

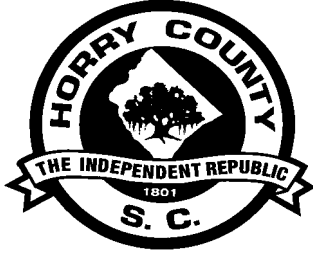


# **Emergency Management Plan**

June 2006

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# OFFICE OF THE COUNTY ADMINISTRATOR

**DANNY KNIGHT, COUNTY ADMINISTRATOR**

**P. O. Box 1236  
Conway, South Carolina 29528-1236**

## **LETTER OF PROMULGATION**

The Horry County Emergency Management Plan (EMP) is hereby approved and promulgated. This EMP has been coordinated with the South Carolina Emergency Operations Plan and meets the requirements set forth in the South Carolina State Law, Title 25, Chapter 1, Article 450, paragraph 2, and South Carolina State Regulations, Chapter 58, Article 1, paragraph C-1.

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

This updated EMP reflects and establishes the policy of Horry County as it has evolved in concept of all-hazard emergency planning and operations as well as ICS. These procedures are designed to prevent the loss of life, minimize damage to property, and provide immediate assistance to the victims of a disaster, whether from natural hazard, accident or terror.

The Emergency Operations Plan section of the EMP will be activated and implemented by the County Administrator. In the event the County Administrator is not available, the Horry County Emergency Management Director may order the activation and implementation of this plan.

The Horry County Emergency Management Department is charged with the responsibility of implementing this Emergency Management Plan through coordination with all county departments, agencies, and other involved organizations.

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Danny Knight, County Administrator

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Date



Executive Summary

**Introduction**

This Emergency Management Plan was prepared by the Horry County Emergency Management Department and constitutes an important part of a county wide emergency management program. In the past, government action was taken primarily only during a disaster and after a disaster struck. Today, there is a need for a comprehensive emergency management system to be in place at local, state and federal levels of government that deals effectively with emergency situations not only during and after an emergency, but also before, one occurs. This EMP outlines actions be taken by local government to establish such an approach to emergency management.

**Developing a Comprehensive Approach**

The development of this EMP included an analysis of potential hazards that could affect the county and an assessment of the county's capabilities to deal with potential problems. Dealing with disasters is a continuous and complex job. Through implementation of measures aimed at preventing disasters or emergencies before they occur, timely and adequate response during an actual occurrence, provision of both short and long-term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized. This total ongoing operation is called Comprehensive Emergency Management and it emphasizes the interrelationship of activities, functions, and expertise necessary to deal with disasters. This Emergency Management Plan contains multiple annexes that deal with each part of this ongoing operation.

**Emergency Management Plan Organization and Associated Documents**

The EMP consists of the following sections:

- A. SECTION 1** - The Basic Plan provides the structure and the processes for a national approach to domestic incident management and integrates the efforts of Federal, State, local, tribal, private sector, and non-governmental organizations. The Basic Plan includes planning assumptions, concept of operations, incident management actions, roles and responsibilities, implementation guidance, authorities and references, and preparedness and plan maintenance.
- B. SECTION 2** - The Prevention Section of the EMP identifies and describes actions to interdict, disrupt, pre-empt or avert a potential emergency/disaster.
- C. SECTION 3** - The Preparedness Section of the EMP describes critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from emergencies/disasters
- D. SECTION 4** - The Response Section of the EMP identifies and describes the critical Emergency Support Functions that need to be performed during emergencies and disasters. Each one of the annexes describes the mission, policies, and responsibilities of primary and support agencies involved in the implementation of key incident management functions. Emergency Support Functional annexes include:
  - 1. Transportation
  - 2. Information Technology and Communications
  - 3. Infrastructure
  - 4. Firefighting
  - 5. Information and Planning
  - 6. Mass Care
  - 7. Resource Support
  - 8. Public Health

9. Search and Rescue
10. Hazardous Materials
11. Food And Agriculture
12. Energy
13. Law Enforcement
14. Business and Insurance
15. *Not Used in Horry County*
16. Evacuation Traffic Management
17. Animal Emergency Operations
18. Volunteer Services
19. *Not Used in Horry County*
20. Special Medical Needs
21. Disaster Assessment
22. Air Operations
23. Damage Assessment

- E. SECTION 5** – The Recovery Section of the EMP gives an overview of actions, and the implementation of programs, needed to help individuals and communities return to normal. Detailed recovery procedures are addressed in the Horry County Recovery Plan
- F. SECTION 6** – The Mitigation Section of the EMP gives an overview of the critical foundation across the emergency management spectrum from prevention through response and recovery. Detailed mitigation strategies and programs are addressed in the Horry County All-Hazards Mitigation Plan.
- G. SECTION 7** – The Specific Hazard or Action Section of the EMP provides plans that are subordinate to the main document. These detailed plans are used in conjunction with the other Sections of the EMP. The following planning documents are included in this section:
- a. **7-1** Hurricane Plan
  - b. **7-2** Terrorism Plan
  - c. **7-3** Re-Entry Plan
  - d. **7-4** Earthquake Plan
  - e. **7-5** Logistics Plan
  - f. **7-6** Tsunami Plan
  - g. **7-7** Mass Care Plan
  - h. **7-8** Operational Areas Plan

### **Who has Management Responsibility during an Emergency?**

The Emergency Management Plan assigns responsibility for emergency management to the Horry County Emergency Management Department. Assignments are made within the framework of existing county capabilities and responsibilities and use the existing departments and agencies management organization and structure in place. Each department and agency has developed the management structure and procedures needed to fulfill the responsibilities assigned to it under the Plan. Each county department's responsibilities are outlined in their plans and procedures, which form part of the overall EMP. This Emergency Management Plan is kept on file in the Horry County Emergency Management Department office and is distributed to each department/agency listed in the plan.

The Horry County Emergency Management Department will be in charge of coordinating activities related to emergency management including coordination of resources, manpower and services, and the centralized direction of requests for assistance.

The county has the responsibility to assist the local levels of government in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, the State of South Carolina is obligated to provide assistance to the county after resources have been utilized and the county is unable to cope with the disaster and requests assistance. The EMP describes in detail how requests for assistance will be addressed among the various levels of government.

### **Conclusion**

The Emergency Management Plan is intended to provide a complete emergency management guide for local governments using existing organizations and lines of authority to allow the county to meet its responsibilities before, during, and after an emergency occurs.

## INTRODUCTION

This plan provides:

- Guidance in preventing/mitigating, preparing for, responding to, and recovering from emergencies and disasters threatening life or property within Horry County.
- A framework that will guide organizational behavior (response) during emergencies or disasters.
- A framework of interagency and county-wide cooperation to enhance disaster prevention/mitigation, preparedness, response and recovery.

Each Department, Organization and participating Agency is to become familiar with this plan to insure efficient and effective execution of emergency responsibilities. Each Department, Organizations and participating Agency must develop and maintain Standard Operating Procedures (SOPs). By being prepared we can better serve the citizens of Horry County.

This is a strategic document that will continue to be evaluated, updated, and refined to meet our changing needs. The Horry County Emergency Management Department will continue to coordinate input and updates to this plan and to work with Departments, Organizations and Agencies in the continuing emergency planning process.

## **Record of Changes**

The Horry County Emergency Management Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

This plan will undergo revision whenever:

- It fails during an emergency.
- Exercises or drills reveal deficiencies or “shortfalls.”
- County government structure changes.
- Community situations change.
- State requirements change.
- Any other condition occurs that causes conditions to change.

The Emergency Management Director will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.

The "Record of Changes" form is on the following page.



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## How To Use This Plan

**Note:** This is a generic, strategic plan, organized by "emergency functions." The "Emergency Operations Plan" section provides a general overview of Horry County's emergency management program. The schedule of Emergency Support Functions (ESFs) are functions that may be activated and performed during emergencies and disasters. The ESFs activated will be dependent on the emergency/disaster type and scope.

1. Read the "Emergency Operations Plan," Section 1.
2. Look at Section 4 "Emergency Support Functions and Responsibilities". Note which ESF(s) that your department/agency has a primary or supporting role. Within each ESF that your agency is a part of, you will find additional specific responsibilities.
3. Your department/agency must develop and maintain "Standard Operating Procedures (SOPs)" in such detail as necessary that will result in successful activation and completion of your responsibilities as stated.

**Helpful Hint:** Make a list of your general and specific responsibilities found in each ESF that your department/agency is involved with). This "responsibilities listing" is the basis for internal, tactical SOP s and personnel action guides.

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## Section 1

# Emergency Operations Plan



Horry County, South Carolina

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# Emergency Operations Plan

## I. INTRODUCTION.

### A. PURPOSE

1. The Horry County Emergency Operations Plan, will provide a framework for the county to prevent, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of Horry County by:
  - Identifying major natural and man-made hazards threats to life, property and/or the environment that are known or thought to exist.
  - Providing an efficient, comprehensive organizational structure for the Emergency Response personnel.
  - Assigning emergency management responsibilities and tasks.
  - Describing predetermined actions (responsibilities, tasks) to be taken by local government departments, municipalities and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
  - Managing emergency operations within the County by coordinating the use of resources available from County and municipal governments, private industry, civic and volunteer organizations, and when needed, state and federal agencies.
  - Providing for effective assignment and utilization of local government employees.
  - Documenting the current capabilities and existing resources of local government departments and other cooperating organizations and institutions, which must be maintained, to enable accomplishment of those predetermined actions.
  - Providing for the continuity of government during and after an emergency or disaster.
  - Providing for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
  - Enhancing cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, and county, state, and federal agencies.
2. To provide guidance for:
  - Prevention/mitigation, preparedness, response and recovery policy and procedures.
  - Disaster and emergency responsibilities.
  - Training and public education activities.
3. This plan applies to all Horry County departments and agencies. The primary audience for the document includes, the County Administrator, Division Directors, chief elected officials, Emergency Management and EOC staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

## B. SCOPE

1. This plan describes the basic strategies, assumptions and mechanisms through which the Horry County EMD will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts the National Incident Management principals functional approach that groups the type of assistance to be provided under Emergency Support Functions (ESF) to address functional needs at the County and state level. Each ESF is headed by a lead agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The ESFs serve as the primary mechanism through which assistance is managed in an affected area.
2. This plan is "strategic and responsibility/task" oriented, and:
  - Establishes official policies, program strategies and planning assumptions for disaster preparedness, response, recovery, and mitigation.
  - Defines responsibilities for Horry County departments and non-profit agencies through an "Emergency Support Function (ESF) approach" to planning and operations.
  - Provides all-hazards organizational structure to emergency operations.
  - Establishes basic direction and control for all levels of a disaster creating a consistent unified approach to emergency management operations.
  - Assigns specific functional responsibilities to appropriate departments and agencies, as well as private sector groups and volunteer organizations and defines means of coordinating with state and federal partners to maximize resource utilization.
  - Is supplemented by function-specific standard operating procedures (SOPs) and operational plans of the responsible organizations that are referenced throughout the document.
3. Definitions.
  - a. Emergency: Means the occurrence or imminent threat of a condition, incident, or event which requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. 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)).
  - b. Disaster: Means the occurrence of widespread or severe damage, injury, loss of life or property, or such severe economic or social disruption that supplemental relief assistance is necessary for the County to recover and alleviate the damage, loss, hardship, or suffering caused thereby. At the Federal level, as defined under P.L. 93-288, a disaster is any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, 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 to supplement the efforts and available resources of States, local governments, and disaster relief organizations.

- c. Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, including acts of terrorism, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. For the purpose of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on state and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities.

### **C. METHODOLOGY**

1. This plan was developed by a planning process coordinated by the Horry County Emergency Management Director.
2. This plan is "approved and implemented" by the Horry County Administrator
3. A distribution list containing department/agency names and the number of copies of the Emergency Operations Plan (EOP) that were issued is on file in the Horry County Emergency Management Office.
4. Plan maintenance and record of changes.
  - The Horry County Emergency Management Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

### **D. OBJECTIVES OF THE EMERGENCY OPERATIONS PLAN**

1. The Emergency Management Director is responsible for the direction, control, and coordination of emergency management activities in Horry County.
2. The primary objective for emergency management in Horry County is to provide a coordinated effort from all supporting county departments/agencies/organizations in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from either a localized or widespread disaster. The Emergency Management Department is the focal point for emergency management activities within the county. However, emergency management responsibilities extend beyond this office, to all county government departments/agencies, and ultimately, to each individual citizen.
3. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations then a county emergency may exist. It is then the responsibility of government to undertake emergency management activities to protect life and property from the effects of disasters. Local government has the primary responsibility for emergency management activities. When the emergency exceeds local government capability to respond, the Emergency Management Director will request assistance through mutual aid agreements from counties and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

4. While the routine functions of most county agencies are not of an emergency nature, pursuant to this plan, all officers and employees of the county will plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters will require county departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks, which parallel the norm. However, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.
5. The objectives of Horry County's Emergency Management program are to protect public health and safety and preserve public and private property. During emergencies and disasters, Horry County will endeavor to:
  - Save Lives: Save human lives; Treat the injured; Warn the public to avoid further casualties; Evacuate people from the effects of the emergency; Shelter and care for those evacuated; Save animals.
  - Protect Property: Save property from destruction; Take action to prevent further loss; Provide security for property, especially in evacuated areas; Prevent contamination to the environment.
  - Restore the Community to Normal: Restore essential utilities; Restore community infrastructure; Help restore economic basis of the community.

