

Emergency Operations Plan

Emergency Support Function – 13

**Law Enforcement**

**I. PURPOSE.**

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. During a compulsory effort of saving life and property, ESF-13 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex will define the role of law enforcement agencies/representatives in providing resources related to the protection of the citizens, visitors and their property when Horry County is threatened or impacted by a major or catastrophic incident. This ESF is responsible for providing details of EOC operations pertaining to law enforcement technical advice and evaluations, law enforcement property and personal protective services and assistance in emergency evacuation and rescue operations.

**II. MISSION.**

The Law Enforcement ESF-13 will ensure effective employment of all available law enforcement assets and resources that may be used during large-scale emergencies or disasters for security, property protection, evacuation, special operations and intelligence gathering.

**III. SITUATION AND ASSUMPTION.**

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively of basic and emergency human needs.

During any type of disaster or large-scale emergency, law enforcement officers will be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public. The stress of high emergency call volume with physical constraints, such as fatigue, sight of death and destruction, impassible roadways from flooding, angry citizens, looting, rescue needs and a multitude of injured victims will appear to be an endless battle with the disaster. The law enforcement services will have increased demands placed on their agencies and with high expectations of success.

**IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.**

**A. Primary:** Horry County Police Department

**B. Support:**

1. Horry County Sheriff's Office
2. State Law Enforcement Agencies
3. Municipal and Special District Law Enforcement Agencies

## **V. NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.) TRAINING**

All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information on all programs. The minimum requirements are as follows:

- A. IS-100.a Introduction to the Incident Command System
- B. IS-200.a ICS for Single Resource and Initial Action Incidents
- C. IS-700.a An Introduction to NIMS
- D. IS-800.b An Introduction to National Response Framework

## **VI. CONCEPT OF OPERATIONS.**

- A. When the EOC is activated, the Emergency Operations Branch Director will confirm that the ESF-13 Coordinator position has been staffed to assist with the management of all law enforcement activities such as:
  1. Security and protection of response personnel, citizens and property during EOC activation.
  2. Limited rescue operations.
  3. Assist in the execution of local curfews during an EOC activation
  4. Implementing evacuations in the vicinity of isolated emergencies.
  5. Assisting ESF-16 with large scale evacuations.
  6. Intelligence gathering
  7. Special law enforcement operations
- B. The ESF-13 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C. Agencies and representatives assigned to ESF-13 will be alerted according to prescribed Horry County EOC activation EOP.
- D. All ESF-13 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- E. State and federal support will be called upon as needed with requests channeled through the Horry County EOC to the South Carolina EOC. Horry County EMD or the ESF-13 Coordinator in the EOC will make requests to the state EOC or SLED for additional resources through ESF-7 when all local law enforcement resources have been exhausted.
- F. The ESF-13 Coordinator will assist in the development of tactics for the operation based on the objectives set forth by the Executive Group.
- G. Each law enforcement agency or representative will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-13 Coordinator is responsible for overall synchronization of all law enforcement activities.

**H.** The ESF-13 Coordinator is responsible for assisting with the coordination of all available law enforcement service manpower, equipment and materials available to manage life safety, incident stabilization and property conservation during and after a disaster based on the incident commanders (if established) requests.

**I.** Situation Reports (SITREP)

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
2. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Operations Section Liaison. The Operations Section Liaison gives the final Operations Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
5. All ESF-13 positions should use the Law Enforcement Situational Report Form (Form# 2.13.1).

**J.** EOC Action Plan

1. When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPS.
3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and the EOC Briefing and Meeting SOP, in support of the EOC Action Planning process.
4. The successful development of the EOC Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
5. Review the EOC Action Plan SOP for more details.

**K.** Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-13 will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide for more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms (SOPs, SITREPS, checklists, etc.) utilized in the perspective ESFs will be located in a file box or binder with each ESF Coordinator.
3. A local list of available fire service resources, to include assets and personnel, should be maintained in the EOC.
4. Horry County IT will have all county assets inventoried and is available through ESF-2 in the City Works program.
5. Coordination between law enforcement services is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for law enforcement protection and providing life safety to the citizens and visitors of the county is strongly encouraged to develop standard operational procedures, instructions and resource listings to support this plan.

