

Emergency Operations Plan

Emergency Support Function – 16

Evacuation Traffic Management

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-16 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 evacuation traffic management agencies/representatives in implementing the South Carolina Hurricane Plan and 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 evacuation traffic management technical advice and evaluations and providing a system of emergency evacuation during an acute disaster or emergency.

II. MISSION.

The Evacuation Traffic Management ESF-16 will ensure effective employment of all available evacuation assets and resources that may be used during large-scale emergencies or disasters.

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, evacuation traffic management team will be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public. The stress of high vehicular volume on roadways; physical constraints, such as fatigue, sight of death and destruction; impassible roadways from flooding or destruction; angry citizens; motor vehicle accidents, stranded vehicles and abandoned vehicles on evacuation routes will appear to be an endless battle with the process. The evacuation traffic management services will have increased demands placed on their agencies and with high expectations of success.

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.

A. Primary: South Carolina Highway Patrol

B. Support:

1. Horry County Police Department
2. Horry County Sheriff's Office
3. Municipal Police Departments
 - a. Atlantic Beach Police Department
 - b. Aynor Police Department
 - c. Briarcliff Acres Police Department
 - d. Conway Police Department
 - e. Loris Police Department
 - f. Myrtle Beach Police Department
 - g. North Myrtle Police Department
 - h. Surfside Beach Public Safety
4. Other State Law Enforcement Agencies
5. South Carolina Department of Transportation
6. Horry County Public Works

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-16 Coordinator position has been staffed to assist with the coordination of all evacuation traffic management activities that require state assistance.
- B. The ESF-16 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-16 will be alerted according to prescribed Horry County EOP.
- D. All ESF-16 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 SEOC. Horry County EMD or the ESF-16 Coordinator in the EOC will make requests to the state EOC or the SC Highway Patrol for additional resources through ESF-7 when all local law enforcement resources have been exhausted.
- F. The ESF-16 Coordinator will assist in the development of tactics for the operation based on objectives established by the Executive Group.

- G.** Each agency or representative assigned to evacuation traffic management will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-16 Coordinator is responsible for overall synchronization of all evacuation traffic management activities.
- H.** The ESF-16 Coordinator is responsible for assisting with the coordination of all available evacuation traffic management service manpower, equipment and materials. Under disaster conditions, the ESF-16 Coordinator will coordinate all efforts from the EOC. Routine operations will be handled by individual agency/representative's standard procedures.
- 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-16 positions should use the Law Enforcement Situational Report Form (Form# 2.16.1).

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-16 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.

L. Evacuation

Evacuations in Horry County (with in the Northern Conglomerate) will be coordinated with the Horry County EOC and the South Carolina Emergency Management EOC to ensure the evacuees are moved to an appropriate area of safe refuge and those with special needs receive appropriate transportation in the time of need. The Evacuation Traffic Management ESF-16 will play an integral part assisting with the evacuation process by providing personnel, security efforts, crowd/riot control program and a systematic effort of moving a large number of motor vehicles from the evacuation zone to a safe place of refuge. ESF-16 will also provide life safety measures during times of emergency evacuation. Each member of ESF-16 should review the State Hurricane Plan for specific information on evacuation. Key points to focus on are:

1. Review the Evacuation Decision and Response Time Line (pages 14-20) in the Basic Plan.
2. Review the Post Landfall Response Timeline (pages 21-24) in the Basic Plan.
3. For details on the Northern Coastal Conglomerate Evacuation and Traffic Management process, review Appendix C, Annex 2, Section C of the South Carolina Hurricane Plan:
 - a. Evacuation Zones (pages 1-3)
 - b. Estimated Evacuation Clearance Times (pages 3-5)
 - c. Traffic Management, Evacuation Routes, Traffic Control Points (TCPs) Staffing Coordination and Traffic Flow Equipment (page 6)
 - d. Traffic Management Operations/Evacuation Route Monitoring (pages 6-18)
 - e. Horry County TCPs (pages 11-17)