## **II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

### **A. PLANNING ASSUMPTIONS**

The following planning assumptions were considered in the development of this plan:

- A disaster may occur with little or no warning, and may escalate rapidly.
- When a community experiences a disaster, its surviving citizens fall into three broad categories: those directly affected through personal or family injury or property damage; those indirectly affected by an interruption of the supply of basic needs; and those that are not personally impacted.
- Disaster effects may extend beyond municipal and county boundaries and many areas of the state will experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Emergency response personnel may become casualties and experience damage to their homes and personal property. They will themselves be "victims" of the disaster.
- Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development.
- The Emergency Management command and control structure in South Carolina is based on a bottom-up approach to response and recovery resource allocation: Local EOC, to the State EOC, and to the federal government, with each level exhausting its resources prior to elevation to the next level.
- Disaster relief from agencies outside the county may take 72 hours or more to arrive.
- Effective disaster preparedness requires continual public awareness and education programs, and assumes citizens will take appropriate action.

- Each individual or head of household living within the County boundaries is encouraged to develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours and up to 2 weeks.
- Businesses are expected to develop internal disaster plans that will integrate and be compatible with County resources and this plan.
- Evacuation and shelter strategies must be based on citizen cooperation, best-available shelter options until the shelter deficit can be reduced, and a regional approach to evacuation decision-making.
- Convergent groups of responders, public, and outside resources may hinder the local effort. This includes traffic congestion, unsolicited supplies and donations, and extra strain on degraded lifelines and facilities.
- There may be competition among citizens and communities for scarce resources.
- The Horry County Council is responsible for declaring a local State of Emergency. The County Administrator will make a recommendation to the Council when this should be considered and when it can be rescinded.
- State and Federal resources and disaster funds may be available in most emergency situations affecting Horry County. Although this plan defines procedures for coordinating such assistance, it is essential for Horry County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Horry County will continue to be exposed to the hazards noted as well as others that may develop in the future. Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this plan.

**Note:** This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparedness, response, and recovery.

## **B. LIMITATIONS**

1. It is the policy of the Horry County Emergency Management that no guarantee is implied by this plan. Because local government assets and systems may be damaged, destroyed, or overwhelmed, Horry County can only endeavor to make reasonable efforts to respond based on the situation, and information and resources available at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan.

## **C. POLICIES**

1. In order to protect lives and property and in cooperation with other elements of the community (e.g. business, volunteer sector, social organizations, etc.), it is the policy of Horry County Emergency Management to endeavor to prevent/mitigate, prepare for, respond to and recover from all natural, technological and civil/political disorders emergencies and disasters.
2. It is the policy of Horry County Emergency Management that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the county.
3. Because of the nature of emergencies and disasters (causing damages, interruptions and short falls to local government resources), it is the policy of Horry County Emergency Management that citizens are encouraged to be self-sufficient for a minimum of 72 hours up to 2 weeks should an emergency or disaster occur.

4. It is the policy of Horry County Emergency Management to make this plan a "user friendly" document.
5. **NON-DISCRIMINATION.** It is the policy of Horry County Emergency Management that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of local government services. County emergency management activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16. - Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

### **III. PHASES OF EMERGENCY MANAGEMENT ACTIVITIES**

Horry County will meet its responsibility for protecting life and property from the effects of hazardous events by acting within each of five phases of emergency management: prevention, preparedness, response, recovery, and mitigation.

**A. PREVENTION:** Prevention involves actions to interdict, disrupt, pre-empt or avert a potential emergency/disaster. This includes homeland security and law enforcement efforts to prevent terrorist attacks. Prevention includes actions to:

- Collect, analyze, and apply intelligence and other information;
- Conduct investigations to determine the full nature and source of the threat;
- Implement countermeasures such as inspections, surveillance, security and infrastructure protection;
- Conduct tactical operations to interdict, preempt, or disrupt illegal activity; and to apprehend and prosecute the perpetrators;
- Conduct public health surveillance and testing processes, immunizations, and isolation or quarantine for biological and agricultural threats; and
- Deter, defeat, detect, deny access or entry, and take decisive action to eliminate threats.

**B. PREPAREDNESS:** Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from emergencies/disasters. Preparedness, in the context of an actual or potential incident, involves actions to enhance readiness and minimize impacts. This includes hazard mitigation measures to save lives and protect property from the impacts of terrorism, natural disasters and other events.

Preparedness consists of almost any pre-disaster action that will improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Departments/agencies within the county will remain vigilant to crises within their areas of responsibility. All departments/agencies shall prepare for disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the department/agency's total capabilities into a city/county disaster response. Disaster SOPs must complement this plan. Departments/agencies shall ensure that their employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercises selected by the Emergency Management Director. Other government jurisdictions within and outside county boundaries shall also be encouraged to participate in these exercises. Exercise results shall be documented and used in a continuous planning effort to improve the county's emergency readiness posture. This joint, continuous planning endeavor shall

culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

- Additional examples of preparedness activities include:
- Pre-deployment of response resources;
- Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities;
- Evacuation and protective sheltering;
- Implementation structural and non-structural mitigation measures;
- Use of remote sensing technology, risk assessment, predictive and plume modeling tools;
- Private sector implementation of business and continuity of operations plans.

**C. RESPONSE:** Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social, economic, and political structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual-aid agreements, and this plan. Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, environmental impact and speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions. When any department/agency within the county receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in department/agency SOPs and may involve activating the Emergency Operations Center (EOC) for coordination of support. Departments/agencies/organizations will strive to provide support to warning and emergency public information, saving lives and property, supplying basic human needs, maintaining or restoring essential services, and protecting vital resources and the environment. Responses to declared emergencies and disasters would be guided by this plan.

Response activities include:

- Emergency shelter, housing, food, water and ice;
- Search and rescue;
- Emergency medical and mortuary services;
- Public health and safety;
- Decontamination following a chemical, biological or radiological attack;
- Removal of threats to the environment;
- Emergency restoration of critical services (electric power, water, sewer, telephone);
- Transportation, logistics, and other emergency services;
- Private sector provision of needed goods and services through contracts or donations; and
- Secure crime scene, investigate and collect evidence.

**D. RECOVERY:** Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to normal. Recovery programs are designed to assist victims and their families, restore institutions to sustain economic growth and confidence, rebuild destroyed property, and reconstitute government operations and services. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation, and will be integrated with day-to-day functions. Recovery programs include mitigation components designed to avoid damage from future incidents.

Other recovery actions may include:

- Repair and replacement of disaster damaged public facilities (roads, bridges, municipal buildings, schools, hospitals, qualified non-profits);
- Debris cleanup and removal;
- Temporary housing and other assistance for disasters victims and their families;
- Low-interest loans to help individuals and businesses with long-term rebuilding and mitigation measures;
- Restoration of public services (electric power, water, sewer, telephone);
- Crisis counseling and mental health;
- Disaster unemployment; and
- Planning and programs for long-term economic stabilization, community recovery and mitigation.

**E. MITIGATION:** Mitigation activities provide a critical foundation across the emergency management spectrum from prevention through response and recovery. Mitigation is any action(s) to prevent or lessen the effects of a disaster. These effects will save the most lives, prevent damage and will reduce costs. County departments/agencies will enforce all public safety mandates, including land use management and building codes; and recommend legislation required to improve the emergency readiness of the county to governing bodies. Examples of key mitigation activities include the following:

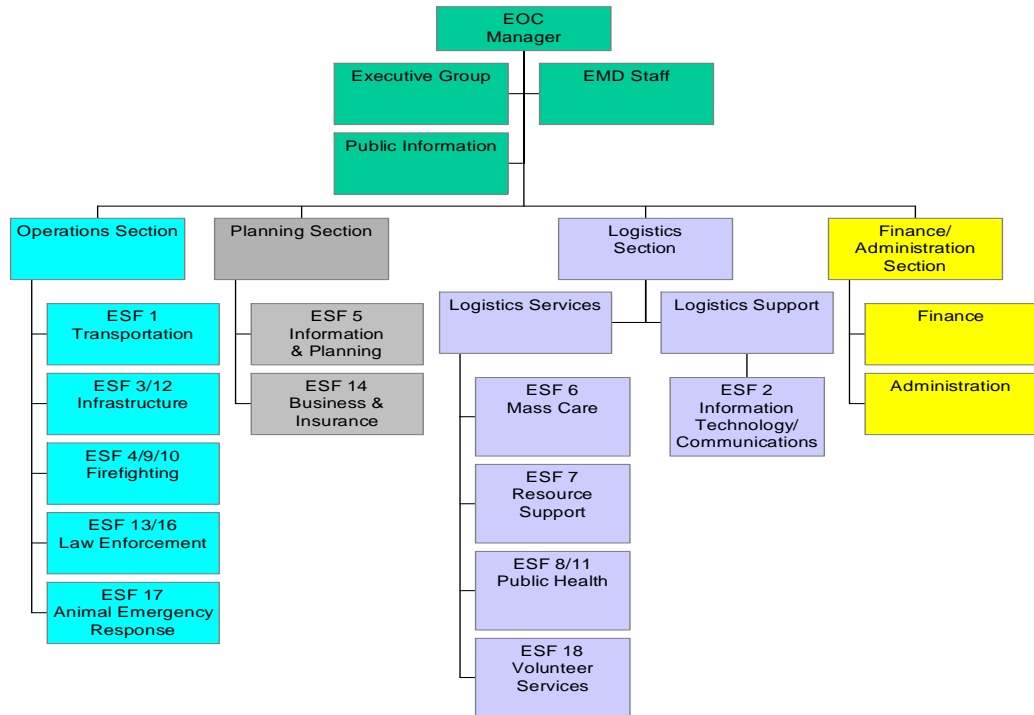
- Ongoing public education and outreach activities designed to reduce loss of life and destruction of property;
- Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property, and impact on the environment;
- Code enforcement through such activities as zoning regulation, land management, and building codes; and
- Flood insurance and the buy-out of properties subjected to frequent flooding, etc.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. ORGANIZATION OF EMERGENCY MANAGEMENT IN HORRY COUNTY**

###### **1. Emergency Management Organization.**

- a. The Horry County Emergency Management organization is comprised of all departments, agencies and organizations that have Emergency Support Function responsibilities.
- b. The EOC Organizational Chart reflects the structure of the Horry County Emergency Operations Center network and indicates the sections and ESF's that support emergency operations. This structure is in compliance with the NRP and NIMS guidelines and principals.
- c. This plan establishes the emergency management organization within Horry County. All officers and employees of local government are part of the emergency organization. All appointments and work assignments in an emergency situation shall be documented. All departments/agencies will submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Director.



2. Incident Command Team (Field Command).

- Includes the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.
  - This plan formalizes Horry County's Incident Command System, and Incident Command organization and structure, which is based on the National Response Plan and National Incident Management System guidance and principals.

3. Volunteer and Other Services.

- This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

**B. EMERGENCY PROCLAMATION AND POWERS**

1. Emergency Proclamation

- a. The Horry County Council is responsible for providing overall policy guidance. The County Council may enact local legislation to deal with emergency situations that require a legal solution. The County Council is also responsible for declaring a “State of Emergency” exists in Horry County. The County Administrator will make a recommendation to the County Council when this should be considered and when it should be rescinded.
- b. A local “state of emergency” proclamation is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency use of resources, the bypassing of time consuming requirements such as hearings

and the competitive bid process, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state assistance and made at the onset of a disaster to allow the local government to do as much as possible to help itself.

- c. Any proclamation issued has the force of law and supersedes any conflicting provision of law during the period of the declared emergency.
- d. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The South Carolina Emergency Management Division should be informed, and a news release made as soon as possible when an emergency proclamation is signed. This emergency proclamation shall terminate upon issuance of a proclamation or resolution declaring that an emergency no longer exists.
- e. County-Wide Disaster
  - The County Administrator is responsible to the Horry County Council and functions as their representative. The Administrator oversees the county's activities relating to an emergency or disaster. The County Administrator may designate these responsibilities to the Horry County Public Safety Director.
  - The Emergency Management Director will make a recommendation to the Administrator and/or Public Safety Director regarding implementation of the plan during emergencies. In the event the Administrator or Public Safety Director are not available, the Emergency Management Director has the authority to order implementation.
  - The Horry County Council may, in their declaration of emergency, request a gubernatorial declaration and state and federal assistance as per SCEMD guidelines.
  - The Emergency Management Director ensures that all local government departments/agencies are notified of the emergency proclamation to include but not limited to: conditions, length of time in effect, etc., and that the proclamation is published and recorded in accordance with SCEMD guidelines.

## 2. Emergency Powers

In addition to any other emergency powers conferred upon the Horry County Administrator through the Horry County Council, he or his designee may:

- a. Suspend the provisions of any regulatory ordinance prescribing procedures for the conduct of county business, or the orders or regulations of any county department if compliance with the provisions of the statute, order or regulation would prevent, or substantially impede or delay action necessary to cope with the disaster emergency.
- b. Use all the resources of the county government as reasonably necessary to cope with the disaster emergency.
- c. Transfer personnel or alter the functions of county departments and offices or units of them for the purpose of performing or facilitating the performance of disaster emergency services.

- d. Direct and compel the relocation of all or part of the population from any stricken or threatened area in the county if relocation is considered necessary for the preservation of life or for other disaster mitigation purposes.
- e. Prescribe routes, modes of transportation and destinations in connection with necessary relocation.
- f. Control ingress to and egress from a disaster area, the movement of persons within the area and the occupancy of premises in it.
- g. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearm ammunition, explosives and combustibles.
- h. Make provisions for the availability and use of temporary emergency housing.
- i. Impose a curfew upon all or any portion of the county thereby requiring all persons in such designated and restricted curfew areas to remove themselves from public property, streets, alleys, sidewalks, thoroughfares, vehicle parking areas or other public places. Physicians, nurses and paramedical personnel performing essential medical services, utility personnel maintaining essential public services, firefighters, members of the news media upon showing of authorized press cards, emergency volunteers and county, city and state authorized law enforcement officers and personnel may be exempted from such curfew. The curfew may be applicable to any such hours of the day or night as deemed necessary in the interest of public safety and welfare.
- j. Allocate, ration or redistribute food, water, fuel, clothing and other items deemed necessary.