#### **N. Evacuation**

1. Evacuations will be coordinated with the EOC to ensure the evacuees are moved to an appropriate area of safe refuge and those with special needs receive appropriate assistance during the evacuation process.
2. The Law Enforcement ESF-13 will assist in the evacuation process by providing personnel, security efforts, crowd/riot control program and assist ESF-16 with traffic control during the large scale evacuations.
3. ESF-13 will also provide assistance to ESF-4 of immediate emergency evacuation situations.
4. Each member of the ESF-13 should review the Emergency Evacuation Plan (Annex 6-12) located on the WebEOC.

#### **O. Mutual Aid and Augmentation Forces**

1. Be aware that a requisition for resources may take as much as 72 hours to arrive from the first call of assistance, based on distance from incident, type of resource, condition of shipping route and contract details and delays.
2. Mutual aid can be requested from (or provided to) the state through the SCEOC once all local resources have been exhausted. These requests should be channeled through the Horry County EOC ESF-7.
3. Support may also be requested from the federal government through the SCEOC. These requests should be channeled through the Horry County EOC ESF-7.

#### **P. Damage Assessment**

An initial EOC priority is to gather as much intelligence about the extent of damage and the impact on people as soon as possible. All agencies and representatives in ESF-13 will submit initial assessment reports to ESF-23 when the situation allows. Information for damage assessments may be provided to or requested from ESF-23 throughout the response and recovery process of the incident or disaster. Utilize the SITREP to document all damage assessment information provided by field personnel.

### **VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.**

1. Primary

Horry County Police Department

1. Serving in a primary role of the ESF-13, the Horry Police Department will function as the ESF-13 Coordinator and has the following responsibilities:
  - a. Exercise overall responsibility for the coordination of ESF-13 activities.
  - b. Serve as the ESF-13 Coordinator in all EOC briefings and meetings.
  - c. Coordinate and complete the ESF-13 SITREP.
  - d. Coordinates with the Emergency Operations Branch Director.
  - e. Verify that a Support Service Staff member has been assigned.
  - f. Verify that an Evacuation Unit Leader has been assigned.
  - g. Verify that a Static Post Unit Leader has been assigned.
  - h. Verify that a Patrol Operations Unit Leader has been assigned.
  - i. Verify that an EOC Security Unit Leader has been assigned through the Horry County Sheriff's Office.
  - j. Verify that a Special Operations/Intelligence Unit Leader has been assigned when any performance of terrorism or intentional act of illegal activity requires a special response and intelligence gathering program. This Coordinator will work closely with the State and Federal Law Enforcement Representatives (Liaison).
  - k. The ESF-13 Coordinator is responsible for the Evacuation Unit Leader position, Special Operations/Intelligence Unit Leader position, Static Post Unit Leader position, Patrol Operations Unit Leader position and EOC Security Unit Leader positions when not assigned to other individuals or agencies.
2. Provide reports from field personnel on damage assessment through window surveys.
3. Maintain a consistent flow of information and communication from ESF-13 to the EOC Emergency Operations Branch Director pertaining to relative activities in field operations and the Law Enforcement ESF-13.
4. Verify that a system of redundancy is in place for documentation and information gathering.
5. Coordinate a list of all available county law enforcement resources and be familiar with the Horry County WebEOC Resource Manager's available assets.
6. Establish an 800MHz communication capability in the EOC for direct contact with field personnel.
7. Coordinate with all law enforcement agencies within ESF-13 and all other operations section ESFs to identify future incident sites requiring law enforcement and security services.
8. Coordinate with all municipal and county law enforcement agencies to assist with security at county and municipal facilities, evacuated areas, points of distribution and shelters located within their jurisdiction.
9. Coordinate with state, municipal and federal law enforcement representatives in securing and maintaining order on all waterways, beaches and open bodies of water.
10. Coordinate large scale crime scene security and investigations, working closely with state and federal law enforcement agencies when necessary.

11. Assist ESF-4, 9 and 10 with perimeter security of the incident site during firefighting operations, search and rescue operations and hazardous materials operations.
12. Specific tasks are included in the associated position SOP(s).

