINISTRATION AND LOGISTICS
   A. Administration
      Initial situation reports should be given to the Spartanburg County DSS Director or his/her representative as soon as practicable. Report will be submitted to the Spartanburg County Emergency Operations Center for analysis.

   B. Logistics
      ESF-11 will utilize existing resources. Additional resources, supplies, and manpower will be requested through the Spartanburg County EOC. ESF-11 will utilize and track supplies, operational aids, and transportation under control of their organizations.

VII. DIRECTION AND CONTROL
   A. When conditions warrant activation of the Spartanburg County Emergency Operations Center, coordination of ESF-11 activities will be under the direction and control of the Spartanburg County DSS Director and will be conducted from the EOC.

   B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

   C. Line of Coordination
      1. Spartanburg County DSS Director
      2. Emergency Management Director or Designee

VIII. ANNEX MAINTENANCE
   A. The ESF-11 Coordinator is responsible for the revision, update, and maintenance of this annex.

   B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 12 (ESF–12)
ENERGY & OPERATIONS SUPPORT

PRIMARY: Spartanburg County Facilities Maintenance
SUPPORT: Spartanburg County Office of Emergency Management

GENERAL
A. Introduction
Energy & Operations Support includes maintenance and repair to all motorized equipment and vehicles belonging to departments and agencies of Spartanburg County. ESF-12 also operates and manages the county’s fleet fueling system as well as providing 24-hour emergency road service for county vehicles when needed.

B. Authority
Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Organization
The Spartanburg County Facilities Maintenance Supervisor will coordinate all Energy & Operations Support activities.

I. SITUATION
Spartanburg County is vulnerable to a wide spectrum of natural, technological, and man-made disasters that could injure or kill many people and damage or destroy property over a wide area. This may result in a need for coordination of operations support to ensure necessary motorized equipment and fuel is available to effectively respond to the disaster.

II. MISSION
To maintain, repair, and ensure an adequate fuel supply to all motorized equipment and vehicles in support of emergency operations before, during, and after an emergency or disaster in Spartanburg County.

III. CONCEPT OF OPERATIONS
A. The Spartanburg County Facilities Maintenance Supervisor is responsible for the coordination of all ESF-12 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-12 SOP. All ESF-12 supporting agencies will assist the Facilities Maintenance Supervisor with the above.

B. All ESF-12 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-12 planning and response operations.

C. Coordination with all supporting and other appropriate departments/agencies, and organizations will be performed to ensure operational readiness.

D. ESF-12 will assess the situation (both pre and post-event) and in coordination with the Spartanburg County Emergency Management Director, develop strategies to respond to the emergency.
E. ESF-12 will maintain and repair all county owned motorized equipment used in support of disaster operations.

F. ESF-12 will ensure emergency response personnel and county owned motorized equipment used in support of disaster operations have adequate fuel supplies.

G. ESF-12 will provide 24-hour emergency road service for county vehicles when needed.

H. ESF-12 will coordinate with ESF-7 (Logistics Management & Resource Support) to obtain fuel (gasoline & diesel) in the event of a shortage to ensure adequate fuel supplies are available for county vehicles.

I. The Spartanburg County Office of Fire Marshal will assist with the facilitation of repair, maintenance, and service to county fire apparatus.

J. Coordination of fuel and maintenance for vehicles/equipment of non-county responders who are assisting the county response and recovery efforts. Adequate documentation processes must be utilized to determine actual cost of fuel, goods, and services provided.

IV. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Develop and maintain current listing of suppliers of products and services associated with this function (Parts, Fuel Supply, Lubricants, Tires, etc).

2. Establish liaison with support agencies.

3. Ensure plans for repair of damaged equipment are maintained.

4. Develop fuel conservation protocols.

5. Ensure all ESF-12 personnel integrate NIMS and Incident Command principles in all planning. All ESF personnel must complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

6. Ensure procedures are in place to document costs for any potential reimbursement.

7. Ensure procedures are in place to document motorized equipment repair, parts/supplies used, man hours, and fuel used in support of emergency operations.

8. Ensure procedures are in place to effectively manage large numbers of flat tires that may occur during and following a disaster.

9. Coordinate in advance (if possible) for the delivery of fuel or other services that may be needed during the disaster or recovery phase.
B. Disaster Phase
   1. Analyze damaged, inoperable, and disabled motorized equipment to determine operational priorities and emergency repair procedures.
   2. Provide motorized equipment repair, service, and maintenance as required to support emergency operations.
   3. Provide status of equipment resources requiring repair to the Operations Group in the Spartanburg County Emergency Operations Center.
   4. Operate and maintain the county-owned refueling sites in Spartanburg County. Ensure an adequate fuel supply is maintained for emergency operations.
   5. Repair or replace flat tires on county-owned motorized vehicles as necessary.
   6. Provide fuel conservation guidance to all county motorized equipment users.
   7. Coordinate with ESF-1 (Transportation) for transportation resource maintenance/repair issues.
   8. Coordinate with ESF-13 (Public Safety & Security) to secure county owned refueling sites.
   9. Monitor/coordinate actions regarding fueling/re-fueling operations, and post-impact fueling/re-fueling actions.

C. Recovery Phase
   1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
   2. Continue to provide equipment maintenance, repair, and emergency service to support recovery operations.
   3. Continue to operate and maintain county owned refueling sites to ensure adequate fuel resources to support recovery operations.
   4. Ensure that appropriate records of costs incurred during the event are maintained.

V. ADMINISTRATION AND LOGISTICS
   A. Administration
      Initial situation reports should be given to the Spartanburg County Facilities Maintenance Supervisor or his/her representative as soon as practicable. A report will be submitted to the Spartanburg County Emergency Operations Center for analysis.
   
   B. Logistics
      ESF-12 will utilize existing resources. Additional resources, supplies, and manpower will be requested through the Spartanburg County EOC. ESF-12 will utilize and track supplies, operational aids, and transportation under control of their organization.
VI. DIRECTION AND CONTROL

A. When conditions warrant activation of the Spartanburg County Emergency Operations Center, coordination of ESF-12 activities will be under the direction and control of the Spartanburg County Facility Maintenance Supervisor and will be conducted from the Spartanburg County EOC.

B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

C. Line of Coordination
   1. Spartanburg County Facilities Maintenance Supervisor
   2. Spartanburg County Fleet Supervisor

VII. ANNEX MAINTENANCE

A. The ESF-12 Coordinator is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 13 (ESF–13)
PUBLIC SAFETY AND SECURITY

PRIMARY: Spartanburg County Sheriff’s Office
SUPPORT: Municipal Police Forces: College/University Police Forces; South Carolina Highway Patrol; South Carolina Law Enforcement Division.

I. GENERAL
   A. Purpose
      To provide for the coordination and use of all law enforcement personnel and equipment in Spartanburg County during an emergency or a disaster situation.
   B. Authority
      1. Spartanburg County Ordinance Number 333, dated December 18, 1985
      2.
   C. Definitions
      Law Enforcement – Composed of all law enforcement organizations, their personnel, facilities, and resources at the county level. Upon request, qualified commissioned personnel from state and federal agencies may be utilized.
   D. Organization
      1. The Spartanburg County Sheriff is the Senior Law Enforcement Officer in the county and is responsible for coordinating all ESF-13 (Public Safety & Security) activities of the following forces when they are requested to support the conduct of operations under this plan. Close coordination is required with all municipal, state, and federal law enforcement agencies.
      2. Elements of Spartanburg County Law Enforcement consist of the following:
         a. Spartanburg County Sheriff’s Office
         b. Municipal Police Departments
         c. College/University Police Departments/Campus Safety

II. SITUATION
   Spartanburg County is subject to disasters/emergencies (natural, man-made, technological, WMD, and terrorism) that could result in a need for increased law enforcement, greatly affect public safety, and result in a large number of deaths and/or injuries. While Spartanburg County has the capability and adequate resources to meet routine law enforcement needs, a more serious an emergency or a disaster would multiply and create more problems.