### **C. REQUEST FOR ASSISTANCE**

1. If the situation is beyond local capability, a request for state assistance, and/or federal assistance shall presented to the SCEMD. Part of this proclamation includes the Horry County Council proclaiming part or all of Horry County "a disaster area." Although there is no statutory basis for this designation, it is suggested by state and federal policies, and fulfills public expectations that local leadership is responding to the situation.
2. Documentation showing disaster impacts is vital to the requests for state and federal assistance. The use of reports will vary according to the type of emergency being handled.
3. As a minimum a request for assistance should include the following information:
  - Type disaster.
  - Time disaster occurred or threatens to occur.
  - Actions already taken.
  - Areas and number of people involved.
  - Estimates of loss of life and extent of damage.
  - Type and amount of assistance required.

#### D. EMERGENCY OPERATIONS CENTER (EOC)

##### Emergency Operations Center

- a. The Horry County Emergency Operations Center (EOC) will be located in Rooms ABCD in the M. L. Brown, Jr. Public Safety Facility, 2560 Main Street, Conway, SC.
  - b. In the event that the primary EOC becomes untenable, the EOC will be relocated to the Horry County Government and Justice Center Training Rooms, 1301 Second Avenue, Conway, SC.
1. Activation Options. In the event the EOC needs to be opened, the EMD Director has several options available. As all emergencies do not require full activation of the EOC, other levels of activation are available. In some instances the EOC activation process might step from one level to another, while other situations might require immediate Full Activation.
    - a. **Limited Activation** will occur during small-scale events requiring minimal resources and personnel. During Limited Activation, the EMD Director will determine which ESFs are needed and the hours of operation.
    - b. **Partial Activation** is for larger events, but still not requiring full activation of the EOC. The EMD Director will determine which ESFs are needed and the hours of operation.
    - c. **Full Activation** occurs when the EOC is fully manned and operating 24-hours a day. This will occur during major emergencies and disasters, and will be the priority activity in the county when activated.

Once the emergency or disaster necessitating the EOC activation is over, the EMD Director, with the County Administrator's authorization, will determine the means of deactivating the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

2. The Emergency Management Director has the responsibility for coordinating the entire emergency management organization. The Director makes all routine decisions and advises the Executive Group on courses of action available for major decisions. During emergency operations the Director is responsible for the proper functioning of the EOC. The Coordinator also acts as a liaison with state and federal emergency agencies, and neighboring counties.
3. Division Directors will be assigned to the Executive Group and will serve as the "Action Officers", available to deal with incident-specific issues, as they arise. When not committed to a project, Division Directors will assist the County Administrator in coordinating with external political entities.
4. Department Heads may be assigned to a specific ESF. Those will be responsible for working with the ESF to accomplish the overall ESF responsibilities. The ESF Lead Department Head will be responsible for coordinating the efforts of the entire ESF. Department Heads not assigned to a specific ESP will be available for assignment to "incident-specific" projects. These non-ESF assigned Department Heads will make sure their Division Directors have the means to contact them.

5. The Emergency Operations Center (EOC) is the central point for emergency management operations. The purpose of this central point is to ensure harmonious response when the emergency involves more than one political entity and several response agencies. Coordination and supervision of all services will be through the EOC Manager and Section Leaders to provide for the most efficient management of resources.
6. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary location.
7. All Departments involved in disaster operations will be responsible for coordinating communications and accountability with their respective staff members and/or mutual aid resources. Accountability shall include location of deployed resources, hours worked, applicable expenditures, and emergency staff information.

**E. WARNING**

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

1. E911 Emergency Communications Center

The county's E911 Emergency Communications Center serves as the Primary Warning Point for all incidents, including for those in the municipalities. The Center is located on the 2<sup>nd</sup> Floor of the Horry County Technology Center, 103 Elm Street, Conway, SC.

2. Other

- A. The National Weather Service is responsible for issuing Watches and Warnings based on severe weather situations. When severe weather watches and warnings are issued for Horry County, the E911 Communications Center will transmit this information to county employees who are in the field.
- B. The local media is our primary means of disseminating emergency information to the public. The Horry County PIO is responsible for coordinating the dissemination of this information to all media outlets serving Horry County, and the surrounding area.
- C. The Emergency Alert System (EAS) is designed to provide immediate information to the public regarding emergency situations. The EAS is a joint effort with broadcasters, the National Weather Service and emergency management officials. The Horry County PIO is the county's representative in this effort, and is responsible for activating the system for county information.

**F. EVACUATION**

1. General

Evacuation is the controlled movement and relocation of people and property due to a threat or actual occurrence of a natural or technological disaster or act of aggression. Small-scale or localized evacuations may be handled using only local resources. Large-scale movements of

people and property will require assistance from the state. Horry County EMD will be responsible for monitoring conditions that have the potential to require evacuation of any area of Horry County.

2. Hurricane

Evacuation in response to a threatening hurricane will be accomplished in accordance with the State Hurricane Plan and the Horry County Hurricane Plan.

3. Flooding

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

4. Hazardous Materials

In the event of a hazardous materials incident, it might become necessary to order the evacuation of people in the vulnerable area. The Incident Commander having jurisdiction in the area of the incident will make this decision. The implementation of the evacuation order will be coordinated with all appropriate agencies involved.

5. Terror incidents.

Terrorism and any use of weapons of mass destruction (WMD) could combine challenges of evacuation, decontamination and preservation as a crime scene. Incident Command issues and special response responsibilities are described in the WMD Annex.

**G. PUBLIC INFORMATION**

1. County PIO

- A. In the event of an emergency or disaster, the Horry County Public Information Office will closely monitor the situation, receive information from the Operations Manager and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, to include radio, television, newspaper, the Internet and any other sources that are feasible.
- B. The PIO's primary purpose will be to provide information to the general public regarding the disaster and how it impacts them. This information includes warning citizens of impending danger, the status of active disasters, pertinent information regarding re-entry to their communities, and recovery efforts.
- C. The Public Information Office will include the County Public Information Officer and will be supplemented with additional administrative staff. This additional staff will be from the Administration Section of Horry County Fire/Rescue.

2. Coordination

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

- Local Municipality PIOs
- State & Federal Agency PIOs
- Volunteer Organization PIOs
- Myrtle Beach Area Recovery Council.

3. Media Procedures.

The PIO will also be responsible for establishing a media work area in the County Police Training Room. The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC staff. The media will not be allowed in the EOC during briefings.

4. Special Considerations.

The PIO will take all appropriate actions to ensure emergency information is communicated in a manner that allows those with special needs to get the information. This will include interaction with the County Disabilities and Special Needs Board, and having both Spanish and sign language interpreters assigned to the PIO section during emergency operations.

## **H. CONTINUITY OF GOVERNMENT**

1. Succession of Authority

- a. A community's ability to respond to an emergency must not be restrained by the absence of an elected official or key department head. Therefore, to ensure continuity of government, each local government in the county should develop a Continuity of Government Succession List. This list will designate who will be the decision-maker if an elected official or department head is not available. At least three people should be listed and prioritized for each key position.
- b. Continuity of Government and direction of emergency functions are essential during emergency operations. The following three positions are considered critical and must be filled. In the event the primary individual is unavailable, the next person on this list is pre-delegated to fill the position.

1. Chief of Executive Group

- a. County Administrator
- b. Public Safety Division Director
- c. Infrastructure & Regulations Division Director
- d. Administration Division Director.

2. Operations Manager
    - a. Emergency Management Director
    - b. Emergency Management Planner – Natural Disasters
    - c. Emergency Management Planner - WMD/Haz Mat
  
  3. Chief of Facilities Group
    - a. EMD Administrative Assistant
    - b. Fire/Rescue Administration Supervisor
    - c. Fire/Rescue Administrative Assistant.
  
  - d. Lines of succession to each department head will be determined by the departments' Standard Operating Procedures
2. Preservation of Records.
- a. All County Departments will develop plans and procedures to guarantee the preservation of vital public records, to include their reconstitution if necessary, during and after emergencies.
  - b. In general, vital public records include those: considered absolutely essential to the continued operation of County government; considered absolutely essential to the County's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the County; and, essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.
  - c. Specific vital public records include: vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records.
  - d. All appointments and work assignments in an emergency situation shall be documented. Department Heads will submit a complete emergency operational plan as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Director.

#### **I. CONTINUITY OF OPERATIONS PLAN (COOP)**

1. COOP is an effort within individual departments and agencies to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records and databases.
2. Continuity of Operations (COOP) Plans establish policy and guidance to ensure the execution of the mission-essential functions for each Department and Agency in the event that an emergency threatens or incapacitates operations and the relocation of selected personnel and functions of any essential facility is required. Specifically, this Plan is designed to:
  - Ensure that Departments are prepared to respond to emergencies, recover from them, and mitigate against their impacts.
  - Ensure that Departments are prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

- Provide a means of information coordination to the Horry County government to ensure uninterrupted communications within the internal organization of the government and externally to all identified critical customers.
  - Provide timely direction, control, and coordination to the Horry County leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
  - Establish and enact time-phased implementation procedures to activate various components of the "Plan" to provide sufficient operational capabilities relative to the event or threat thereof to Horry County.
  - Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
  - Ensure that Departmental COOP Plans are viable and operational, and are compliant with all guidance documents.
  - Ensure that Departmental COOP Plans are fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.
3. The objectives of COOP planning are to ensure that a viable capability exists to continue essential government functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this Plan include:
- To ensure the continuous performance of essential functions/operations during an emergency.
  - To protect essential facilities, equipment, records, and other assets.
  - To reduce or mitigate disruptions to operations.
  - To reduce loss of life, minimize damage and losses.
  - To identify and designate principals and support staff to be relocated.
  - To facilitate decision-making for execution of the Plan and the subsequent conduct of operations.
  - To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.
  - Must be maintained at a high-level of readiness.
  - Must be capable of implementation, both with and without warning.
  - Must be operational no later than 12 hours after activation.
  - Must maintain sustained operations for up to 30 days.
  - Should take maximum advantage of existing local, State or federal government infrastructures.

## **V. LEVEL OF READINESS**

### **A. OPERATING CONDITIONS LEVELS**

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

<b>OPCON</b>	<b>LEVEL OF READINESS</b>
5	Day-to-day normal operations.
4	Possibility of an emergency or disaster situation that may require activation of the EOC.
3	Disaster or emergency situation is likely. Activation of the EOC and implementation of the EOP required.
2	Disaster or emergency situation is imminent. Highest level of preparedness. Full activation of the EOC required.
1	Disaster or emergency situation is occurring. Emergency response activities are ongoing.

These OPCONs were developed in conjunction with the State Emergency Operations Plan and with neighboring counties. Specific trigger events for hurricane threats are contained in the Horry County Hurricane Plan.

## **VI. ROLES AND RESPONSIBILITIES**

### **A. PREPAREDNESS RESPONSIBILITIES**

Many County Departments may have emergency-related functions in addition to their normal daily functions. Each Department Director is responsible for the development and maintenance of their respective Emergency Management Plan and Procedures for each Division and Section, and performing such functions as may be required to effectively cope with and recover from any disaster affecting their respective areas of responsibility. Specifically, the following common responsibilities are assigned to each department listed in this plan:

- Develop and maintain an emergency plan for their department.
- Develop and maintain a "Continuity of Operations Plan (COOP)" for their department.
- Create and maintain a department "Calling Tree" for notification.
- Establish department and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Work with other County Departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.

- Develop site specific plans for department facilities as necessary.
- Provide for the security and protection of departmental records and equipment.
- Ensure that employee job descriptions reflect their emergency duties.
- Train staff to perform emergency duties/tasks as outlined in the EOP or individual department plans.
- Identify, categorize and inventory all available department resources.
- Develop procedures for mobilizing and employing additional resources.
- Ensure communication capabilities with the EOC.
- Fill positions in the emergency organization as requested by the Emergency Management Director acting in accordance with this plan.
- Prepare to provide internal logistical support to department operations during the initial emergency response phase.
- Coordinate, where appropriate, to ensure that each building or facility is prepared and secured before a disaster strikes.

## **B. RESPONSE RESPONSIBILITIES**

### **1. General**

A large-scale emergency or disaster will place a tremendous demand on the resources of the county. The priorities for resources will be dynamic, based on the specific situation that the county is facing. However, in general terms, immediately following a disaster the following will be considered priority:

- Water
- Food
- Medication
- Shelter.

### **2. Personnel Issues**

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

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

- Mutual Aid Agreements with other counties or municipalities
- Statewide Mutual Aid Agreement
- The State Emergency Operations Center (SEOC)
- National Guard (Civil Support Team)
- Contractors
- American Red Cross and volunteers
- Citizens Emergency Response Teams (CERT).

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

3. Department Responsibility

The following common responsibilities are assigned to each department listed in this plan.

- Upon receipt of an alert or warning, initiate notification actions to alert employees on assigned response duties.
- As appropriate:
  - Suspend or curtail normal business activities.
  - Recall essential off-duty employees.
  - Send non-critical employees home.
  - Secure and evacuate departmental facilities.
- As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
- Keep the EOC informed of field activities, and maintain a communications link to the EOC.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information to the EOC.
- Report damages and status of critical facilities to the EOC.
- If appropriate or requested, send a representative to the EOC.
  
- During response and recovery phases of an incident, Department Directors may be assigned by EOC Management to serve in an Emergency Operations Center function not otherwise assigned during normal everyday operation.
- Ensure staff members tasked to work in the EOC have the authority to commit resources and set procedures.
- Coordinate with the EOC to establish protocols for interfacing with county, state, and/or federal responders.
- Coordinate with the EOC Public Information Officer before releasing information to the media.

Submit reports to the EOC detailing departmental emergency expenditures and obligations.