M. 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.

N. 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-16 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

South Carolina Highway Patrol

1. Serving in a primary role of the ESF-16, the SC Highway Patrol will function as the ESF-16 Coordinator, Mass Evacuation Coordinator and has the following responsibilities:
 - a. Exercise overall responsibility for the coordination of ESF-16 activities.
 - b. Serve as the ESF-16 Coordinator in all EOC briefings and meetings.
 - c. Coordinate and complete the ESF-16 SITREP.
 - d. Coordinate with ESF-1 in assisting with traffic diversion devices and signs.
 - e. Coordinate with SEOC ESF-16 for evacuation traffic management efforts throughout the state that may affect Horry County.
 - f. Coordinates with the Emergency Operations Branch Director.
2. Provide reports from field personnel on traffic flow and vehicular accident occurrences.
3. Maintain a consistent flow of information and communication from ESF-16 to the EOC Emergency Operations Branch Director pertaining to relative activities in field operations and the Evacuation Traffic Management ESF-16.
4. Verify that a system of redundancy is in place for documentation and information gathering.
5. Coordinate with ESF-7 for needed resources through City Works and/or the Horry County WebEOC Resource Manager.

B. Support

1. State, County and Municipal Law Enforcement Agencies/Representatives
 - a. Assigned as an Evacuation Traffic Management Operations Liaison in the EOC from agencies' or representatives' jurisdiction for constant operation coordination efforts with ESF-16, as needed.
 - b. Synchronize with the ESF-16 Coordinator in using the South Carolina Hurricane Evacuation Plan.
 - c. Maintain an inventory of current evacuation traffic management resources and equipment; and work closely with ESF-7 to obtain any assets not available within the municipality's reserve.
 - d. Coordinate with ESF-7 for needed resources through City Works and/or the Horry County WebEOC Resource Manager.

- 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.
2. South Carolina Department of Transportation
- a. Assist in evacuation by providing traffic cones, barriers, diversion devices and signs for routing traffic.
 - b. Provide a bird's eye view of designated areas along the evacuation routes with a remote camera system.
3. Horry County Public Works
- a. Assist in evacuation by providing traffic cones, barriers, diversion devices and signs for routing traffic.
 - b. Provide assistance to emergency response vehicles by designating emergency response routes on non-evacuation routes.

VIII. ANNEX MAINTENANCE.

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

Emergency Support Function (ESF-16) Evacuation Traffic Management

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:

Support:

- Horry County Police Department
- Horry County Sheriff's Office
- Municipal Police Departments
 - Atlantic Beach Police Department
 - Aynor Police Department
 - Briarcliff Acres Police Department
 - Conway Police Department
 - Loris Police Department
 - Myrtle Beach Police Department
 - North Myrtle Police Department
 - Surfside Beach Public Safety
- State Law Enforcement Agencies
- SC Department of Transportation

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

Preparedness

- Assist with the coordination, development and maintenance of the Evacuation Traffic Management Annex
- Participate in county exercises and conduct annual ESF-16 training to validate the Evacuation Traffic Management 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 Evacuation Transportation Annex.
- Identify and assign evacuation routes within the county.
- Conduct public education about evacuation procedures.

Response

- Follow the evacuation guidelines of the South Carolina Hurricane Plan.
- Coordinate with ESF-1 for traffic diversion devices and signs to be utilize along evacuation routes.
- Coordinate with the SEOC ESF-16 to provide and obtain updates on evacuation routes outside of Horry County.
- Provide updates of traffic flow at each TCP.
- Assist with the best routing options of emergency traffic.
- Keep the PIO staff up-to-date on traffic status and concerns.
- Work closely with ESF-1, 4, 13 to mitigate the effects of motor vehicle accidents on traffic flow.
- Work with ESF-10 to handle all hazardous material incidents on the evacuation routes during the mass departure.
- Coordinate with ESF-7 for all resources needed to improve the evacuation process or the actions of the evacuation route workers (food, shelter, water, etc.)