III. MISSION
   A. To provide a well-organized and equipped law enforcement organization which operates on a 24-hour basis for traffic control, crime prevention, security, roadblocks, and warning during an emergency/disaster situation.
   B. To provide for coordination and use of law enforcement personnel and equipment in an emergency or disaster.
IV. CONCEPT OF OPERATIONS

A. ESF-13 activities will be directed and coordinated from the Spartanburg County Emergency Operations Center, which is located at 180 Magnolia St, Spartanburg SC 29306.

B. The Spartanburg County Sheriff is the Senior Law Enforcement official and has overall responsibility for the coordination of ESF-13 and support forces during an emergency or a disaster situation. State forces used in support of this plan will be committed on a mission-type basis.

C. The police chiefs of the various municipalities will direct emergency law enforcement operations in their respective jurisdictions and coordinate those actions with the ESF-13 Coordinator in the Spartanburg County Emergency Operations Center.

D. The Spartanburg County Sheriff is responsible for the coordination of all ESF-13 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-13 SOP.

E. All ESF-13 supporting agencies will assist the Spartanburg County Sheriff in the planning and execution of the above.

F. All ESF-13 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-13 planning and response operations.

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

H. In accordance with SC Code of Laws Section 23-3-15 (A) (8), SLED has specific and exclusive jurisdiction and authority for coordinating the state response in the event of a terrorist threat or actual incident.

I. In coordination with, and support of The Spartanburg County Damage Assessment Team, ESF-13 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency and secure damaged areas.

J. The local law enforcement agency in command will retain direction and control. SLED will coordinate directly with the local law enforcement agency in control and will coordinate activities for all other state law enforcement agencies involved as it relates to general law enforcement duties.

K. As the ESF-13 Coordinator, the Spartanburg County Sheriff will coordinate all general law enforcement assistance from county and municipal agencies. In cooperation with the Spartanburg County Emergency Management Director, the Spartanburg County Sheriff will integrate law enforcement functions with other emergency actions.
L. ESF-13 will receive and act on requests from local governments. Representatives from county and municipal law enforcement agencies will jointly decide on deployment of personnel and equipment. Individual agencies will maintain operational control of their resources in the field.

V. ESF ACTIONS

The following actions are common to all law enforcement agencies during the three phases listed below:

A. Pre-Disaster Phase
   1. Develop procedures to implement this plan.
   2. Participate in exercises to validate this annex and supporting SOP’s.
   3. Participate in radiological emergency worker training for law enforcement agencies as required.
   4. Determine location and responsibility for establishing and manning Traffic Control Points (TCP’s) in jurisdictional areas.
   5. Identify critical and sensitive facilities and the additional requirements needed to adequately safeguard them.
   6. Determine evacuation routes out of the disaster area.
   7. Develop a pass system for essential workers, support personnel, and emergency operations.
   8. Develop procedures for emergency vehicle identification.
   9. Check readiness of law enforcement facilities, equipment, supplies, and personnel. Correct any deficiencies.
   10. Develop plans to reduce the prisoner population and provide for the care and security of those remaining, and those to be received from the disaster area.
   11. Develop plans to provide security in the host areas and other affected areas such as a disaster area.
   12. Develop procedures for limiting access to evacuated areas during response and recovery operations.
   13. Develop and maintain a resource list to include personnel and equipment.
   14. Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
   15. Analyze hazards, critical facilities, determine law enforcement requirements, and develop plans to preposition assets.
   16. Train regular and support personnel in emergency duties.
   17. Develop plans to conduct initial damage assessment.
   18. Establish and maintain liaison with federal, state, and local agencies.
19. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.

20. Ensure all ESF-13 personnel integrate NIMS principles in all planning. All ESF-13 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase
   1. Staff the Spartanburg County Emergency Operations Center.
   2. Assign and man Traffic Control Points along evacuation routes.
   3. Assign law enforcement personnel to shelters, if required and if available.
   4. Perform radiological monitoring assignments as directed or if required.
   5. Analyze intelligence information regarding any covert or overt trends with respect to sabotage, riot, looting, and other unusual or unlawful acts.
   6. Federal Law Enforcement agencies will report any observed damage to the Spartanburg County Emergency Operations Center.
   7. Provide warning and communications in support of the communications plan.
   8. Provide security to the Spartanburg County EOC.
   9. Secure evacuated areas, including safeguarding critical facilities, and control entry and exit to the disaster area as requested.
   10. Conduct initial damage assessment and report results to the Spartanburg County EOC.

C. Recovery Phase
   1. Maintain liaison with the Spartanburg County Emergency Operations Center.
   2. All law enforcement agencies will continue to provide disaster responsibilities and functions within affected communities until local governmental authorities are able to return police responsibilities back to normal conditions.
   3. Phase down operations as directed by the Spartanburg County EOC.
   4. Continue those operations necessary to protect people and property.
   5. Assist in return of evacuees.
   6. Assist with reconstitution of law enforcement agencies as necessary.
   7. Require ESF-13 team members or their agencies maintain appropriate records of costs incurred during the event.

VI. ADMINISTRATION AND LOGISTICS
   A. Administration

      Initial situation reports should be given to the Sheriff or his representative as soon as practicable. Reports will be consolidated and submitted to the Spartanburg County Emergency Operations Center for analysis and distribution.
B. Logistics
   1. All forces will use supplies, operational aids, and transportation normally available. Additional supplies, transportation, and personnel will be requested through the Spartanburg County EOC.
   2. Law enforcement resources are maintained by each law enforcement agency.

VII. DIRECTION AND CONTROL
A. When conditions warrant activation of the Spartanburg County Emergency Operations Center, coordination of ESF-13 activities will be under the direction and control of the Spartanburg County Sheriff, and will be conducted from the EOC.
B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.
C. Line of Coordination:
   1. Spartanburg County Sheriff
   2. Sheriff’s designated representative
D. Communications
   Law enforcement operations will be directed over the Spartanburg County Comprehensive 800 MHz Communication System, The South Carolina Palmetto 800 MHz System, telephone, email, and other available communications resources.

VIII. ANNEX MAINTENANCE
A. The ESF-13 Coordinator is responsible for the revision, update, and maintenance of this annex.
B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
ANNEX 14 (ESF–14)
LONG-TERM COMMUNITY RECOVERY

PRIMARY: Spartanburg County Office of Emergency Management
SUPPORT: Spartanburg County Community Economic Development Director; Spartanburg County Administrator; Spartanburg County Sheriff; Spartanburg County Public Works Director; Spartanburg County Purchasing Agent; Spartanburg County Department of Social Services Director; Spartanburg County Public Information Officer; Spartanburg County Communication Director; Spartanburg County Tax Assessor; Spartanburg County Fire Marshall; Municipal Utility Departments; Private-Sector Utilities;

I. GENERAL
   A. Purpose
      1. To establish policies and procedures to be executed following an emergency or disaster to ensure that the community recovers as quickly as possible.
      2. To establish policies and procedures for mitigating hazards that may be threatening Spartanburg County residents and property. These actions will be executed prior to or following an emergency to reduce the potential for loss as a result of future hazards.
   