4. Additionally, Department Heads will:

- Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
- Provide a list of all non-essential personnel (not involved in any response or recovery activity) to the Personnel Department who will compile an "employee pool" list. (These employees may be assigned work or duties as required by the Response efforts.)
- Be responsible for the safety of records, files and equipment assigned to their respective department/ divisions.
- Ensure that records are maintained upon the announcement of a "Watch" or following a major disaster. These records are normally comprised of time sheets, supplies and equipment, and include expenses over and above normal operating expenses that are directly related to an incident or when the "Watch" is announced.
- Ensure that activity logs are initiated as a matter of record upon announcement of a "Watch" or following a major disaster.
- Coordinate, where appropriate, with the Construction and Maintenance Department to ensure that each of their buildings are secure before a disaster strikes.
- Assign a safety coordinator for each division or section of their respective department.

5. Financial Accountability.

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

Individual departments are responsible for collection, reporting and maintenance of records documenting disaster costs. The EMD Director and the County Internal Auditor will provide specific documentation guidance to division directors and department heads on an annual basis and upon EOC activation.

## **VII. PREPAREDNESS AND PLAN MAINTENANCE**

Horry County Emergency Management maintains the EOP in coordination with all entities within the county. The EOP is updated periodically as required to incorporate new directives, legislative changes, and procedural changes based on Lessons Learned from exercises and actual events.

## **VIII. AUTHORITIES, GUIDANCE DOCUMENTS, MUTUAL AID AGREEMENTS**

### **A. AUTHORITIES**

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

- k. Department of Homeland Security National Response Plan, December 2004
  - l. Homeland Security National Incident Management System, March 2004
2. State
- a. South Carolina Constitution
  - b. South Carolina Code of Laws, 4-9-610 through 4-9-630
  - c. South Carolina Code of Laws, 6-11-1410 through 6-11-1450
  - d. South Carolina Code of Laws, 25-1-420 through 25-1-460
  - e. SC Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
  - f. SC Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations
  - g. Governor's Executive Order 2005-12, June 2005
  - h. South Carolina Emergency Operations Plan, with current changes
4. Local
- a. Horry County Council Resolution R 189-97, October 1997
  - b. Horry County Ordinance 121-97, October 1997

**B. GUIDANCE DOCUMENTS**

- 1. FEMA SLG 101 Guide for All-Hazard Emergency Operations Planning.
- 2. National Response Plan, 2004
- 3. National Incident Management System, March 2004
- 4. South Carolina Emergency Operations Plan, with current changes
- 5. South Carolina Hurricane Plan, with current changes
- 6. South Carolina Earthquake Plan, with current changes
- 7. South Carolina Radiological Response Plan, with current changes
- 8. South Carolina Emergency Recovery Plan, with current changes
- 9. South Carolina Emergency Management Division COBRA Response Team Standard Operating

Procedures

**C. AGREEMENTS AND UNDERSTANDINGS**

1. South Carolina Statewide Mutual Aid Agreement
  - c. Horry County Council Resolution R 127-05, October 2005

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## Section 2

# Prevention



## Horry County, South Carolina

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Emergency Management Plan

Section 2

**Prevention**

**I. GENERAL.**

**A. INTRODUCTION**

Within the context of the life-cycle of an incident, prevention involves actions to interdict, disrupt, pre-empt, avert or minimize the impacts of a potential emergency/disaster. This includes Homeland Security and law enforcement efforts to prevent terrorist attacks and prevention measures to save lives and protect property from the impacts of natural disasters and man-caused events.

**B. PURPOSE**

This section of the EMP directs efforts for preventing the risk from hazards identified in the Horry County All-Hazards Mitigation Plan. Keys to success of prevention efforts will be the dedication and interest displayed by Horry County Government for its implementation.

**C. POLICY**

It is policy of Horry County Emergency Management:

1. To support activities and actions to interdict, disrupt, pre-empt or avert a potential incident.

2. That departments within the county are encouraged to support prevention efforts that fall within their respective missions.
3. That departments within the county will enforce all public safety mandates of the county and fire codes to include land use management and building codes required to improve prevention activities of the community.

#### **D. CONCEPT OF OPERATIONS - COUNTY-WIDE**

1. Successful disaster prevention policies and measures require adequate risk assessment.
2. Counter-disaster planning. Disaster prevention must be integrated into the community planning process. Preventive measures are most effective when all the members of a local community participate.
3. The Horry County All-Hazards Mitigation Plan describes major hazards, which pose significant risk, including impact to people, property, the economy and environment. Likely prevention strategies include:
  - Building codes.
  - Public Education.
  - Building/Facility Use Regulations.
  - Preventive Health Care/Education.
  - Safety Inspections/Rules.
  - Protection/Retrofit of Critical Facilities.
  - Land Use Planning/Management.
  - Risk Communication Programs.
  - Laws/Ordinances/Enforcement.

### **II. HORRY COUNTY PROGRAMS, RESPONSIBILITIES.**

- A. HORRY COUNTY** - Supports prevention activities that obstruct or delay or prevent the occurrence of emergencies/disasters. This is done primarily through land use planning and the enforcement of existing codes.
- B. HORRY COUNTY EMD DIRECTOR** - Provides information for hazard prevention, and advises other County departments in developing prevention strategies, within funding constraints. Additionally, the EMD:
  1. Provides hazard information.
  2. Develops and provides a continuing education program for the education of the public about hazards and prevention activities.
  3. Encourages local governments to establish prevention polices and priorities.
  4. Assesses and monitors potential disaster hazards and vulnerabilities.
  5. Conducts post disaster reviews and studies to identify likely prevention activities.

#### **C. OTHER GENERAL PREVENTION ACTIVITIES**

Prevention activities include:

1. The Horry County Stormwater Department are responsible for all of the public drainage system maintenance. Operation and maintenance for the primary drainage system includes:
  - Removal of accumulated sediments deposited during storm events;
  - Removal of invasive aquatic plant species, which may reduce system function; and
  - Bank stabilization, mowing, and routine water quality monitoring.
2. The County's secondary drainage system consists of pipe, catch basins, and roadside swales. Maintenance by the Stormwater Department includes:
  - Maintaining (including mowing) roadside swales;
  - Removing sediment from drainage pipes and catch basins;
  - Repairing and replacing damaged pipes and/or deteriorated catch basins;
  - Responding to citizen requests; and
  - Inspecting the secondary drainage system on a regular basis.
3. Horry County EMD assists the public schools in developing severe weather storm plans.
4. The Horry County EMD manages the "Emergency Planning and Right to Know" (hazardous materials) prevention program to include: identification of hazardous material sites, plotting plumes (GIS), encouraging facility emergency plans, warning, etc.

#### **D. PREVENTION ACTIONS FOR TERRORIST THREATS**

1. Prevention actions will likely include law enforcement activities. At the federal level, these activities will be lead by the Attorney General, generally acting through the FBI. Initial law enforcement efforts focus on actions to collect, analyze, and apply intelligence and other information; to conduct investigations to determine the full nature and source of the threat; to implement countermeasures such as inspections, surveillance, security, and infrastructure protection; to conduct tactical operations to interdict, preempt, or disrupt illegal activity; and to apprehend and prosecute the perpetrators.
2. Prevention includes actions to:
  - Collect, analyze, and apply intelligence and other information.
  - Conduct investigations to determine the full nature and source of the threat.
  - Implement countermeasures such as inspections, surveillance, security and infrastructure protection.
  - Conduct tactical operations to interdict, preempt, or disrupt illegal activity; and to apprehend and prosecute the perpetrators.
  - Conduct public health surveillance and testing processes, immunizations, and isolation or quarantine for biological and agricultural threats.
  - Deter, defeat, detect, deny access or entry, and take decisive action to eliminate threats.

### **III. ATTACHMENTS AND/OR REFERENCES.**

#### **A. ATTACHMENTS**

None.

**B. REFERENCES**

1. Horry County All-Hazards Mitigation Plan.

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## Section 3

# Preparedness



## Horry County, South Carolina

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Emergency Management Plan

Section 3

**Preparedness**

**A. GENERAL.**

The Horry County Emergency Management Plan contains departmental emergency responsibilities and tasks, which translate to actions found within the Emergency Support Function (ESF's) schedule and within each department's emergency plans and standing operational procedures. Horry County departments having emergency/disaster responsibilities will need to educate, train, and equip their personnel to insure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self-reliant.

**B. POLICIES.**

It is the policy of the Horry County Emergency Management Department that:

1. EMD will budget for training and exercises on such topics as necessary to ensure that their personnel are prepared to carry out their stated responsibilities and tasks as stated in this EMP.

**C. GENERAL PREPAREDNESS ACTIVITIES.**

1. On-going community emergency preparedness activities coordinated by Horry County EMD include:
  - Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.
  - Horry County Community Emergency Response Team (CERT)
  - Disaster drills.
  - Emergency communications tests.
  - Emergency public information tests.
  - Emergency power tests.

**D. TERRORISM PREPAREDNESS ACTIVITIES.**

1. Horry County participates in the federal and state homeland preparedness, training, equipment and exercise programs as they are made available.
2. Horry County Chemical, Ordnance, Biological, Radiological Team (COBRA).
  - Horry County has received funding from the U. S. Department of Homeland Security (USDHS) to develop a specialized team of HAZMAT, EMS, and Law Enforcement personnel to rapidly respond to and assist jurisdictions in addressing the consequences of a weapons of mass destruction incident.

- The COBRA Response Team is intended to provide a level of technical expertise and proficiency not normally found in current civilian emergency response organizations. To be prepared to respond, team personnel must be skilled in the identification of such agents, self-protection, treatment, decontamination, and operating in a hazardous environment.
- The COBRA Response Team is a key component of the Critical Incident Response System organized by the South Carolina Emergency Management Division (SCEMD). The team is designed to provide consequence management assistance to first responders during the initial hours of a critical incident until substantial State and Federal assistance can arrive.

### 3. Strategic National Stockpile (SNS).

- In the event of a terrorist attack or a major natural disaster, supplies of critical medical items Horry County will be rapidly depleted. In anticipation, the federal government established the Strategic National Stockpile (SNS) to augment local supplies of critical medical items. The SNS is managed by the Centers for Disease Control and Prevention (CDC) and contains large quantities of medicines, antidotes, and medical supplies needed to respond to a wide range of expected problems or scenarios. Potential scenarios include attacks using nerve agents, such as sarin, and biological agents, such as anthrax, plague, and tularemia.
- The SNS has two components designed to arrive in separate phases. The first phase is referred to as a 12-hour Push Package, and accordingly will arrive at the requesting location within 12 hours of the federal decision to deploy it. The Push Package contains nearly 50 tons of material that can be used to address a wide range of expected threats. The second phase is referred to as vendor managed inventory (VMI) and contains large quantities of specific items, such as antibiotics and ventilators, needed to address an identified need. Various manufacturers store and manage these materials until they are requested through the SNS program.
- Horry County will request deployment of the SNS 12-hour Push Package from CDC through the state EOC as soon as local officials (in consultation with state officials) determine that it is necessary to do so to protect the public health.
- Horry County will request, receive, manage, repackage, and distribute the SNS to those who need it.

### 4. Homeland Security.

- Horry County will participate in any way in which it can to have input into improving and heightening local security efforts against the threat of a terrorist incident or attack.
- Horry County also monitors the National Homeland Security Advisory System, which provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts. All warnings will be disseminated to community leaders and responders through the usual warning systems used by County, as outlined in Emergency Support Functions (ESF's).

## **E. TRAINING.**

1. State and federal agencies offer a variety of training and education programs available to local government. Training opportunities are provided and coordinated by the Horry County Emergency Management, the South Carolina Emergency Management Division (SCEMD), and the Federal Emergency Management Agency (FEMA), and include:

- Emergency management training and education programs for first responders, emergency workers, emergency managers, public/private officials, and others.
  - Preparedness information/programs for the general public.
2. The Horry County EMD will:
- Encourage departments to provide personnel training in specific emergency management skills and related professional development.
  - Ensure training for the Emergency Operations Center (EOC) staff.
  - Provide Community Emergency Response Team (CERT) training.
  - Encourage public education efforts for schools, community groups, businesses, county and municipal employees, and the general public.
  - Coordinate drills and exercises.
3. Departments/agencies/organizations are expected to:
- Ensure that their employees are trained in the concepts of the Horry County Emergency Operations Plan (EOP), and in their particular department SOPs.
  - Encourage their employees to develop personal preparedness plans and supplies.
  - Encourage department public education programs to include emergency preparedness and emergency management information.
4. Other:
- The American Red Cross provides public information on first aid, Cardio Pulmonary Resuscitation (CPR), emergency prevention, and disaster preparedness.

**F. EXERCISE.**

1. The Horry County EMD will coordinate involvement of the department heads, and key staff in annual and situational drills, and/or tabletop or functional exercises to test the EOP, and the local capability to respond to emergencies.
2. Exercises will be attempted and coordinated by the Emergency Management Director as time, resources and conditions permit.

**G. PUBLIC AWARENESS AND EDUCATION.**

1. Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and local government employees.

2. Horry County EMD implements the Community Emergency Response Team for Horry County. FEMA

began promoting the CERT concept in 1994. CERT Training promotes a partnering effort between emergency services and the people that they serve. The goal is for emergency personnel to organizations, or workplaces in basic response skills. Horry County CERT Team members maintain and refine their skills by participating in exercises and activities. EMD offers supplemental training opportunities through various other agencies and programs in order to maintain their basic status or become an intermediate or advanced CERT Team member. The basic CERT program covers the following:

- Disaster Preparedness
- Fire Suppression
- Disaster Medical Operations
- Light Search and Rescue
- Team Organization and Disaster Psychology

## Section 4

# Response

## Emergency Support Functions



## Horry County, South Carolina

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Emergency Management Plan

Section 4

**Response**  
**Emergency Support Functions**

**I. PURPOSE.**

- A. To provide for the effective direction, control, and coordination of emergency operations by standardizing the principles and methods of emergency response in Horry County.
- B. To maximize effective response capabilities to multi-agency and multi-jurisdictional emergencies by facilitating and improving the flow of information and coordination within and between operational levels of the system.
- C. To provide for effective mobilization, deployment, utilization, tracking and demobilization of resources.
- D. To enhance and coordinate intelligence gathering and information sharing capabilities.