## **B. Support**

1. Horry County Sheriff's Office
  - a. Assign a Sheriff's Deputy to the ESF-13 Coordinator for access control of the M.L. Brown Public Safety Complex and the protection of EOC staff, VIPs and other visitors during activation (EOC Security Unit Leader).
  - b. Provide updates to the ESF-13 Coordinator on operational issues and needs at the Horry County J. Reuben Long Detention Facility.
  - c. Assist with security at county facilities, evacuated areas, points of distribution and shelters located within the Sheriff's Office jurisdiction.
  - d. Assist ESF-4, 9 and 10 with perimeter security of the incident site during firefighting operations, search and rescue operations and hazardous materials operations.
  - e. Specific tasks are included in the associated position SOP(s).
2. State Law Enforcement Agencies
  - a. Assign a State Law Enforcement Liaison for each agency to operate in the EOC to provide constant operation coordination efforts with the ESF-13 Coordinator.
  - b. Maintain an inventory of current law enforcement service resources and equipment, work closely with ESF-7 to obtain any assets not available within the municipality's reserve and be familiar with the Horry County WebEOC Resource Manager's available assets.
  - c. Maintain communication capabilities with law enforcement service operational personnel.
  - d. Specific tasks are included in the representatives SOP(s).
3. Municipal and Special District Police Departments
  - a. Assign a Municipal Law Enforcement Liaison for each agency to operate in the EOC to provide constant operation coordination efforts with ESF-13 the Coordinator.
  - b. Provide law enforcement protection and prevention plan for response within the municipal jurisdiction during a disaster.
  - c. Provide a rescue operations plan for special situations and operations within the municipal jurisdiction during a disaster.
  - d. Maintain an inventory of current law enforcement service resources and equipment, work closely with ESF-7 to obtain any assets not available within the municipality's reserve and be familiar with the Horry County WebEOC Resource Manager's available assets.
  - e. Maintain communication capabilities with law enforcement service operational personnel.
  - f. Verify that all Mutual Aid Agreements with Horry County and other local agencies are up-to-date and valid.
  - g. Coordinate security for critical facilities, evacuated areas, points of distribution and shelters located within your jurisdiction.
  - h. Assist ESF-4, 9 and 10 with perimeter security of the incident site during firefighting operations, search and rescue operations and hazardous materials operations.
  - i. Specific tasks are included in the representatives SOP(s).

**VIII. ANNEX MAINTENANCE.**

The Operations Section Liaison has the responsibility of coordinating, developing and maintaining the Law Enforcement Annex in association with the Emergency Operations Branch Director and the designated Law Enforcement ESF Lead Agency. The Law Enforcement Annex will be updated in conjunction with the EOP as stated in Section 6, Plan Development and Maintenance.

## **Emergency Support Function (ESF-13) Law Enforcement**

### **General ESF Actions**

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

**Primary: Horry County Police Department**

**Support:**

- Horry County Sheriff's Office
- State Law Enforcement
- Municipal and Special District Police Departments

**\*Please refer to the EOP, IV, B, 8 for general preparedness and response actions.**

**Preparedness**

- Assist with the coordination, development and maintenance of the Law Enforcement Annex
- Participate in county exercises and conduct annual ESF-1 training to validate the Law Enforcement Annex and supporting documents
- Ensure all personnel train on and integrate NIMS principals in all planning as outlined in the Annex.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Maintain a list of resources, assets and personnel that are crucial for the functionality of the Law Enforcement Annex.
- Develop and maintain mutual aid agreements

**Response**

- Coordinate the effective dissemination of disaster-related information to all law enforcement entities in the county.
- Coordinate requesting and utilizing additional law enforcement assets, to include the SC National Guard resources.
- Report damage that presents a significant risk to the public.
- Provide security for designated mass care shelters.
- Secure the prisoner population in the detention center during a disaster situation.
- Ensure the protection of fuel and vital supplies.
- Provide escort assistance to assessment teams and VIPs.
- Provide for the security of evacuated areas and sites of serious damage that poses a significant public safety risk to the citizens.
- Ensure law enforcement assets are assigned to preserve site evidence, including in terrorism incidents.
- Manage alternate communication solutions as requirements emerge.
- Maintain a current law enforcement resource list.
- Ensure public safety and welfare is being implemented through such actions as: Evacuation; Crowd control; Traffic control; Property protection; Security at designated facilities; and Incident perimeter control.
- Support damage assessment activities.
- Coordinate security for: County and municipal facilities; Evacuated areas; and Supply distribution points (PODS).