   B. Authority
      1. Spartanburg County Ordinance Number 333, dated December 18, 1985
      2. South Carolina Recovery Plan
      3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
   
   C. Definitions
      Recovery - Those actions that enable disaster victims to begin the process of rebuilding their homes; replacing property; resuming employment; restoring businesses; permanently repairing, rebuilding, or relocating public infrastructure.
      Short Term Recovery – restoring essential life support systems such as power, communications, water/sewer, and transportation to an acceptable standard while providing for basic human needs such as food, clothing, and shelter. Once the response phase starts, there is no clear starting point for the recovery phase of a disaster.
      Long Term Recovery – Rebuilding communities, restoring facilities, infrastructure, and community economic viability. This phase can go on for years until the entire disaster area is completely redeveloped. It may be restored as it was in the past, or restored with utilization of mitigation practices such as rebuilding in a different location that is less disaster prone.
      Mitigation – actions that either prevent the occurrence of an emergency or reduce the community’s vulnerability in ways that minimize the adverse impact of a disaster or other emergency.
D. Organization

1. Recovery and Mitigation activities will be coordinated through the Spartanburg County Emergency Operations Center and controlled by the Spartanburg County Emergency Management Director or his designee. The Emergency Management Director will coordinate all local government activities and services, volunteer agencies, and all other entities involved in recovery operations.

2. The Spartanburg County Administrator will conduct regular meetings with key officials, department heads, and affected jurisdiction representatives to obtain and disseminate information and make collective decisions.

3. Each agency or organization will manage its own recovery programs. Their Spartanburg County EOC representative will keep the Spartanburg County Emergency Management Director abreast of all activities.

4. Volunteer agencies may independently provide recovery assistance to victims as part of their national program. Their Spartanburg County EOC representative will keep the county informed of those relief activities.

5. The Spartanburg County Emergency Management Director will serve as the Mitigation Team Director.

6. The Mitigation Team may consist of members of municipal and county governments, municipal and county planners, building and codes officials, representatives from emergency services, Law Enforcement, Public Works, business, industry, and non-profit organizations. The members will be appointed as necessary.

II. SITUATION

Spartanburg County is subject to catastrophic emergencies/disasters (natural, man-made, technological, WMD, and/or acts of terrorism) that would overwhelm the capabilities and resources of local governments and could result in a need for state and federal assistance.

III. MISSION

A. Provide the framework to coordinate local, state, federal, and private-sector recovery and mitigation from long-term consequences of a disaster affecting part or all of Spartanburg County.

B. To lessen the effects of disaster by appropriate pre and post disaster actions.

C. To employ hazard analysis to determine action(s) appropriate to mitigate hazards.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Office of Emergency Management is responsible for all ESF-14 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-14 Standard Operating Procedures (SOP).
B. All ESF-14 supporting agencies will assist the Spartanburg County Office of Emergency Management in the planning and execution of the above.

C. All ESF-14 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-14 planning and response operations.

D. Coordination with all supporting and other appropriate department/agencies and organizations will be performed to ensure continual operational readiness.

E. Immediately following the disaster, recovery operations begin. Each political jurisdiction, agency and department within Spartanburg County will coordinate its efforts to restore services.

F. The Governor or local government officials may order an evacuation. Re-entry into the evacuated area will be conducted in accordance with local/state Law Enforcement.

G. An initial damage assessment will be conducted during the response phase, and findings will be reported to the SEOC as soon as possible. The damage assessment will be the basis to determine what state and/or federal assistance will be needed. During the recovery phase, a more detailed damage assessment will be completed. See Annex 23 (ESF-23) Damage Assessment and the South Carolina Recovery Plan.

H. The first priority of recovery operations will be continuing search and rescue and medical assistance as necessary, while providing for basic human needs and restoration of essential life support systems. The second priority will be long-term restoration of the infrastructure and economic viability of the area.

I. Requests for assistance, manpower, and resources of any kind will be made through the Spartanburg County EOC. Any deviation from this procedure will delay receiving needed assistance or resources.

J. If the emergency/disaster exceeds local capabilities, the Emergency Management Director will request assistance from the state, who may in turn request assistance from the federal government. If the extent of the damage warrants, the state may request a Federal Disaster Declaration.

K. For federally declared disasters, the local, state, and federal governments may establish Disaster Recovery Centers. See the South Carolina Recovery Plan for details on the purpose, set-up, and staffing of a Disaster Recovery Center.

L. All donated goods and relief supplies are to be referred to the Spartanburg County Emergency Management Director.

M. During all phases of disaster, local government officials will undertake measures to reduce the threat of hazards. In conjunction with the annual review of the Spartanburg County Hazard Mitigation Plan, all local government officials and the Spartanburg County Hazard Mitigation Team will review mitigation measures accomplished and propose future mitigation measures.
N. SCEMD, in conjunction with other state and local government agencies, will monitor mitigation measures applicable to specific categories of disasters.

O. There are two phases of hazard mitigation:

1. Pre-Disaster Mitigation
   a. Avoidance
      Eliminate the threat of a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger.
   b. New Development Procedures/Construction Practices
      Develop or improve building codes and zoning policies, ordinances, standards, and specifications applicable to repairs, alterations, or new construction of facilities or structures to lessen the effects of future disasters. Examples include codes that prohibit building in identified hazard prone areas, including buffer zones between potentially hazardous industry and residential areas/public facilities, and ensuring codes are enforced for all new construction and development.
   c. Existing Development Procedures
      Promote and encourage retrofitting of buildings and tying down mobile homes. Encourage residents and businesses to purchase flood insurance in potentially flood prone areas.
   d. Public Education/Awareness
      Develop programs to continuously educate local government, private industry, and the general public on the latest mitigation efforts and practices. Make them aware of the local codes and standards.
   e. Project Identification/Prioritization
      Develop a list of potential mitigation projects. Determine project priorities and potential funding sources.
   f. Hazard Mitigation Grant Program (HMGP)
      HMGP funds are available only after a presidential disaster declaration. With assistance from the SCEMD HMGP Officer, identify potential mitigation projects that meet eligibility requirements. Proposals must insure that projects are cost effective, have long-term benefits, and are environmentally safe. All local codes, standards and specifications must be adhered to. Develop required documentation for HMGP applications and submit to SCEMD HMGP Officer so that when funds become available, applications will be already in place.

2. Post-Disaster Mitigation
   a. Recognize that reducing the effects of a disaster is a cooperative effort of local government, industry, volunteer groups, and the private sector.
b. Promote retrofitting or flood proofing buildings when they are rebuilt after a disaster. Prohibit new construction in hazard prone areas.

c. Seek funding for mitigation projects through the HMGP. Mitigation funding is available from the Federal Emergency Management Agency (FEMA) upon submission of an approved Hazard Mitigation Grant Proposal following a Presidential Disaster Declaration.

V. ESF ACTIONS

The following agencies and individuals will be represented in the Spartanburg County Emergency Operations Center during recovery and mitigation operations. Only the Spartanburg County Administrator or his/her designee will release them. The assignment of responsibility is as follows:

A. Spartanburg County Community Economic Development Director
   Responsible for all disaster recovery and mitigation activities of Spartanburg County Government.