**II. POLICY.**

It is the policy of the Horry County Emergency Management Department:

- A. To establish overall direction, control and/or coordination through the EOC using the Emergency Operations Plan section of the Emergency Management Plan to support the response to an emergency or disaster.
- B. To utilize the National Incident Management System (NIMS) as the organizational basis for response to any emergency.

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Emergency Management Plan

Section 4

**ESF 1 Transportation**

**I. PURPOSE.**

To ensure effective utilization of all available transportation resources and systems during emergencies and disasters.

**II. POLICY.**

It is the policy of Horry County Emergency Management that:

- A. All public transportation resources will be utilized on a priority basis to save lives and protect property.
- B. In a major emergency, the relaxation of certain restrictions (waive weight, height, and load requirements for vehicles transporting critical items) is essential to allow rescue and relief equipment into affected areas.
- C. This function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. PARTICIPATING AGENCIES**

Horry County Airport\*  
Horry County Public Works Department, Roads  
Horry County School District, Transportation Division  
Coastal Rapid Public Transportation Authority (CRPTA)  
SC Department of Transportation

**IV. RESPONSIBILITIES**

- A. Maintain a complete and comprehensive status of the road network, to include which roads are closed, and what are the priority supply routes into affected areas.
- B. Prioritize and manage the clearing of the road network following a disaster.

- C. Provide all necessary support to ensure evacuation routes are capable of maximum capacity.
- D. Develop and manage a public transportation system to move people from vulnerable areas in a disaster or emergency, including air, boat or rail if needed.
- E. Provide transportation assistance, as needed, during a disaster or emergency.
- F. Maintain a transportation resource list and ensure that a current driver availability list is rapidly accessible.

## V. OPERATIONAL ISSUES

### A. Mass Transit Utilization Priorities.

When ground transportation assets are required, CRPTA resources will be the first utilized. If CRPTA cannot meet the requirement, then transportation assets from the Horry County School District will be employed.

### B. Local Air Assets.

When air assets are required for local missions including damage reconnaissance and VIP movement, the requisition priority will be:

- 1) Civil Air Patrol
- 2) State resources

### C. Airport Issues.

The Director of Horry County Airports will keep the EOC informed of the Airports' status. It is critical that the airports be returned to an operational status as soon as possible following a disaster. The Airport Director based on local information, the airlines, and operational considerations will control the cessation and resumption of commercial flights.

Emergency Management Plan

Section 4

**ESF 2 Information Technology and  
Communications**

**I. PURPOSE**

Provides communication support, both internal and external to the EOC.

**II. POLICY**

- A. Emergency response activities will be given priority use of all communication systems and resources.
- B. Each function represented in the Emergency Operations Center (EOC) operation will ensure an ability to communicate between the EOC Functional Representative and their department operations center, or with their operational units.
- C. Normal communications systems will be utilized as much as possible during an emergency or disaster. Some needs will be met by re-prioritizing day-to-day frequency use to special emergency use.
- D. In the event of disaster, all local entities will ensure the security of computer hardware and software located in their area.
- E. All local entities will have a regularly scheduled computer back up program in effect.
- F. Priority will be given to restoration of communication systems in the event of an emergency or disaster.
- G. This annex may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. PARTICIPATING AGENCIES**

Horry County Emergency E-911 Communications Department\*

Horry County Information Technology / GIS Department

ARES (Amateur Radio)

Motorola Representative

#### **IV. RESPONSIBILITIES**

- A. Manage (and coordinate the restoration of, if applicable) the county's emergency communication systems.
- B. Develop, maintain and distribute an internal EOC telephone directory.
- C. Acquire, document and distribute additional wireless communication devices (cellular phones, radios, etc.) to selected officials.
- D. Coordinate computer support to all EOC staff.
- E. Manage the emergency information sharing between the State EOC and the county EOC, utilizing the WebEOC Crisis Management Software System.
- F. Manage a master list of county-wide communications and information systems including frequency lists, equipment operating responsibilities, and primary and backup sourcing.
- G. Maintain a description of communications methods to all nodes so that alternate means of contact are readily apparent from the communications architecture model.

#### **V. OPERATIONAL ISSUES**

##### **A. EOC Telephone Strategy**

All incoming telephone calls will come in on the main EMD number. The operator manning the telephones will screen the calls and transfer the caller to the most appropriate ESF. .

##### **B. Communication Systems**

During an emergency or disaster, Horry County will utilize a number of communication systems, based on the situation. The primary systems consist of:

- 1) Commercial Telephone System. One of the primary means of communications will be the commercial telephone system, including landlines and cellular service.
- 2) Emergency Communication Network (ECN). The ECN is a network of 200 telephones located in critical facilities throughout South Carolina. These telephones and their circuits are capable of being routed through undamaged switches, therefore remaining usable even when conventional telephone service is disrupted. These special telephones are not activated until an emergency. The ECN Telephone Directory is located in the EMD Office.
- 3) 800 MHz. The 800 MHz system is the primary public safety radio net within Horry County. During emergencies or disasters, the system will continue to be utilized by those who routinely operate on it. In addition, the EPD Channel will become the primary channel for use in contacting the EOC.
- 4) Local Government Radio (LGR). The LGR system is a state controlled radio system. Its usage in Horry County is extremely limited, as the closest Repeater Site is located in Sumter, SC, and does not provide adequate service. The Signal Operating Instructions (SIO) is located in the EMD Office.
- 5) Telephone Device for the Deaf (TDD). A TDD is located in the EMD Administration Area. It will be utilized to provide information to those who are unable to use commercial telephone service. Additional TDD phones may be brought in from the School for the Deaf and Blind.

- 6) Video Conferencing System. A Video Conferencing System is located in the EMD Executive Conference Room. This system is capable of one-on-one video conferencing and on multi-user conferencing. The primary usage will be for members of the Executive Group to coordinate with the Executive Group at the State EOC.
  - 7) National Warning System (NAWAS). Horry County has a NAWAS system at the E911 Emergency Communications Center. This system is an older system originally designed to provide warning information in the event of an attack on the United States. Utilization of the system for disaster operations will normally be preceded by telephonic notification.
  - 8) Amateur Radio Emergency Services (ARES). This is a system of "HAM Radio" operators who establish and operate a radio net during emergencies and disasters. The Net Control Station will be established in the EOC.
- C. WebEOC is a system designed to pass information between municipal EOCs and the county EOCs and between the County EOC and the SEOC in Columbia. It allows for the exchange of information and for counties to make requests for additional resources. It is a password-protected site that is restricted to emergency officials.

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Emergency Management Plan

Section 4

**ESF 3 Infrastructure**

**I. PURPOSE**

Provides public works support, including public utilities, technical advice, debris management and construction assistance.

**II. POLICY**

It is the policy of Horry County Emergency Management:

- A. That the first priority will be to assist Public Safety personnel in the saving of life.
- B. To provide services to lands and facilities under local jurisdiction. Disaster response to private property shall be done only when a government facility is causing a problem, or when life or public health is threatened.
- C. To clear transportation routes as per public safety priorities.
- D. That this function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. PARTICIPATING AGENCIES**

Horry County Engineering\*  
Horry County Public Works  
Horry County Fleet Maintenance  
Horry County Maintenance  
Horry County Solid Waste Authority  
Utility Representatives  
Law Enforcement elements

#### **IV. RESPONSIBILITIES:**

- A. Monitor and coordinate the restoration of public utilities in the county, to include water distribution, sewer service and power service.
- B. Coordinate procedures for the supply of emergency power in critical facilities throughout the county.
- C. Provide engineering support in the event of a disaster.
- D. Ensure protection of the county's fuel infrastructure and other vital supplies.
- E. Lend support to search and rescue operations.
- F. Develop and coordinate the Disaster Debris Management Plan.
- G. Assist ESF 5 with Damage Assessment, as needed.
- H. Maintain a current Public Works resource list.

#### **V. OPERATIONAL ISSUES**

- A. Debris Management. Major disasters often generate tremendous amounts of debris. Effective management of disaster debris requires an efficient coordination of multiple techniques and procedures. Each disaster will require some specific planning issues, based on the amount of debris generated.
- B. Fueling and Vehicle Maintenance. In the event of a disaster with major power outages and road blockages, fueling and maintaining vehicles will be a major challenge. Some options that could be considered, depending on the specific situation:
  - 1) The county could provide generator power to selected locations of the county's commercial fuel provider. These sites would be selected based on their location and proximity to the areas of severe damage.
  - 2) In the event the situation is extremely bad, it might be necessary to request National Guard support. The National Guard could be requested to establish field-fueling sites, utilizing fuel bladders to provide gasoline and diesel to county emergency vehicles. If this option becomes necessary, it would be best to establish these sites on county property.
  - 3) If the damage is mostly power outage, it might be appropriate to utilize fueling trucks and have them locate at a specific place at a specific time, and refuel vehicles. Then the vehicle would move on to the next site.
- C. Structural Assessment. In the event of a major disaster, it might be necessary to assess structures in a specific area for their structural integrity. This would definitely be required in the event of a major earthquake. To fully accomplish this, officials from the Code Enforcement Department would need to work with ESF 3 in a joint effort. Additional support could be requested from the SEOC in the form of VOLTAG assistance.

Emergency Management Plan

Section 4

**ESF 4 Firefighting**

**I. Purpose:**

Provides coordination for all disaster related fire-fighting, search and rescue situations, and hazardous material events, including weapons of mass destruction monitoring and decontamination.

**II. Policy**

It is the policy of Horry County Emergency Management that:

- A. Fire Services will exercise broad lawful authority to provide fire protection and other emergency services, including control and direction of activities at fire scenes, and taking actions necessary to extinguish or prevent the spread of fires.
- B. This function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Fire/Rescue\*

Municipal Fire Departments

SC Forestry Commission

Advance COBRA Team (tailored to need; most members are Horry County Fire-Rescue)

Technical Representatives (as needed)

**IV. Responsibilities:**

- A. Develop, coordinate and implement a disaster fire plan.
- B. Develop procedures for conducting search and rescue operations following a disaster.
- C. Develop procedures for identifying and responding to hazardous materials incidents, including WMD threats.
- D. Guide operations with Unified Command incident management.

- E. Assist ESF 5 with damage assessments, as necessary.
- F. Manage a fire service resource list, including for specialized rescue requirements.

**V. Operational Issues:**

- A. Search and Rescue. In the event of a disaster or emergency, it might be necessary to conduct search and rescue operations to save victims of the disaster.
  - 1) Rural searches will be led by the Fire Department having jurisdiction over the area. Additional support may be available from the local Rescue Squads and law enforcement officials.
  - 2) Urban Search and Rescue (USAR) will be required in the event of major structural damage in the county. As of this time, Horry County does not have any substantial USAR capability. If the situation requires heavy USAR capability, FEMA USAR Team assistance will be requested through the SEOC.
- B. Quick Damage Survey. Some emergencies and disasters, especially “quick-onset” types, lend themselves to using the fire service to providing initial damage information. The concept is that some events (such as tornadoes) cause very localized damages. The fire service would survey their jurisdictions and note the areas that had been affected. This information would be used to develop a more comprehensive assessment.

Emergency Management Plan

Section 4

**ESF 5 Information and Planning**

**I. Purpose:**

Provides information and planning guidance to support the response and recovery phases of a disaster.

**II. Policy**

It is the policy of Horry County Emergency Management that:

- A. That all agencies will utilize the NIMS principles and guidance when planning for work periods and will have support from any agency/department that is affected by the plans.
- B. This function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Assessor's Officer\*  
Horry County Planning  
Horry County Code Enforcement  
Horry County Mapping  
Horry County Grants Administration  
Horry County Internal Auditor  
Horry County Budget / Revenue Management

**IV. Responsibilities:**

- A. Develop the daily Situation Report (SITREP).
- B. Oversee the EOC's information processing procedures and information display.

- C. Plan for and conduct assessments following a disaster, both Needs Assessments and Damage Assessments.
- D. Implement the federal Public Assistance Program, if authorized.

**V. Operational Issues:**

A. Damage Assessment Processes:

Following an emergency or disaster, it is critical that the extent of damages be determined. This can be accomplished using different techniques, depending on the scope of the disaster. The EOC Operations Manager is responsible for determining the specific process that will be used. The options include:

- 1) **Quick Damage Survey.** This is a technique that utilizes fire department and/or law enforcement resources to conduct a quick survey of a designated area to determine if there has been any damage. The primary focus will be on the condition of the roads (are they passable) and noticeable structural damage to buildings. The Quick Damage Survey is designed to provide information to the EOC in a rapid manner, allowing further assessment to be more focused.
- 2) **Local Damage Assessment.** Once an area has been identified as suffering damage, ESF 5 will be responsible for coordinating an assessment of the area. The Local Damage Assessment will consist of county officials, municipal representatives, and possibly state officials. The focus of the Local Damage Assessment is to determine the extent of the damage, including the number of homes and businesses damaged, an approximate dollar estimate of the damage, and an estimation of the number of people adversely impacted by the situation.
- 3) **Joint Preliminary Damage Assessment.** If an area suffers major damage, then the County will request a Joint Preliminary Damage Assessment (Joint PDA). The PDA Team will include local, state and federal representatives. The purpose of the PDA is to assess the impacted area to determine if the severity of the event qualifies for federal disaster assistance. The federal disaster assistance could be in the form of a Small Business Administration declaration or a Presidential Disaster declaration.

B. Needs Assessment Procedures.

Following a disaster, one of the most important requirements for the EOC is to assess the “needs” of the citizens. This assessment is conducted by monitoring the situation, reviewing the damage assessments, and interviewing law enforcement and shelter personnel. Once the situation is understood, ESF 5 will work to determine the needs that must be addressed, in priority order. Once the priorities are established, the EOC Operations Manager will ensure these issues are aggressively addressed. This will be a dynamic assessment process that will change with the restoration of the infrastructure.

