

Emergency Operations Plan

Emergency Support Function – 22

Air Operations

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-22 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex defines the role of air operations and how the ESF-22 involvement provides a beneficial and effective service of resource distribution by air, aerial photography, aerial assessment and aerial vector control during a time of disaster or catastrophic incident.

II. MISSION.

The Air Operations ESF-22 ensures effective deployment of all available aerial 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 in Horry County, the potential need for aerial operations is apparent. Emergency funding from the federal government requires a systematic damage assessment that may only be available by a bird's eye view. Horry County can be affected by damaged bridges that are impassible to isolated areas along the ocean front. Roadways with heavy debris that deny land travel as an option. The need for large quantities of life sustaining resources in remote areas after a disaster may occur. The health and safety of the first responders, disaster stricken citizens and recovery contractors may be affected by an increase in potential vector-borne diseases post-disaster.

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.

A. Primary: Horry County Police Department

B. Support:

1. South Carolina Civil Air Patrol
2. Private fixed and rotary wing contractor

3. Military fixed and rotary wing services

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 Service Operations Branch Director will confirm that the ESF-22 Coordinator position has been staffed.
- B. The ESF-22 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-22 will be alerted according to prescribed Horry County EOC activation SOP.
- D. All ESF-22 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-22 Coordinator in the EOC will make requests to the state EOC for additional resources through ESF-7 when all local air resources have been exhausted.
- F. Horry County Police Department will staff the Air Operation Section, ESF-22 and serve as the Air Operations Coordinator.
- G. The ESF-22 Coordinator is responsible for directing and coordinating all available air assets, such as, pilot, crew chiefs, load masters, fixed wing aircraft, rotary wing aircraft and other needed resources available for direct assistance in the disaster response or recovery efforts based on the incident commanders (if established) requests.
- H. The ESF-22 Coordinator will assist in the development of operational priorities for air operations based on the objectives from the Executive Group and the recommendations from the field experts in the area of concern.
- I. Each pilot in command of a contracted aircraft will have complete authority of the aircraft based on the Federal Aviation Administration (FAA) regulations. However, during a countywide disaster, the EOC Air Operations Coordinator is responsible for overall synchronization of all air operation activity from all contracted air assets used within Horry County. The Myrtle Beach International Airport Air Traffic Controller has ultimate responsibility and control of all air space within their designated area.

J. 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-22 positions should use the Transportation Situational Report Form (Form# 2.22.1).

K. 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.

L. Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-22 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 air assets, to include aircraft, pilots, crew members, 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 air operation services is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for providing air operations and personnel transportation is strongly encouraged to develop standard operational procedures, instructions and resource listings to support this plan.

K. Evacuation

Evacuations will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter and those with special needs receive appropriate transportation in the time of need. Though a remarkable challenge, Air Operations Section ESF-22 will assist in the evacuation process by providing assisting personnel, pilots, crew members, load masters, specialized transportation (aircraft) and technical assistance in supporting ESF-1 while moving the mass population. ESF-22 will also maintain an overall vision of safety during the evacuation process. Each member of the ESF-22 should review the Evacuation Plan (Annex 6-12) located in WebEOC.

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.

O. 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-22 (including aircraft personnel) 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.

ESF-22 will be responsible for coordinating with the private damage assessment flight service, when requested by the EOC Manager. ESF-7 will initially activate the contract and request the damage assessment flight(s) per the request of the EOC Manager (based on the Executive Groups objectives). Any operational concerns by the damage assessment aerial contractor will be addressed through ESF-22.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Primary

Horry County Police Department

1. Serving in the primary role in ESF-22, the Horry County Police representative will function as the ESF-22 Coordinator and has the following responsibilities:
 - a. Exercise overall responsibility for the coordination of ESF-22 activities based on the established SOP.
 - b. Serve as the ESF-22 Coordinator in all EOC briefings and meetings.
 - c. Coordinate and complete the ESF-22 SITREP and give to the Service Operations Branch Director.
 - d. Coordinates with the Service Operations Branch Director
2. Maintain a consistent flow of information and communication from ESF-22 to the EOC Emergency Operations Branch Director pertaining to relative activities in field operations and the Air Operations ESF-22.
3. Verify that a system of redundancy is in place for documentation and information gathering.
4. Maintain a current status board of air and equipment assets available and currently being utilized for air operations.
5. Coordinate air operations with ESF-1.
6. Coordinate with ESF-7 to obtain additional air and resource flights.
7. Contact local civilian aircraft operators, military air wing and SLED aviation to advice of EOC activation and determine availability status.
8. Coordinate and log all requests for evacuation, damage assessment and VIP flights.
9. Document all air operation by utilizing the ICS Form 220 (Air Operations Summary).
10. Specific tasks are included in the associated position SOP(s).

B. Support

1. U.S. military air assets (ESF-19)
 - a. Provide transportation of resources, disaster workers and evacuees.
 - b. Refer to ESF-19 annex for more details on activating this asset.
 - c. Specific tasks are included in the associated position SOP(s).
2. Civil Air Patrol
 - a. Provide transportation for disaster workers
 - b. Provide transportation for damage assessment
 - c. Provide transportation VIP flight
 - d. Specific tasks are included in the associated position SOP(s).
3. Private fixed and rotary wing assets
 - a. Provide transportation for disaster workers
 - b. Provide transportation for damage assessment
 - c. Perform contracted damage assessment(s)
 - d. Provide transportation for VIP flight
 - e. Provide transportation for medical emergencies
 - f. Specific tasks are included in the associated position SOP(s).

VIII. ANNEX MAINTENANCE.

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

Emergency Support Function (ESF-22) Air Operations

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:

- Civil Air Patrol
- Military Air Wing
- Private air agency(ies)

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

Preparedness

- Assist with the coordination, development and maintenance of the Air Operations Annex
- Participate in county exercises and conduct annual ESF-22 training to validate the Air Operations 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 Air Operations Annex.

Response

- Maintain a current status board of air and air equipment assets available and currently being utilized for air operations.
- Coordinate air operations with ESF-1.
- Coordinate with ESF-7 to obtain additional air and resource flights.
- Contact local civilian aircraft operators, military air wing and SLED aviation to advice of EOC activation and determine availability status.
- Coordinate and log all requests for air evacuations, birds-eye view damage assessments and VIP flights.
- Complete all entries in WebEOC and requested paperwork and forms provided by the Operations Section Liaison.