B. Spartanburg County Emergency Management Director
   Serves as Disaster Recovery Director; Responsible to the Spartanburg County Administrator for the coordination of activities involving recovery and mitigation operations; In coordination with local agencies, will determine the Disaster Recovery Center location; Will obtain the initial damage assessment and submit the results to the SEOC; Will ensure that NIMS principles are integrated in all activities and that all ESF-14 personnel complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

C. Engineering and Public Works Director
   The Spartanburg County Public Works Director will serve as the Engineering and Public Works Director during recovery operations. Responsible for coordinating the activities of all engineering resources, debris removal, public works, water, sewer, and utilities activities; ensure that unsafe structures are identified and occupancy denied until declared safe by building inspection officials.

D. Utilities Group
   The Utilities Group consists of the Engineering and Public Works Director and representatives of the various utility groups to include Spartanburg County Water and Sewer, municipal utility departments, and private-sector utility companies; responsible for analyzing the utility situation and determining actions to be undertaken; designate critical facilities and systems for priority restoration.

E. Donated Resources Director
   Responsible for coordinating with local, state and federal governments on all aspects of the donated resources process; coordinate reception areas, receiving, storage, sorting, and issuance of all donated goods and services. See Annex 18 (ESF – 18 Donated Goods and Volunteer Services)

F. Donated Resources Group
ANNEX 14 (ESF–14)
LONG-TERM COMMUNITY RECOVERY

Under the direction and control of the Donated Resources Director, coordinates the management of donated relief supplies; Consists of representatives from Spartanburg County DSS, American Red Cross, CERT, Salvation Army, United Way, School Districts, and other designated agencies and individuals.

G. Law Enforcement Director

The Spartanburg County Sheriff is responsible for coordinating all law enforcement activities during recovery operations; Will meet with the Law Enforcement Group at the beginning of recovery operations to review the situation and outline actions to be undertaken. See Annex 13 (ESF – 13 Public Safety and Security)

H. Law Enforcement Group

Consists of the Law Enforcement Director and representatives from county, municipal, and state law enforcement agencies; will identify areas that require security patrols, outline restricted areas, re-entry restrictions; and other required duties.

I. Public Information Director or SCEMD PIO

The Spartanburg County Public Information Officer (PIO) will serve as the Public Information Director; Will coordinate with the State PIO for directives from state government and FEMA; Will coordinate all directives and informational releases to the news media and general public; Will designate and set up a media briefing area separate from the Spartanburg County EOC operations area; Will provide updates on current conditions to the media to avoid the spread of rumors; Will supply daily situation report to the Recovery Director of all news releases and media briefings. See Annex 15 (ESF – 15 External Affairs and Public Information)

J. Public Information Group (JIC)

Consists of staff to assist and support the Public Information Officer; Responsible for handling incoming telephone calls and email inquiries, issuing directives to the general public on safety and welfare, and coordinating emergency directives for release to the general public from emergency response agencies and organizations.

K. Communications Director

The Spartanburg County Communications Director will serve as Communication Director during recovery operations. Responsible for management of the communications group; Establishing and maintaining the Spartanburg County EOC telephone system during all phases of the emergency/disaster; If Disaster Recovery Center (DRC) is established, work with FEMA to establish and maintain communications at the DRC; establish and maintain communications links between the Spartanburg County EOC and the SEOC; establish and maintain communications links between Spartanburg County EOC and recovery forces; make every effort to correct any disruptions within the Spartanburg County EOC communications system that may develop.
L. Communications Group

Under coordination of the Public Safety Communication Director, provides various communications services to the Spartanburg County EOC and emergency response organizations; Includes TDT Team, and ARES/RACES. See Annex 2 (ESF – 2 Communications)

M. Resources Director

Responsible for the overall coordination of resource requirements for recovery operations; manage the resources group and work closely with the Supply and Procurement and Donated Goods Director.

N. Resources Group

Consists of the Resources Director and representatives from the county, municipal, state, federal, industry, commercial enterprise, and volunteer sectors; coordinate available county resources and requests for local private enterprise resources; issue daily status report to the Disaster Recovery Director.

O. Supply and Procurement/

The Spartanburg County Purchasing Agent will serve as Supply and Procurement Director; Responsible for requisitioning, procuring, and issuing specialized equipment, medical supplies, food, fuel, and materials necessary to relieve suffering and to make emergency repairs in disasters;

Public Assistance Director

The Spartanburg County Emergency Management Planner serves as the Public Assistance Director. Contact the State Public Assistance Officer (PAO) through the SEOC for guidance and technical assistance on documentation required for the Public Assistance process; instruct local government agencies and qualifying non-profit organizations on management, tracking, and documentation of all monetary expenditures and overtime hours for documentation in preparation for applying for Public Assistance. See Annex 7 (ESF – 7 Resource support and Logistics Management)

P. Damage Assessment Director

The Spartanburg County Tax Assessor will serve as Damage Assessment Director; Is responsible for organizing and deploying the Damage Assessment Team immediately following the disaster during the response phase. The Damage Assessment Team will develop an initial damage assessment, which is a quick, broad estimate of damages and loss; submit a damage assessment report to the Spartanburg County Emergency Management Director; assist and coordinate with local, state, and federal agencies for all future damage estimates as needed. See Annex 23 (ESF-23 Damage Assessment).
Q. Mass Care

The Spartanburg County Department of Social Service Director will serve as Mass Care Director; coordinate Mass Care activities, which include government and non-governmental agencies that provide relief for the needs of the populace. See Annex 6 (ESF-6 Mass Care, Emergency Assistance, Housing & Human Services).

R. Municipalities

Each municipality may have representation in the Spartanburg County Emergency Operations Center; they will coordinate municipal operations with the county to avoid duplication of effort and ensure proper utilization of resources.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. All state and federal resources and assistance needed by the county and municipalities are to be requested through the Spartanburg County Emergency Operations Center.

2. Each county, municipality, public works service, school district, and other qualifying organization will be responsible for maintaining all financial and verification records for recovery and submitting their own applications for FEMA funding. They will designate an individual to be responsible for the completion and submittal of the required documentation for Federal Public Assistance programs. That individual will serve as the Federal Applicant Agent or other FEMA contact for disaster funding in each Presidential Disaster Declaration.

3. Donated funds that are not designated to a specific organization will go into the County Disaster Relief Fund. The Spartanburg County Administrator will supervise this fund.

4. Spartanburg County’s Hazard Mitigation Plan shall be reviewed annually.

5. Mitigation team members will be appointed in accordance with county policy.

B. Logistics

1. Spartanburg County will utilize local resources to the fullest extent possible before requesting state assistance.

2. Before purchasing any local emergency supplies, the County Purchasing Agent will coordinate with the Emergency Management Director/Disaster Recovery Director, Resources Director, and Donated Goods Director to avoid any unnecessary purchases.

3. All disaster related purchase requests must be authorized by the Spartanburg County Administrator.

4. Each agency or organization involved in the disaster response will appoint someone to coordinate and manage all logistical operations. All logistics must be tracked and documented. This documentation includes, but is not limited
to: monetary expenditures, equipment utilization hours, equipment rentals, debris removal costs, and overtime hours (See the South Carolina Recovery Plan for specifics on reimbursable expenditures). This documentation must be presented to the Federal Public Assistance Officer when applying for Federal Public Assistance reimbursement.

IX. DIRECTION AND CONTROL

A. Disaster Recovery and Mitigation activities will be coordinated from the Spartanburg County Emergency Operations Center under the direction and control of the Spartanburg County Emergency Management Director.

B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

C. Disaster Recovery and Mitigation activities will be directed over the Spartanburg County Comprehensive 800 MHz Communications System or VHF frequencies.