Emergency Management Plan

Section 4

**ESF 6 Mass Care**

**I. PURPOSE.**

**Mass Care:**

To organize and maintain the capability to provide congregate lodging and meet basic human needs, during and after emergencies or disasters, to persons unable to provide for themselves.

**Sheltering:**

To provide for the use of local buildings (such as schools, community centers, or other public facilities) as shelters for people unable to return home as a result of disaster, and to ensure availability of basic survival needs (food, water, etc.) for use during disasters.

**Special Populations and Special Needs:**

To identify how to deal with special populations (i.e. concentrations of people in one area, such as hearing impaired, disabled, elderly, hospitals, schools, non-english speaking, etc.) and individuals with special needs (i.e. individuals requiring critical care, elderly/frail, people dependent upon life support or medications, etc.)

**II. POLICY.**

It is the policy of Horry County Emergency Management:

- A.** To coordinate mass care efforts with the Red Cross, DSS, School District, Salvation Army, and others.
- B.** That Sheltering and Mass Care operations will begin at OPGON 3 and continue following a disaster. Public and private facilities that will provide the best available protection of displaced people will be used as congregate care facilities (shelter/mass feeding). The basic essential life support to be provided for the displaced population in a congregate care atmosphere includes food, water, clothing, medical services, sanitation, lodging and communications.
- C.** To coordinate with state and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for the Disaster Recovery Center(s).
- D.** Pets. It is the national policy of the American Red Cross that animals and pets other than animals used to assist the physically impaired, are not allowed in shelters.
- E.** NONDISCRIMINATION. No services will be denied on the basis of race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in

an emergency or disaster over and above what normally would be expected in the way of county services. County activities pursuant to the Federal /State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16. — Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

- F. To comply with the American Disabilities Act and its standards set forth in 41 CFR 101.19-6, to the extent permitted by fiscal constraints.
- G. That Horry County Emergency Management will assist in identifying suitable shelters for use during emergencies/disasters.
- H. That this function may be utilized singularly, or in conjunction an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry Emergency Management Department\*  
American Red Cross  
Salvation Army  
Horry County School District  
Horry County Disabilities and Special Needs Board  
SC Department of Social Services

**IV. Responsibilities:**

- A. To manage the public shelter program within the county, to include:
  - 1) Hurricane evacuation shelters.
  - 2) Post-impact shelters.
  - 3) Disaster specific shelters: flooding, earthquakes, and terror/WMD.
- B. To manage the disaster feeding program following a disaster.
- C. To manage the local component of the emergency welfare program (DSS).
- D. To provide information regarding the disaster victims' "human needs".

**V. Operational Issues:**

- A. Public Shelters. In the event of an emergency or disaster, it may be necessary to provide shelter to people whose homes or lodging are unusable. To accomplish this requirement, a shelter management team concept will be utilized.
  - 1) The team will consist of representatives from the following organizations:
    - a) American Red Cross, Horry County Chapter
    - b) Horry County School District

- c) SC Department of Social Services, Horry County District
  - d) SC DHEC, Waccamaw District
- 2) Operational Concept. In the event of a disaster, the Red Cross and County EMD will evaluate the need for mass care shelters. Based on this analysis of the disaster, the area impacted, the population affected and the projected length of time the population will be displaced, specific shelters will be opened.
- a. Small events. If the disaster is localized and small-scale, the Red Cross may open shelters in facilities other than public schools. The specific shelter sites would be determined by the facility best able to serve the affected area. If this occurs, the Red Cross may manage these shelters without assistance from the shelter management team.
  - b. Major events. If the disaster affects large portions of the county, it may be necessary to utilize public schools as mass care shelters. If this becomes necessary, the county shelter management team will be activated to accomplish sheltering.
  - c. Special needs. The Horry County Disabilities and Special Needs Board maintains a letter of agreement with Florence County Disabilities and Special Needs Board to receive sheltering during hurricane, flooding, or other coastal disaster situation.
- 3) Opening Procedures.
- a. Small events. The Red Cross will coordinate the opening of a shelter in this situation. Once the coordination has been accomplished, the Red Cross will issue a press release announcing this. Horry County will refer to the Red Cross for shelter information.
  - b. Major events. The shelter management team will coordinate the opening of shelters in this situation. Additional issues, such as the status of the schools, ability to get shelter staff to each facility, must be considered before making a decision to announce shelter openings. If possible, all shelters should open at a single time.
- 4) Closing Procedures.
- a. Small events. When the Red Cross determines that there is no longer a demand for mass care shelters, they will close the shelter. Prior to the closing, they will notify the EMD Director. A Red Cross Press Release will be issued notifying the media of the decision.
  - b. Major events. When the shelter management team determines that there is no longer a demand for mass care shelters, they will notify the EMD Director. The team will make a recommendation on closing some, or all,

of the shelters. Once the EMD Director concurs, the shelter management team will proceed with closing.

- 5) Mass care sheltering for hurricane evacuation is discussed in the Horry County Hurricane Plan.

B. Mass Feeding.

- 1) Concept. In the event of a major disaster, it may be necessary to conduct emergency mass feeding operations in the affected areas. To effectively accomplish this, ESF 6 personnel will work with the EOC Operations Manager to determine the priority areas needing assistance.
- 2) Responsibilities. ESF 6 will coordinate the locations of mass feeding sites, the designation of units to specific sites, and will assist in restocking of supplies. Some of the organizations that provide mass feeding assistance include:
  - a) American Red Cross
  - b) Salvation Army
  - c) Southern Baptist Convention
  - d) Others.

Emergency Management Plan

Section 4

**ESF 7 Resource Support**

**I. PURPOSE.**

To provide for the effective utilization, prioritization, and conservation of available resources (equipment and supplies) during emergencies or disasters.

**II. POLICY.**

It is the policy of Horry County Emergency Management that:

- A.** Resources will be inventoried, prioritized and utilized in the most efficient manner possible, and be applied to functions and areas of greatest need.
- B.** Additional resources will be requested from State Emergency Operations Center (SEOC) after all available Horry County resources have been utilized.
- C.** Horry County Emergency Management, either directly or through the EOC, is responsible for coordinating/securing resources from outside Horry County. Departments that obtain resources from the public or private sector by any other means may not be reimbursed for their expenses.
- D.** All departments/agencies are responsible for arranging the movement of department assets to points where they are needed during emergencies and disasters.
- E.** This function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

- Horry County Procurement\*
- Horry County Finance
- Horry County Human Resources
- Horry County Parks and Recreation
- SC National Guard
- Other agency representatives.

**IV. Responsibilities:**

- A. Develop procedures for locating and procuring services and equipment in an expeditious manner.
- B. Oversee distribution processes (see Horry County Logistics Plan).
- C. Maintain a list of critical resource vendors.
- D. Utilize all available sources for acquiring necessary supplies, to include:
  - 1) Local vendors
  - 2) Regional and national vendors
  - 3) State Emergency Operations Center (SEOC)
  - 4) State contract vendors
  - 5) Donated Resources.
- E. Implement and monitor emergency staffing procedures.
- F. Implement procedures for disaster-related record keeping.

**V. Operational Issues:**

- A. Procurement Procedures. During an emergency or disaster, it may become necessary to procure resources to deal with a situation on very short notice. There are several options available in this situation.
  - 1) Standard County Procurement Procedures. ESF 7 may determine that the best method of acquiring a resource or service is to purchase it using county funds. Under this process, the County Procurement Code will be followed. Special instructions, such as a unique disaster fund account, will be announced and published to all county departments.
  - 2) SEOC Requests. ESF 7 may determine that the best means of acquiring a needed resource or service is to make a request to the SEOC. This could occur because the required service is unique to government (e.g. Law enforcement assistance), or because it is beyond the scope of the county's capability. The EOC Operations Manager will approve all requests forwarded to the SEOC. Requests will be made using IRIS if possible. ESF 7 will be responsible for monitoring all requests and making periodic reports on outstanding issues.
- B. Donated Resources and Services. During emergencies and disasters, individuals and groups may offer to donate resources or services directly to the county. ESF 7 will maintain a list of these offers and make it available to the entire EOC. In the event of a major disaster, the State may activate the State Donated Resource System. If this occurs, ESF 7 will implement the Horry County local component of this system.

Emergency Management Plan

Section 4

**ESF 8 Public Health**

**I. PURPOSE.**

A variety of health conditions may become emergencies within themselves following a disaster or the disaster itself may be a public health emergency. Health functions include protecting the safety of water supplies, assuring adequate sanitation is maintained, assuring the safety of food supplies, providing mortuary services, preventing or controlling epidemics and mental health. This function outlines the procedures for providing health services. Incidents involving mass casualties and mass death may require the outside assistance of Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Services Teams (DMORT).

**II. POLICY.**

It is the policy of Horry County Emergency Management:

- A. To provide the highest of quality of care possible, however, emergency measures to protect life and health during disasters in all likelihood will be exclusively dependent upon local and area resources. Austere conditions may limit the amount and quality of care.
- B. That this function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Grants (MIAP)\*  
Horry County Coroner  
SC Department of Health and Environmental Control  
Hospital Representatives

**IV. Responsibilities:**

- A. Coordinate comprehensive medical support to victims of all emergencies and disasters in Horry County.
- B. Coordinate emergency, “on-site” medical assistance following a disaster.

- C. Coordinate and manage the Special Medical Needs Shelters.
- D. Manage the medical and legal aspects of a mass fatality situation, to include activating a local team or federal DMORT to conduct identification, notification and release processes.
- E. Identify and monitor county medical facilities' status and capabilities, as these relate to their ability to serve clients.
- F. Implement and monitor crisis center staffing and procedures.
- G. Coordinate food, water, and sanitation safety efforts.
- H. Disseminate immediate and long-term recovery public health advisories.
- I. Assist with coordinating the Mass Casualty Response Plan.

V. **Operational Issues:**

- A. Special Medical Needs Shelters.

In Horry County, two facilities have been designated as "Special Medical Needs Shelters". These facilities are designated for those individuals who need more medical assistance than they could receive at a public mass care shelter, but not so much as to need hospitalization. These facilities are managed and operated by DHEC and DSS.

- B. Nursing Home Liaison.

Within ESF 8, an individual will be designated as the Nursing Home Liaison. This person will be responsible for coordinating with the Nursing Home Administrators in the county and passing information to them regarding the emergency situation.

- D. Medical Facility Evacuation.

In the event of an emergency or disaster, it might become necessary to evacuate a medical facility. All medical facilities have DHEC approved emergency response plans that address evacuations. Each facility is responsible for conducting their evacuation.

- E. Mass Fatality Incidents.

In the event of an incident that results in a large number of fatalities, ESF 8 (under direction of the County Coroner) will coordinate for temporary morgues. Medical Facilities and Funeral Homes will be utilized as much as possible, but if the need exceeds the capability, refrigerated trucks will be utilized, if appropriate. A DMORT may be requested through the EOC Operations Manager, if needed.

- F. Mass Casualty Response Plan

In the event of a mass casualty event, ESF 8 will assist with the implementation for the Mass Casualty Plan referenced in Section 7.

Emergency Management Plan

Section 4

**ESF 9 Search and Rescue**

**This Emergency Support Function is coordinated with ESF 4 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 10 Hazardous Materials**

**This Emergency Support Function is coordinated with ESF 4 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 11 Food and Agriculture**

**This Emergency Support Function is coordinated with ESF 8 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 12 Energy**

**This Emergency Support Function is coordinated with ESF 3 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 13 Law Enforcement**

**I. PURPOSE.**

To provide for the timely and coordinated efforts of law enforcement personnel for public safety and protection. Activities which relate to evacuation, re-entry, traffic control, crowd control, curfew, security and other extraordinary law enforcement functions are necessary to provide for the public's safety and welfare within a disaster environment.

**II. POLICY.**

It is the policy of Horry County Emergency Management that:

- A. Law Enforcement Entities will exercise lawful authority to save lives and property, enforce laws, and enforce orders and regulations during emergencies/disasters.
- B. This function may be utilized singularly, or in conjunction with Crisis Action Team (CAT) or Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Police\*  
Horry County Sheriff  
Horry County Detention Center  
Representatives of Municipal Police Departments  
SC Highway Patrol  
SC Department of Natural Resources  
State Law Enforcement Division  
Advance COBRA Team (Law Enforcement specialists)

**IV. Responsibilities:**

- A. Coordinate the effective dissemination of disaster-related information to all law enforcement entities in the county.

- B. Coordinate requesting and utilizing additional law enforcement assets, to include National Guard resources, within the county during disasters or emergencies.
- C. Report damage that presents a significant safety risk to the public.
- D. Provide for traffic management in the event of a major evacuation.
- E. Manage re-entry following a disaster.
- F. Provide security for designated mass care shelters.
- G. Secure the prisoner populations in the detention centers during disaster situations.
- H. Ensure the protection of fuel and vital supplies.
- I. Provide escort assistance to assessment teams and VIPs.
- J. Provide for the security of evacuated areas and sites of serious damage that poses a significant public safety risk to the citizens.
- K. Ensure law enforcement assets are assigned to preserve site evidence, including in terrorism incidents.
- L. Manage alternate communications solutions as requirements emerge.
- M. Maintain a current law enforcement resource list

**V. Operational Issues:**

- A. National Guard Resources. If the county experiences a major emergency or disaster, it may be necessary to utilize the South Carolina National Guard to augment the regular law enforcement agencies. When the National Guard are used, a number of items must be considered prior to deployment.
  - 1) It is best to pair up a National Guardsman with a local law enforcement officer. If the Guardsmen are going to man a traffic post, provisions must be made to allow communications with the local law enforcement agency.
  - 2) If the National Guardsmen are going to be armed, then appropriate “Rules of Engagement” must be developed and understood by all parties prior to the Guardsmen being deployed.
- B. Quick Damage Survey. Some emergencies and disasters lend themselves to using the law enforcement to providing initial damage information. The concept is that some events cause very localized damages. The law enforcement officers on the street would survey their jurisdictions and report the areas that had been affected. This information would be used to develop a more comprehensive assessment.
- C. Re-Entry. Following some emergencies and disasters, it is in the public interest to restrict access to the area to selected individuals. The specifics of this restricted phase will be dependent upon the situation. Some of the issues to consider are:
  - 1) Threat to public safety. The area has to be analyzed for the hazards that are posed to the general public. Some disasters result in HazMat contaminants in the area. Others might cause structural damage to the road network, rendering it unsafe for public traffic.