D. Line of Coordination:

1. Spartanburg County Council Chairman
2. Spartanburg County Administrator
3. Other Spartanburg County Council Members (In order of seniority)
4. Spartanburg County Emergency Management Director
5. Spartanburg County Public Works Director
6. Spartanburg County Fire Marshal

X. ANNEX MAINTENANCE

A. The Spartanburg County Emergency Management Director is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
I. REFERENCE

For detailed guidance on all information in this annex, see the South Carolina
Recovery Plan.

II. CONCEPT OF OPERATIONS

A. Disaster Recovery Centers (DRC)

1. For Federally declared disasters, a DRC may be established. At the DRC,
disaster victims meet face to face with representatives from federal, state, and
local governmental and volunteer agencies to apply for assistance. See the
South Carolina Recovery Plan for details on the purpose, set-up, and staffing
of a DRC.

2. The Spartanburg County Emergency Management Director, in coordination
with other county officials, will:
   a. Identify potential sites for DRC(s).
   b. In coordination with FEMA, identify county agencies/organizations to be
      represented in the DRC(s), if applicable.

3. The Spartanburg County Public Information Officer will utilize all media
resources to notify the public of DRC locations and the services available
there.

B. Federal Public Assistance (PA) Program

1. For federally declared disasters, Federal Public Assistance may be available.
   This program provides reimbursement for a portion of eligible costs incurred.
   State and local governments, qualifying private non-profit institutions, and
   Indian tribes are eligible. FEMA will appoint a PA Officer to work with each
   county or municipality on their application for Federal PA reimbursement.

2. A State Public Assistance Officer will be appointed to coordinate all activities
   related to federal reimbursement of eligible applicants. He will conduct
   applicant’s briefings to advise eligible applicants of the availability and
   requirements of Federal Assistance.

3. Local Public Assistance Program Requirements
   a. The Spartanburg County Emergency Management Planner will serve as
      the Public Assistance Director.
   b. Records Management
      1. All logistics including, but not limited to, monetary expenditures,
         equipment utilization hours, equipment rentals, debris removal costs,
         overtime and fringe benefits must be tracked and documented. This
documentation must be presented to the Federal Public Assistance
   Officer when applying for Federal Public Assistance reimbursement.
2. Each county, municipal, and private non-profit agency involved in the recovery process will designate an individual to be responsible for the completion and submittal of the required documentation for Federal Public Assistance programs. That individual will serve as the Federal Applicant Agent or other FEMA contact for disaster funding.

3. For detailed information on Federal Public Assistance, categories of work eligible for reimbursement, and the overall process, see the South Carolina Recovery Plan for specifics on reimbursable expenditures.

4. Temporary Housing
   a. Temporary housing is a type of individual assistance designed to help victims whose residences have been rendered inhabitable by a disaster. For those who are eligible, the federal government will pay for 100% of the cost of victim’s lodging at hotels, motels, or other housing for a period of up to 18 months.
   b. Local Procedures
      1. The Spartanburg County Administrator will appoint a Temporary Housing Director if necessary.
      2. Temporary housing sites will be identified for US Army Corps of Engineers construction. Considerations in site selection will include expansion of existing mobile home parks and identification of locations for new mobile home parks.
I. CONCEPT OF OPERATIONS

A. Utilities Group is responsible for analyzing the utility situation and determining actions to be undertaken. The Spartanburg County Public Works Director will manage the Utilities Group.

B. The Utilities Group will consist of the following:
   1. Spartanburg County Public Works Director
   2. Spartanburg County Water and Sewer Division
   3. Municipal and other Utilities
   4. Commercial Electric and Gas Companies

C. Responsibilities include, but are not limited to:
   1. At the outset of the disaster, the Utilities Group will meet in the Spartanburg County Emergency Operations Center to analyze the utility situation and outline the actions to be undertaken.
   2. Designate areas of responsibility for water, sewer, electric, and natural gas restoration.
   3. Designate critical facilities for priority restoration.
   4. Review additional resource needs.
   5. Survey critical facility listings to determine which have emergency power generators.
   6. All requests for equipment, assistance, supplies, or services will be requested through the Spartanburg County Public Works Director to the Spartanburg County Emergency Management Director.
I. CONCEPT OF OPERATIONS

A. The Communication Director is responsible for management of the Communications Group and establishing and maintaining the Spartanburg County Comprehensive 800 MHz Communications System, Spartanburg County Computer Network, and Spartanburg County telephone systems during all phases of the emergency/disaster.

B. The Communication Group is made up of the following:
   1. Spartanburg County Communications Director
   2. Spartanburg County Communications Technician
   3. Spartanburg County 911 Operations Manager
   4. Spartanburg County Sheriff’s Office
   5. Spartanburg County Information Systems Director
   6. ARES/RACES

C. Responsibilities include, but are not limited to:
   1. The County Communications Director(s) will make every effort to correct any disruptions within the Spartanburg County communications system that may develop due to emergency/disaster.
   2. Cellular telephones are to be provided for the Spartanburg County Emergency Operations Center when the existing local telephone system has been disrupted due to a major occurrence or disaster.
   3. Portable radios on the Spartanburg County Comprehensive 800 MHz Communications System are to be provided to priority Spartanburg County EOC support services that have no means of communicating with the Spartanburg County EOC.
   4. An extra rechargeable battery is to be supplied for all portable radios issued for essential emergency support of the Spartanburg County EOC.
   5. When disaster appears imminent, arrangements will be made with a commercial supplier for loan or lease of additional cellular phones and portable radios for backup communications support.
   6. Each day of operations, the Communications Director(s) are to supply a communications status report to the Spartanburg County Emergency Management Director.
ANNEX 15 (ESF–15)
EXTERNAL AFFAIRS AND PUBLIC INFORMATION

PRIMARY: Spartanburg County Public Information Officer
SUPPORT: Spartanburg County Emergency Management Director; Sheriff’s Office PIO, Joint Information Center Representatives

GENERAL

A. Purpose

To provide preparation and prompt dissemination of official information, instructions, and directions to the public prior to, during, and after an emergency or disaster.

B. Authority

1. Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Definitions

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

Public Information Officer - The designated individual responsible for disseminating official information relating to disaster operations.

NOAA All-Hazards Radio – NOAA Weather Radio All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week. Working with the FCC’s Emergency Alert System, NWR is an “All Hazards” radio network, making it a single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes), environmental (such as HazMat incidents), public safety (such as AMBER alerts or 911 outages), and technological (such as fixed nuclear facility emergencies).

D. Organization

The Spartanburg County Public Information Officer is designated as Coordinator of ESF-15, and is responsible for the timely preparation and dissemination of official information to the public prior to, during, and after a disaster. The ESF-15 Coordinator will coordinate with the news media and public information personnel of local and state government.
I. SITUATION

A. Spartanburg County is subject to emergencies/disasters (natural, man-made, technological, WMD, and terrorism) that could result in a need for increased public information activities. While Spartanburg County has the capability and adequate resources to meet routine public information needs, a more serious an emergency or a disaster would multiply and create more complex problems.

B. Generation of timely public information coordinated with the appropriate level of government is essential to avoid or minimize loss of life and property if a disaster is imminent or has occurred. Before, during, and after emergency operations, the public will be apprised through reports to the news media, the Internet, Social Media, the Emergency Notification System, and through the Emergency Alert System.

C. ESF-15 services and assistance provided under this function shall include providing the general public with essential information and the documentation of emergency actions and operations implemented or proposed by written, verbal, or photographic means.

II. MISSION

A. To receive, evaluate, prepare, and disseminate official emergency information, instructions, and directions to the population of Spartanburg County prior to, during, and after an emergency/disaster situation.

B. To provide effective public information through coordination with appropriate local, state, federal, and private agencies and organizations to minimize loss of life and property before, during, and after an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Public Information Officer is responsible for all ESF-15 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-15 Standard Operating Procedures.

B. All ESF-15 supporting agencies will assist the Spartanburg County Public Information Officer in the planning and execution of the above.

C. All ESF-15 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-15 planning and response operations.

D. Official emergency information will be released from the Spartanburg County Emergency Operations Center through the Public Information Officer to all appropriate news media.

E. The Spartanburg County Emergency Management Director, his designee, and/or County Management must approve general press releases. All information included in press releases specific to any ESF will be approved by the ESF representative in the EOC.
F. In the EOC, the PIO will coordinate with the appropriate communications and news media personnel to disseminate information in a timely manner.

G. All public information releases containing an official statement from Spartanburg County Government shall carry as a final paragraph the following sentence: “This is an official notice to the public from the Spartanburg County Office of Emergency Management.”

H. If the incident involves multiple jurisdictions or agencies, a Joint Information Center will be established.

I. Emergency and disaster information from Spartanburg County Government shall be clear, concise, and accurate information regarding the existing situation, actions being taken by authorities, and those to be taken by the population. Every effort will be made to prevent and counter rumors, hearsay, and inaccuracies.

J. Coordination with all appropriate departments, agencies, and organizations will be performed to the maximum extent, to ensure accurate, timely, and consistent emergency public information. ESF-15 staff will field information and questions from callers in an attempt to control rumors that may be started in the media arena.

K. A coordinated effort to report and document emergency/disaster operations will be conducted at the Spartanburg County EOC and/or near the incident site. A joint information system (JIS) of public information personnel from all affected jurisdictions, agencies, and private sector organizations may be established. If appropriate, representatives of those jurisdictions may provide emergency public information from a joint information center (JIC).

V. ESF ACTIONS

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

A. Pre-Disaster Phase

1. Helps identify ESF-15 staff and confirms their availability.

2. Develops a public information program to educate the public regarding the effects of common, emergency, and disaster situations.

3. Develops plans to coordinate with international, national, state, and local news media for emergency operations, before, during, and after emergency situations.

4. Develops plans to conduct a multi-agency/jurisdiction coordinated public information program during emergencies and disasters.

5. Develop plans and programs to educate news media that ESF-15 is the primary information center during emergency situations.

6. Develop procedures to organize and operate a media briefing area and/or a joint information center.
7. Develop and maintain pre-scripted messages, news releases, and public service announcements for fixed nuclear facility incidents.

8. Encourage development of disaster plans and kits for the public.

9. Provide evacuation information to the affected public.

10. Participate in exercises to validate this annex and supporting SOPs.

11. Develop and implement a training program for all ESF-15 members.

12. Develop and maintain a roster with contact information of all ESF-15 personnel.

13. Prepares and releases educational material to the media in coordination with the Emergency Management director.

14. Compiles pre-recorded tapes and other prepared material for disaster preparations.

15. Prepares and releases to the media public information announcements as appropriate in coordination with the Spartanburg County Emergency Management Director.

16. Develops procedures for addressing rumor control.

17. Develops procedures for verifying and authenticating information.

18. Develops inter-jurisdictional procedures with municipalities, surrounding counties, and states.

19. Ensure all ESF-15 personnel integrate NIMS principles in all planning. All ESF-15 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. Disaster Phase

1. Upon notification, the ESF-15 Coordinator assembles the ESF-15 staff.

2. Briefs ESF-15 staff on the situation.

3. Prepares and disseminates public information announcements in coordination with the Spartanburg County Emergency Management Director.

4. Provide timely and accurate messages and news releases in common language and terminology to inform the public.

5. Provide emergency public information to special needs populations.

6. Coordinate with news media regarding emergency operations.

7. Execute a multi-agency/jurisdiction coordinated public information program.

8. Organize and operate a press briefing area and a joint information center, as appropriate.

9. When appropriate, the Spartanburg County Public Information Officer utilizes pre-recorded messages and other prepared materials.
10. In coordination with the Spartanburg County Emergency Management Director and Spartanburg County Administration, will determine priority for public information activities: evacuation, protective actions, media information, etc.

11. Provides rumor control measures.

C. Recovery Phase

1. ESF-15 staff prepares and disseminates information appropriate to the situation.

2. Continue public information activities to include updating the public on recovery efforts.

3. Process and disseminate disaster welfare and family reunification information, as appropriate.

4. In coordination with each ESF, ensure that related emergency information can be provided to the public concerning safety and resources required for disaster recovery.

5. Communications channels will be available so information can be disseminated by ESF-15 to the public concerning safety and resources required for disaster recovery.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. As soon as activated, the ESF-15 Coordinator will keep the Spartanburg County Emergency Management Director informed of significant information.

2. After Action Report- as soon as practical following termination of any emergency in which Emergency Management forces are employed, the PIO will submit to the Spartanburg County Emergency Management Director a report covering significant information activities which occurred during the disaster.

B. Logistics

Supplies, transportation, and equipment necessary to ESF-15 agencies will be fully utilized. Such additional supplies, transportation, and equipment that may be needed should be requested through the Spartanburg County Emergency Operations Center.

VII. DIRECTION AND CONTROL

A. ESF-15 activities will be coordinated through the Spartanburg County Emergency Operations Center or other designated area.

B. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

C. ESF-15 activities will utilize the Spartanburg County Comprehensive 800 MHz Communications System as necessary.
D. Line Of Coordination:
   1. Spartanburg County Public Information Officer
   2. Spartanburg County Emergency Management Director
   3. JIC Spokesperson

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Public Information Officer is responsible for the revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.
PRIMARY: Spartanburg County Sheriff’s Office
SUPPORT: Municipal Law Enforcement Agencies, South Carolina Highway Patrol; South Carolina State Police, South Carolina Law Enforcement Division.

I. GENERAL
A. Purpose
To establish responsibility, policy, and procedure to evacuate all or part of the population from any stricken or threatened an emergency or a disaster area within the county to locations providing relative safety and shelter.

B. Authority
Spartanburg County Ordinance Number 333, dated December 18, 1985

C. Organization
Any evacuation could involve all emergency service as well as non-emergency service organizations of Spartanburg County.

II. SITUATION
A. The aggressive management of evacuating motor vehicle traffic during the threat of, or immediately following, an emergency or disaster incident is critical to the life and safety of all Spartanburg County residents and transients. This function must be planned and executed in a coordinated manner that will ensure the most timely and orderly movement of the impacted populace to an area of safety. Evacuations may occur as a result of natural or technological hazards faced by the county and will require planning and coordination within all geographic areas of Spartanburg County.

B. There are several emergency situations that may require an evacuation of part of or the entire county. Small-scale localized evacuations may be needed as a result of floods, hazardous materials accidents, fires, or transportation accidents.

C. It is assumed that the public will receive and understand official information related to evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so. If necessary, local authorities will carry out mandatory evacuation.

D. Only the Governor can “direct and compel” an evacuation. However, the local governing body or the Emergency Management Director can “order” an evacuation.

E. Authorized fire authority representatives having jurisdiction have the power to direct evacuation of hazardous areas in performance of their duties.

F. Effective emergency traffic management will be accomplished by multiple cooperating agencies led by the South Carolina Department of Public Safety in coordination with ESF-13 (Public Safety & Security).
ANNEX 16 (ESF–16)
EMERGENCY TRAFFIC MANAGEMENT

G. Aggressive public awareness, education, and communication efforts are essential to the success of this function and must be accomplished by all ESF agencies, and coordinated by the Spartanburg County Office of Emergency Management.