- 2) Trafficability. The area needs to be analyzed to determine the capability to sustain vehicular traffic. If there is a tremendous quantity of debris blocking the roads, numerous power lines down, etc., it might be appropriate to limit entry until the situation has been addressed.
  
- 3) Hurricane Re-Entry is addressed in the Horry County Re-Entry Plan.

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Emergency Management Plan

Section 4

**ESF 14 Business and Insurance**

**I. PURPOSE.**

To provide for coordination of the Business and Industry community during emergencies, and to provide guidance on emergency and recovery operations undertaken following this plan.

**II. POLICY.**

It is the policy of Horry County Emergency Management:

- A. In order to maximize the County's economic vitality, it is the goal of Horry County to promote and encourage the business and industry community to develop and maintain emergency programs and plans.
- B. That this function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Risk Management\*  
Chamber of Commerce Representative  
Hospitality Association Representative  
Campground Association Representative  
Area Recovery Council Representative  
Insurance Industry Representative  
Coastal Cooperative Network Representative  
Internal Revenue Service Representative

**IV. Responsibilities:**

- A. Serve as the county's liaison with the business and insurance industries regarding the emergency or disaster.

- B. Coordinate assistance for the “Insurance Disaster Assessment Team” (IDAT).
- C. Coordinate the sharing of information with the Area Recovery Council.

**V. Operational Issues:**

- A. Insurance Disaster Assessment Team (IDAT) Procedures. In the event of a major disaster, ESF 14 will coordinate the IDAT Assessment. This will be a team of insurance representatives who will conduct an assessment to determine the number of emergency adjusters that will be needed to handle the projected insurance claims. The IDAT will require local law enforcement assistance and must include an orientation briefing and an out-brief for the EOC Operations Manager.
- B. Role of the Area Recovery Council (ARC). The ARC plays a major role in disseminating information on the status of the Grand Strand, particularly as it applies to the recovery of the business community. The ARC spokesmen and the County PIO will coordinate information to ensure everyone has the same data. As the County has a tremendous interest in the recovery of the economic community, sharing of information will allow both organizations to benefit.

Emergency Management Plan

Section 4

**ESF 16 Evacuation Traffic Management**

**This Emergency Support Function is coordinated with ESF 13 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 17 Animal Emergency Operations**

**I. PURPOSE.**

To provide the following:

- A. Identify, manage, and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife, and exotic animals following a significant emergency, and to coordinate emergency response and relief assistance with municipal, county, state and federal agencies.
- B. Provide guidance in dealing with animals and animal related problems caused by an emergency/disaster.

**II. POLICY.**

It is the policy of Horry County Emergency Management:

- A. That in the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies, disasters. Priorities will be directed toward animal care functions after human needs are met.
- B. That this function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Participating Agencies:**

Horry County Police Department\*  
COBRA Response Team (CART Response Group)  
Clemson University Cooperative Extension Service  
SC Department of Health and Environmental Control  
Humane Society Animal Shelters  
Animal Control Officers  
Veterinarians  
Live-stock Representatives

**IV. Responsibilities:**

- A. Develop a training program for county animal emergency personnel; include bio-terrorism and chemical contamination scenarios.
- B. Release information as needed on disaster planning and safety for animals.
- C. Maintain a list of animal shelters and confinement areas for Horry County and develop letters of agreement as appropriate.
- D. Develop and maintain a list of medical and non-medical volunteers and agencies that will provide care assistance.
- E. Participate in exercises annually.

**V. Operational Issues:**

- A. Track the activities of county animal shelters and confinement areas before, during and after the disaster.
- B. Coordinate rescue and transport to shelters.
- C. Organize triage and follow-up care.
- D. Coordinate Public Information.
- E. Organize and manage animal response donations.

Emergency Management Plan

Section 4

**ESF 18 Volunteer Services**

**I. PURPOSE.**

To define the local procedures for receipt, storage, and delivery of donated goods and funds.

**II. POLICY.**

It is the policy of Horry County Emergency Management that:

- A. Preparation is essential to respond to the public's offerings of goods.
- B. Horry County Emergency Management with the assistance of the Horry County VOAD will coordinate with the SCEMD to assure the expeditious delivery of donated goods to the affected area(s) and individuals.
- C. A pro-active approach will be taken to curtail the flow of unsolicited goods in a disaster situation. Positive control of incoming unsolicited donations will be affected when necessary to ensure such donations do not interfere with response and recovery efforts.
- D. This function may be utilized singularly, or in conjunction with an Emergency Operations Center (EOC) activation.

**III. Support Agencies:**

Horry County Emergency Management\*

Horry County VOAD

The Salvation Army

American Red Cross

Other Agencies

**IV. Primary Responsibility**

- A. The outpouring of donated goods and volunteer services will need to be tracked properly.
- B. The distribution of donated goods and volunteer services will need to be a cooperative effort between all response agencies within Horry County.

- C. Agencies supporting ESF 18 will develop and maintain their own individual standard operating procedures.
- D. Letters of Agreement between volunteer as well as non-volunteer agencies shall be the responsibility of the agencies listed under this ESF.

**V. Operational Issues:**

- A. All activities involving the distribution of donated goods and volunteer services will be logged and documented.
- B. A local telephone number will be published as soon as possible following the occurrence of an event. The number will serve as the central point of contact for incoming donations and volunteer services.
- C. ESF 18 coordinators will assess the need for volunteers and will relay this information to ESF 18 coordinators at the state level.
- D. Staging areas will be established to facilitate the disbursement of services to impacted areas.
- E. Demobilization procedures will be initiated as requirements for services diminish.
- F. Agencies providing assistance under ESF 18 may be required to provide after actions reports, situational reports, or other supporting documentation.

Emergency Management Plan

Section 4

**ESF 20 Special Medical Needs**

**This Emergency Support Function is coordinated with ESF 6/8 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 21 Disaster Assessment**

**This Emergency Support Function is coordinated with ESF 5 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 22 Air Operations**

**This Emergency Support Function is coordinated with ESF 1 in Horry County.  
Refer to that ESF for guidance.**

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Emergency Management Plan

Section 4

**ESF 23 Damage Assessment**

**This Emergency Support Function is coordinated with ESF 5 in Horry County.  
Refer to that ESF for guidance.**

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## Section 5

# Recovery



## Horry County, South Carolina

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Emergency Management Plan

Section 5

**Recovery**

**A. INTRODUCTION**

1. In recovering from a disaster, the local government may have the capability of managing the recovery locally. However, in the instances of major hazards such as hurricanes, widespread flooding, wildfires, or terrorism local governments are dependent upon federal and state government support to augment local resources during recovery.

Disaster recovery operations highlight the importance of the recovery period and the need to anticipate the demands that recovery will probably create. Public officials must be prepared to lead the community to recovery (victims and their families, emergency workers and volunteers), restore utilities, repair roads, and program future development without losing sight of the less visible damage caused by emergencies and disasters. This section of the Emergency Management Plan outlines the recovery process. It will outline the procedures for assessing the need for, applying, and administering federal and state disaster assistance programs.

**B. OVERVIEW: GENERAL RECOVERY FUNCTIONS.**

1. **Damage Assessment.** Two different types of joint local, state and federal preliminary damage assessments occur: Assessment of damage to homes and businesses, and Assessment of damage to public infrastructure, special districts and private nonprofit organizations. Damage assessment is performed for management purposes, to obtain a disaster declaration, and to inform the public.
2. **Requesting Federal Assistance.**
  - a. Based on a joint federal and state preliminary damage assessment (PDA) that the ability to recover is beyond local and state capability, the Governor may request federal assistance through a Presidential Declaration. Request packages are prepared by the South Carolina Emergency Management Division from the damage assessment data.
  - b. Other requests may be made to federal agencies under their own authority from existing or emergency programs, such as the U. S. Small Business Administration (SBA) or the U. S. Department of Agriculture (USDA). The Governor's request for assistance from federal agencies under their own authorities from existing or emergency programs is transmitted directly to the agency or agency administrator involved. The specific assistance, if declared, is then provided directly from the federal agency.
  - c. The request made to the President through the Federal Emergency Management Agency (FEMA) for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration.

- If the President denies federal assistance, the cost of recovery would be borne by local and/or state governments.
- If the request is approved by the President and an "emergency" declaration is made, limited assistance will be provided per PL 93-288, as amended. See Section D in this Annex.
- If the request is approved by the President and a "major disaster" declaration is made a federal-state agreement on commitment and assistance is agreed upon, and various assistance programs are provided. See Sections D, E and F on the following pages.

3. Recovery Facilities.

- a. A Disaster Field Office (DFO) is established to facilitate federal-state coordination of private and public disaster assistance. The Governor appoints (or has previously appointed) a "Governor's Authorized Representative (GAR)" to work in partnership with federal officials and to represent the state's interests. The President appoints a federal coordinating officer (FCO) to coordinate federal assistance and requests the Governor to designate a state-coordinating officer (SCO). The SCO coordinates state and local efforts, working closely with the FCO.
- b. Disaster Recovery Centers (DRC's) may be established to manage the cooperative effort between the local, state, and federal government for the benefit of disaster victims (individuals, families and small businesses). Agencies and organizations offering assistance provide representatives to the DRC where disaster victims, through an "entrance/exit interview" process, may receive information and referral to the specific agencies/organizations that can best meet their needs. Application for assistance should initially be made through the national tele-registration hot-line (1-800-621-3362 or TTY 1-800-462-7585). FEMA, state and local emergency management will jointly determine the locations, dates and times for the operation of DRC's.

**C. DAMAGE ASSESSMENT FUNCTIONS.**

1. Phase 1: Situation Reports, "A Quick Overview of What Happened."

- a. During the first few hours following the occurrence of disaster, the Emergency Operations Center (EOC) will be the focal point for the initial situation/damage reports as provided by County employees, 911 dispatch center, the media, and the general public. These initial reports form the basis for the County's emergency proclamations, and requests for assistance from the state and federal government. Critical information includes: locations of injuries, deaths, damages; types and extent of damages; impact on people; local resources available; assistance needed. This information will be communicated and filed with the South Carolina Emergency Management Division.

2. Phase 2; Trained Damage Assessment Teams, "A Closer Look at What the Needs and Priorities Are."

- a. Pre-planning for damage assessment is an ongoing process. Procedures and teams must be in place before the disaster event occurs. Successful damage assessment begins immediately and continues through the recovery phase. Damage assessment is conducted separately from life saving and property protection operations.

- 
- b. The damage assessment function is located within the Planning Section of the Emergency Operations Center (EOC) and will be activated as soon as practical. Immediate analysis will include:
- A description of the disaster.
  - Where the disaster struck.
  - Approximate number of people problems.
  - Demographics of the affected area.
  - Whether the disaster is still occurring, and other current conditions.
  - Any conditions that could affect the ability to carry out relief coordination.
  - Extent of the disaster impact on the County and the dollar amount of damages (necessary for state, federal assistance application).
- c. Methods of damage assessment include:
- Spot Reporting, Initial Reports: Key information as to the nature and extent of the disaster and a description of the affected area allows the EOC to map, record and direct response to critical areas. Information may be obtained by radio and telephone from emergency personnel on scene (rescue, law, fire, public works), home owners, businesses, etc.
  - Aerial Inspection (Fly Over): Weather permitting, aircraft are utilized for initial damage assessments ("spot reporting"), and later for more detailed assessments. Input can be written observer logs, photos, or video.
  - Windshield Assessment/Survey: Disaster assessment teams drive through all affected areas visually gathering data on the number of individual homes, apartments, mobile homes, businesses, public buildings, public infrastructure, critical facilities, etc. that have been damaged or destroyed.
  - Detailed Survey of Areas: A more detailed assessment of the damaged areas through telephone, walk through or personal interviews.
3. Phase 3: Local/State/Federal Damage Assessment Teams, "Validation of Damages, Defining Repairs, and Costs."
- a. Because federal funding may be involved, and as part of the public assistance application process, state and federal damage assessment teams will want to identify and validate damaged property in public infrastructure, define the scope of repairs, and determine repair or replacement costs. A timely and well-managed Horry County damage assessment will demonstrate Horry County leadership, and will enable the state/federal assessments teams to do their job faster, maximizing public assistance benefits.

#### **D. TWO TYPES OF FEDERAL ASSISTANCE.**

1. Assistance under a declaration of "EMERGENCY" is specialized assistance to meet a specific need and is generally limited to those actions which may be required to save lives and protect property, public health, safety, or to lessen the threat of a more severe disaster. (Note: Under 44 CFR, subpart E, a five (5) million dollar cap for debris removal and emergency management measures.) Examples of emergency assistance are:
- Emergency mass care, such as emergency shelter, emergency provision of food, water, medicine, and emergency medical care.
  - Clearance of debris to save lives and protect property and public health and safety.

- Emergency protective measures, including: Search and rescue; Demolition of unsafe structures; Warning of further risks and hazards; Public information on health and safety measures; Other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or to private property when in the public interest.
  - Emergency communications.
  - Emergency transportation.
  - Emergency repairs to essential utilities and facilities.
2. Assistance under a declaration of "MAJOR DISASTER" provides a wide range of assistance to individuals and/or to local and state governments and certain non-profit organizations. See Section E and F this Annex.

**E. Human Services - INDIVIDUAL ASSISTANCE.**

Note: See Attachment 1, this section, "Disaster Programs for Homeowners, Renters, and Business Owners" for further details.

1. Individual Assistance Programs.

- Temporary housing, until alternative housing is available, for disaster victims whose homes are uninhabitable. Home repair funds for uninsured losses may be given to owner-occupants in lieu of other forms of temporary housing assistance, so that families can quickly return to their damaged homes. Other forms of assistance include rental assistance up to 18 months and/or use of mobile homes.
- Disaster unemployment assistance and job placement assistance for those unemployed as result of a major disaster and who have used up their regular unemployment benefits.
- Individual and family grants of up to \$13,100 (this amount is adjusted for inflation annually) to help meet disaster-related necessary expenses or serious needs when those affected are unable to meet such expenses or needs through other programs or other means.
- Legal services to low-income families and individuals.
- Crisis counseling and referrals to appropriate mental health agencies to relieve disaster-caused mental health problems.
- Loans to individuals, businesses, and farmers for repair, rehabilitation or replacement of damaged real and personal property and some production losses not fully covered by insurance.
- Agricultural assistance, including technical assistance; payments covering a major portion of the cost to eligible farmers who perform emergency conservation actions on farmland damaged by the disaster; and provision of federally owned feed grain for livestock and herd preservation.
- Veterans assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Department of Veterans Affairs (VA) if a VA-insured home has been damaged.
- Tax relief, including held from the Internal Revenue Service in claiming casualty losses resulting from the disaster, and state tax assistance.
- Waiver of penalties for early withdrawal of funds from certain time deposits.
- The Cora Brown Fund, to assist victims of natural disasters for those disaster-related needs that have not been or will not be met by other programs.

2. Other programs can include:

- Low Interest Deferred Payment Loan Program, available to home owners and rental property owners for repair or reconstruction of real property damaged or destroyed in a natural disaster. Applicants must first exhaust insurance or all other federal and state disaster assistance in order to qualify.
- Housing and Urban Development Program, offered to low income applicants. Program will pay a percentage of rental costs for a maximum of eighteen months.
- Social Security Assistance, help in expediting delivery of checks delayed by the disaster, and in applying for social security disability and survivor benefits.
- Emergency Individual and Family Needs, emergency food, clothing, shelter, and medical assistance may be provided to individuals, families having such needs as a result of the disaster.
- Contractor's Licensing, guidance in obtaining licensed contractors to assist home owners in repair or restoration of damaged property.
- Insurance Information, advice to persons on insurance requirements, claims, and problems with settlement.
- Consumer Fraud Prevention, a program to obtain consumer advice, and to report consumer fraud and price gouging.

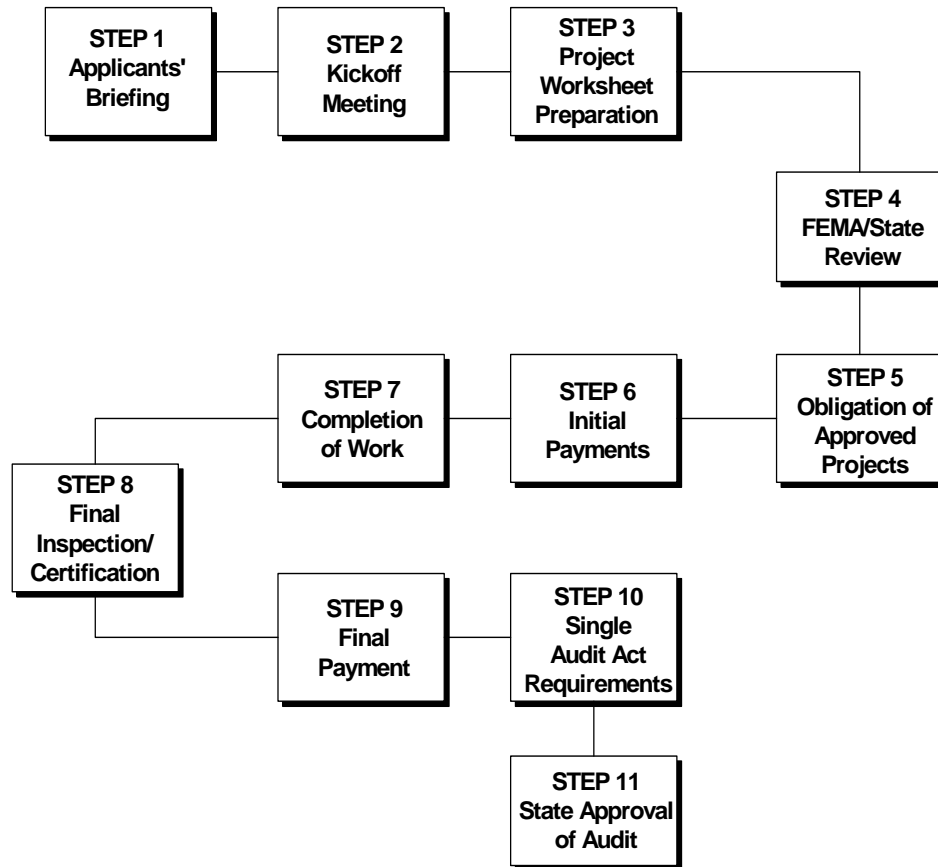
**F. INFRASTRUCTURE - PUBLIC ASSISTANCE.**

Note: The flow chart on page 8 summarizes the public assistance process.

1. The Public Assistance Program is intended to help repair or replace damaged/destroyed public property and infrastructure. After a Presidential Disaster Declaration, the South Carolina Emergency Management Division and Federal Emergency Management Agency (FEMA) will join Horry County in determining the extent of damages and will conduct "Applicant's Briefings" to clarify public assistance requirements, procedures, and eligible projects.
2. The federal government can provide a minimum of 75% of the funding for the recovery work that FEMA rules as eligible.
3. Project Applications. The Project Application is the document that summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Horry County, the South Carolina Emergency Management Division and the Federal Emergency Management Agency. Details on eligible projects are found in the current federal guidelines provided during the Applicant's Briefing.
4. Project Worksheets. The basis for Project Applications is the "Project Worksheets" which identify the damaged property, define the scope of work, and establish the cost of repair or replacement. A Horry County/state/federal team prepares the Project Worksheets, which may be supported by engineers or contractor estimates, photographs, maps, and other appropriate data. The scope of work, as outlined on the Project Worksheet, is the guideline for determining eligibility.

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## Public Assistance Flow Chart



5. Horry County responsibilities will include:

- Compiling a list of all sites where damage occurred.
- Documenting all the damage.
- Coordinating the damage survey team(s).
- Reviewing and signing all Project Worksheets.
- Selecting project funding options.
- Project management.
- Preparing reports and documentation.
- Participating in final inspections.
- Participating in audits.
- Providing insurance for approved projects.

6. Other forms of Public Assistance, which may be made available under a Presidential declaration of a major disaster, include:

- Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.
- Community disaster loans, payment of school operating expenses, repairs to federal-aid system roads,

repairs to projects.

7. Federal requirements tied to financial assistance:

- The Disaster Relief Act requires that an applicant, for assistance for the repair or restoration of damaged public or private nonprofit facilities, shall purchase and maintain such insurance as may be reasonably available, adequate and necessary to protect such facilities against future loss.
- In addition, the applicant must comply with appropriate hazard mitigation, environmental protection, flood plain management and flood insurance regulations as a condition for receiving federal disaster assistance.

**G. NATIONAL FLOOD INSURANCE PROGRAM (NFIP).**

The NFIP is a federal program enabling property owners to purchase insurance protection against losses from flooding. This insurance is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods. Until recently, such coverage was generally unavailable from private-sector insurance companies.

Participation in the NFIP is based on an agreement between local communities and the federal government which states that if a community will implement and enforce measures to reduce future flood risks to new construction in special flood hazard areas, the federal government will make flood insurance available within the community as a financial protection against flood losses which do occur.

No assistance for any facility will be available in future disasters, unless the required insurance has been obtained and maintained.

**H. HAZARD MITIGATION GRANT PROGRAM.**

Should Horry County receive public disaster assistance, the Hazard Mitigation Grant Program (HMGP) will be available through the Stafford Act, Section 404. The Disaster Mitigation Act of 2000 (DMA 2000) reinforces the importance of mitigation planning and introduced new requirements for the HMGP. Therefore, as stated in the DMA 2000, Horry Count must provide a copy of the Horry County All-Hazards Mitigation Plan to pursue mitigation measures to help insure against similar damage in the future under the HMGP.

**I. CONCEPT OF RECOVERY OPERATIONS.**

1. Recovery Phases.

- a. A community response to disaster impacts follows a “phased approach” that includes two general phases: short-term and long-term.
  - The recovery phase begins during the response phase. Initial focus is on impact assessment.
- b. Short-term recovery operations will begin during the response phase of the emergency. The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:
  - Utility restoration.
  - Expanded social, medical and mental health services.
  - Re-establishment of local government operations.
  - Transportation route restoration.
  - Debris removal and clean-up operations.

The abatement and demolition of hazardous structures.

- c. The goal of long-term recovery is to restore facilities to pre-disaster condition. The major objectives of long-term recovery operations include:
    - Coordinated delivery of long-term social and health services.
    - Improved land use planning.
    - Re-establishing the local economy to pre-disaster levels.
    - Recovery of disaster response costs.
    - The effective integration of mitigation strategies into recovery planning and operations.
2. Recovery Responsibilities.
    - a. All local entities are encouraged to:
      - Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post disaster development changes.
      - Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
      - Recommend and implement an economic recovery program focusing on local community needs.
      - Recommend zoning changes in damaged areas.
      - Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
      - Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
      - Initiate recommendations for relocation and acquisition of property in damage areas.
      - Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
      - Evaluate damaged public facilities and formulate reconstruction, mitigation, or replacement recommendations.
      - Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
3. Recovery Incident Action Plan.
    - a. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Emergency Operations Center (EOC) as staff works to assemble data on the extent of damages.
    - b. The Planning Section with assistance from others as needed, will develop the first draft of a “Recovery Incident Action Plan (RIAP)”. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
    - c. As the emergency response phase stabilizes, the EOC begins the coordination of disaster recovery activities.
    - d. The County may establish a “Recovery Task Force” to:
      - Oversee the recovery and reconstruction process.
      - Identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.

- e. “Recovery Task Force” responsibilities may include, but not limited to:
- Preparing a redevelopment plan.
  - Developing procedures to carry out build back policies.
  - Developing policies for redeveloping areas that have sustained repeated disaster damage.
  - Develop policies that promote mitigation from future damage.
  - Develop priorities for relocating and acquiring damaged property.
- f. The Recovery Task Force will develop a specific, more refined recovery incident action plan based on the first draft developed by the EOC Plans Section. This event specific RIAP, in part, will specify which “recovery functions” are to be activated. The RIAP also defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:
- Eliminate life-threatening conditions.
  - Restore utility and transportation services.
  - Provide and restore suitable housing conditions.
  - Resume normal economic activity.
  - Expedite the securing of financial assistance from both the public and private sectors.
  - Restore other important County services to normal levels.
  - Restore the community’s physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
  - Return of all essential services (i.e., water, sewage, electricity, gas, refuse pickup, etc.).
  - Return personnel to normal work schedules and assignments.

**ATTACHMENT 1:**

**Disaster Programs for Homeowners, Renters & Business Owners**

**DISASTER PROGRAMS FOR HOMEOWNERS, RENTERS & BUSINESS OWNERS**

(SOURCE: Community Relations Team, FEMA Field Operations Guide, August 1999)

Homeowners, renters, and business owners who sustain damages or losses as a result of the recent disaster may be eligible for assistance from a variety of State, Federal, and voluntary agencies. Types of assistance include:

<b>Program/Agency</b>	<b>Assistance</b>	<b>Eligibility</b>	<b>Specific Criteria</b>
Emergency Assistance - coordinated by the American Red Cross and Voluntary Agencies Active in disasters.	Emergency food, clothing, shelter, and medical assistance.	Available to individuals and families with disaster-related emergency needs.	Also makes referrals to church groups and other voluntary agencies.
Disaster Housing Assistance - Administered and funded by FEMA.	Grants for disaster housing or for emergency repairs needed to make a residence livable until more permanent repairs can be made.	Available to homeowners and renters whose permanent homes are uninhabitable because of the disaster.	Housing assistance grants supplement any insurance coverage an individual might have.
		Homeowners	Grants made to homeowners who can return to their home by making minimal repairs.  Homeowners with more substantial property damage may qualify for initial disaster housing grants.  Extensions may be granted on a case by-case basis.

Program/Agency	Assistance	Eligibility	Specific Criteria
		Renters	<p>Renters may qualify for short-term rental assistance.</p> <p>Extensions may be granted on a case-by-case basis.</p>
Home/Personal Property Disaster Loans - U.S. Small Business Administration (SBA)	Low-interest loans to repair or replace uninsured or underinsured disaster-damaged real estate and personal property.	For individuals located in counties included in Presidential disaster declarations.	<p>Loans limited to amount of uninsured, SBA verified losses.</p> <p>Maximum loans:                      \$XXX,XXX - real property.                      \$XXX,XXX - Personal property.</p>

## Section 6

# Mitigation



## Horry County, South Carolina

# **See the Horry County All-Hazards Mitigation Plan**

## Section 7

# Specific Hazard or Action Plans



## Horry County, South Carolina

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The Specific Hazard or Action Section of the EMP provides plans that are subordinate to the main document. These detailed plans are used in conjunction with the other Sections of the EMP. The following planning documents are located separately from this plan and are on file at the Horry County Emergency Management Department. These plans are also distributed via the same list as the Emergency Management Plan document. The listing of the plans and their numbering :

- 7-1 Hurricane Plan
- 7-2 Terrorism Plan
- 7-3 Re-Entry Plan
- 7-4 Earthquake Plan
- 7-5 Logistics Plan
- 7-6 Tsunami Plan
- 7-7 Mass Care Plan
- 7-8 Operational Areas Plan