III. MISSION

A. To provide for an orderly and coordinated evacuation of the population should the need arise due to any natural, man-made, or technological hazard or other major an emergency or a disaster.

B. To provide for coordinated plans, policies, and actions of Spartanburg County government to ensure the safe and orderly evacuation of populations affected by all hazards. To further ensure that once the threat or hazard no longer exists that prompt and orderly re-entry into the evacuated area is accomplished.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Council Chairman, Spartanburg County Administrator, and/or Emergency Management Director exercises direction and control of evacuation.

B. The Governor may order evacuation of selected areas, regardless of the action taken or contemplated by local officials, if deemed necessary. If such a decision is made, he orders implementation of the State plan to augment local emergency operations.

C. The Spartanburg County Sheriff’s Office is responsible for all ESF-16 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include coordinating and maintaining standard operating procedures to support this annex.

D. All ESF-16 supporting agencies will support the Spartanburg County Sheriff in the planning and execution of the above.

E. All ESF-16 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-16 planning and response operations.

F. Coordination will all supporting and other appropriate departments/agencies and organizations who may support ESF-16 will be performed to ensure operational readiness prior to, during, or after an incident, emergency, or disaster.

G. Spartanburg County Emergency Management will monitor conditions that have the potential to require evacuation of any area(s) of the county and implement changes in operating conditions (OPCONS) as required. The Spartanburg County Emergency Management Director will coordinate with and advise the Spartanburg County Administrator and Council concerning evacuation decisions and pre-evacuation actions.
V. ESF ACTIONS

A. Pre-Disaster Phase

1. Emergency Management Director
   a. Coordinates with all appropriate agencies to ensure emergency operational readiness.
   b. Maintains Spartanburg County EOC Standard Operating Procedure.
   c. Coordinates identification of feasible evacuation routes likely to be available in the anticipated disaster.
   d. Monitors emergency shelters.
   e. Coordinates with appropriate agencies in plans for emergency medical care for evacuees.
   f. Coordinates with appropriate agencies in plans for mass feeding of evacuees.
   g. Develops evacuation plans to include special population groups and personnel without transportation.
   h. Maintains a list of special population groups.
   i. Ensure all ESF-16 personnel integrate NIMS principles in all planning. All ESF-16 personnel will complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
   j. Coordinate with all county and municipal law enforcement agencies to ensure clear understanding of emergency traffic management responsibilities.
   k. Develop a public awareness, education, and information program to ensure citizens, school children, and visitors are aware of evacuation plans of there are in a specific location with limited accessibility.

2. Spartanburg County Sheriff
   a. Identifies evacuation routes.
   b. Identifies traffic control points.
   c. Coordinates with all municipal law enforcement agencies to ensure clear understanding of emergency traffic management responsibilities.

B. Disaster Phase

1. Emergency Management Director
   a. Activates the Spartanburg County EOC and augments as required.
   b. Alerts all responsible agencies.
   c. Coordinates allocation and dispatch of transportation resources.
d. Coordinates evacuation information with the Public Information Officer.

e. Coordinates evacuation operations.

f. Develop and conduct pre-mission operational briefings for participating agencies.

g. Identify, train, and assign personnel to staff ESF-16 in the Spartanburg County EOC.

2. Spartanburg County Sheriff
a. Staffs traffic control points.

b. Coordinates law enforcement activities.

c. Provides security in evacuated areas.

C. Recovery Phase

1. Emergency Management Director
a. Coordinates return and re-entry of evacuees as required.

b. Coordinate with local agencies to facilitate expedited re-entry operations returning displaced citizens into unaffected areas.

2. Spartanburg County Sheriff
a. Coordinates law enforcement activities during return to normal activities.

b. Assist public and private organizations with traffic control during the restoration of infrastructure services.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Initial situation reports will be submitted to the Spartanburg County Emergency Management Director as soon as possible. Reports will be consolidated by the Emergency Management Director for analysis and further distribution.

B. Logistics

1. All evacuation forces will use supplies, operational aids, and transportation normally available.

2. Additional supplies, transportation, and personnel will be requested through the Spartanburg County EOC.

VII. DIRECTION AND CONTROL

A. Coordination of ESF-16 operations will be under the direction and control of the Spartanburg County Emergency Management Director, and will be conducted from the Spartanburg County EOC.

B. The Spartanburg County Emergency Operation Center is located at 180 Magnolia St, Spartanburg SC 29306.
C. Line of Coordination
   1. Chairman, Spartanburg County Council
   2. Spartanburg County Administrator
   3. Spartanburg County Emergency Management Director

D. Communications
   Evacuation operations will be directed over the Spartanburg County
   Comprehensive 800 MHz Communication System, The South Carolina Palmetto
   800 MHz System, telephone, email, and other available communications
   resources.

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Emergency Management Director is responsible for the
   revision, update, and maintenance of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise
   or actual emergency, this annex will be reviewed and updated as necessary. Any
   changes made will be highlighted.
ANNEX 17 (ESF-18)
DISASTER ANIMAL RESPONSE

PRIMARY: Spartanburg County Animal Control Supervisor
SUPPORT: Spartanburg County Animal Control Officers; Spartanburg County Office of Emergency Management; Local Veterinarians; Spartanburg County Fire Departments; Spartanburg County Rescue Squads; Spartanburg County Cooperative Extension; Clemson University Livestock-Poultry Health; Spartanburg County Disaster Animal Response Team (DART).

I. GENERAL
A. Purpose
To provide animal and agriculture emergency response and management throughout Spartanburg County before, during, and after emergencies/disasters.

B. Authority
1. Spartanburg County Ordinance Number 333, dated December 18, 1985
2. South Carolina Recovery Plan

C. Definitions
South Carolina Large Animal Rescue Team (SCLART) – Teams trained and equipped to provide assistance in rescuing livestock and horses in an emergency. The teams are overseen by Clemson University Livestock Poultry Health (CULPH) and are designed to work within county emergency rescue guidelines and with existing rescue personnel such as firefighters, rescue squad personnel, etc. Provides volunteers, assistance, information, training, supplies, and expertise in large animal rescue.

Veterinary Medical Assistance Team (VMAT) – Provide personnel to aid in the medical treatment of animals through the South Carolina Association of Veterinarians.

Clemson University Livestock Poultry Health (CULPH) – Has legal jurisdiction over most animal-related situations dealing with emergency of disaster scenarios. The Governor and SCEMD designated CULPH as the primary agency to coordinate development of animal emergency plans for the state. In addition, CULPH oversees the development of three Large Animal Rescue Teams in the state, with a coordinator for each region: upstate, mid-state, and coastal.

D. Organization
The Spartanburg County Animal Control Director is the ESF-17 Coordinator and is responsible for implementing and coordinating this annex.

II. SITUATION
A. Natural or man-made disasters may occur in Spartanburg County at any time and cause varying degrees of damage and destruction. Lives of animals may be threatened, as well as the disruption of evacuation, or the interruption/destruction of the various businesses involving animals.
B. Because estimates indicate that more than 60% of households have companion animals, not counting those who have livestock and horses, it is critical that animal emergency response plans are developed which coordinate with plans for human emergency response, in order to facilitate, and not disrupt, human emergency response.

C. An animal emergency response plan is essential in a disaster situation to provide a means of care and control to minimize animal suffering in the event of a large-scale emergency. This action will be aimed at all animals that may need help whether such animals are owned, stray, domestic, or wild.

D. Natural disasters, as well as man-made disasters, may negatively impact the various animal industry and companion animal populations. Naturally introduced or intentionally introduced (bioterrorist) disease may threaten the animal industry, or zoonotic disease may threaten public health as well as animal health. Therefore, disaster planning efforts are based on an “all-hazards” concept.

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

III. MISSION

To protect wild and domesticated animal resources, public health, public food supply, the environment, and to ensure the humane care and treatment of animals in case of a large-scale disaster.

IV. CONCEPT OF OPERATIONS

A. The Spartanburg County Animal Control Director is responsible for the coordination of all ESF-17 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining ESF-17 Standard Operating Procedures.

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

C. The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners. Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public, will be the responsibility of the Spartanburg County Disaster Animal Response Team. These animals will be sheltered, fed, and if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

D. Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of South Carolina Department of Natural Resources personnel,
in cooperation with local animal control officials and returned to their natural habitat if possible.

E. The care of animals during times of emergency or disaster may involve the Spartanburg County Disaster Animal Response Team and Spartanburg County Animal Control in an alternate care situation. When an emergency directs persons to seek shelter where pets are not accepted, the team will attempt to provide shelter and care for those pets until people are allowed to return to their homes. This may alleviate human suffering due to fear for their pets, the possibility of persons not seeking shelter due to pet concerns, persons becoming victims while attempting to rescue pets, or returning to an unsafe area to check on pets. This will be performed in conjunction with Spartanburg County Emergency Management and under the direction of Spartanburg County Animal Control.

F. The primary and support agencies will manage and coordinate local animal protection activities. These agencies will utilize established animal protection and support organizations, processes, and procedures.

G. Responsibility for situation assessment and determination of resource needs lies primarily with the Spartanburg County Office of Emergency Management, in cooperation with Spartanburg County Animal Control, Spartanburg County Cooperative Extension, and local incident coordinators.

H. Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted through the Spartanburg County Emergency Operations Center to the South Carolina Emergency Management Division. Should the need for Federal or State resources exist, the State EOC will coordinate the requests for assistance.

I. The Spartanburg County Public Information Officer will handle all public information and media coordination or announcements.

J. Each team or organization involved with ESF-17 will be responsible for conducting training for their personnel.

K. In coordination with, and in support of, the Spartanburg County Damage Assessment Team, ESF-17 will assess the situation (both pre- and post-event), and in coordination with the Spartanburg County Office of Emergency Management, develop strategies to respond to the emergency.

L. ESF-17, in coordination with appropriate support agencies, may provide limited assistance, if available, to exotic animal owners in case of emergency. Exotic animal owners are urged to maintain full preparation and response capabilities, as specialty facilities for their animals may not be available through Spartanburg County Animal Control. Also, public safety considerations may severely limit disaster support for exotic animal evacuation or temporary housing, especially in the case of dangerous animals.
V. **ESF ACTIONS**

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

A. **Pre-Disaster Phase**

1. Develop plans for the safety of companion animals, poultry, and livestock prior to, during, and after a natural or man-made event.

2. Develop plans for the protection of animal health and security, including the response to an outbreak of a highly contagious animal/zoonotic disease.

3. Identify resources to support and assist with ESF-17 activities.

4. Recruit and assemble, within the Spartanburg County CERT team, a County Disaster Animal Response Team (DART).

5. Develop a training program for Spartanburg County Disaster Animal Response Team members, Spartanburg County Animal Control Officers, Fire and Rescue Personnel, and other interested persons, as resources are available.

6. Maintain current notification/recall rosters for the DART.

7. Maintain a current list of kennels and veterinary hospitals with Spartanburg County.

8. Identify, survey, secure owner permission, and maintain a list of temporary animal shelter sites to be used in the event of disaster.

9. Develop procedures to activate and deactivate animal shelters and develop shelter operation guidelines.

10. Develop and distribute information on disaster planning and safety for animals through news releases, brochures, or websites.

11. Develop and maintain a database of volunteers and agencies that will provide assistance during an emergency/disaster.


13. Ensure all ESF-17 personnel integrate NIMS principles in all planning. All ESF-17 personnel will complete all required NIMS training, as outlined in Department of Homeland Security (DHS) training guidance.

B. **Disaster Phase**

1. Assign a liaison to report to the Spartanburg County Emergency Operations Center, upon activation, to assist in animal emergency response operations.

2. Assist the Spartanburg County Emergency Management Director and other county or municipal agency representatives who are conducting emergency operations in establishing priorities for animal rescue efforts.

3. In conjunction with the Spartanburg County Emergency Management Director, designate animal shelter sites during animal response operations.
4. Provide consultation and coordinate response for animal issues which impact animal or public health (disease outbreak, bioterrorist attack, waste and carcass disposal); and take reasonable measures to protect animals under emergency care from disease and injury.

5. Provide animal safety through coordination of additional emergency animal sheltering and stabling for both large and small animals, rescue and transportation to shelter.

6. Coordinate triage and follow-up medical care for animals.


8. Track the activities, data, and statistics from activated agencies before, during, and after the disaster. This information will be summarized for situation reports to ESF-5 (Emergency Management) and captured for final compilation.

9. Coordinate with ESF-7 (Logistics Management & Resource Support) regarding storage sites and staging areas for animal food and medical supplies.

10. Coordinate with ESF-1 (Transportation) and ESF-8 (Public Health & Medical Services) for the removal and proper disposal of animal waste and dead animals.

11. Decontaminate animals if necessary and feasible.

12. Coordinate Veterinary Medical Assistance Teams (VMAT) if necessary.

C. Recovery Phase

1. Continue response activities as required.

2. Coordinate damage assessment information from affected areas.

3. Coordinate repopulation of animals or reestablishment of plants into recovered area.

4. Continue to coordinate animal medical services as needed.

5. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.

6. Coordinate the phase-down of animal emergency services through various support agencies, and within framework of Spartanburg County EOC and ESF guidelines.

7. Organize and publicize lost and found data to achieve animal/owner reunion. Coordinate final return to owner, long-term maintenance, placement or disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.

8. Ensure ESF-17 team members or their agencies maintain appropriate records of costs incurred during the event.
VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Initial situation reports will be submitted to the Spartanburg County Emergency Management Director as soon as possible. Reports will be consolidated by the Spartanburg County Emergency Management Director for analysis and further distribution.

2. ESF-17 Situation Reports will be made to the South Carolina Emergency Management Division as soon as possible after the disaster occurs.

B. Logistics

1. Supplies, equipment, and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission.

2. Additional supplies, equipment, and transportation essential to the continued operation of each organization will be requested through the Spartanburg County Emergency Operations Center.

VII. DIRECTION AND CONTROL

ESF-17 activities will be coordinated through the Spartanburg County Emergency Operations Center or other designated area.

A. The Spartanburg County Emergency Operations Center is located at 180 Magnolia St, Spartanburg SC 29306.

B. ESF-17 activities will utilize the Spartanburg County Comprehensive 800 MHz Communications System and various VHF frequencies when deemed necessary.

C. Line of Coordination:

1. Spartanburg County Animal Control Director
2. Spartanburg County Emergency Management Director
3. Spartanburg County Animal Control Officers

VIII. ANNEX MAINTENANCE

A. The Spartanburg County Animal Control Supervisor is responsible for the revision and update of this annex.

B. This annex will be reviewed and revised on an annual basis. After each exercise or actual emergency, this annex will be reviewed and updated as necessary. Any changes made will be highlighted.