

ANNEX A TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY OPERATIONS CENTER

I. AUTHORITIES AND REFERENCES

A. Purpose

To provide for policies and procedures for the activation, operation and staffing of the Fairfield County Emergency Operations Center (*EOC*) during any disaster.

B. Authority

1. Fairfield County Ordinance No. 487, signed May 9, 2005.
2. South Carolina Legislative Act 199, July 30, 1979.
3. Fairfield County Mitigation Plan

C. Definitions

1. **EMERGENCY OPERATIONS CENTER (EOC)**—The protected facility from which county government exercises direction and control during an emergency
2. **EOC OPERATIONAL STAFF**—Those designated individuals who are essential for the operation of the EOC in order to provide for the collection, collation and dissemination of information, make decisions and allocate resources during an emergency.
3. **FORWARD EMERGENCY OPERATIONS CENTER (FEOC)**—A facility located near the disaster area where county government has the capacity to exercise direction and control of forces and resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Fairfield County is subject to disasters (*natural, technological, or terrorist act*) that could greatly affect the public health and result in a large number of deaths and/or injuries and damage. While Fairfield County has the capability and adequate resources to meet routine needs, during a disaster problems are multiplied and made more complex. A disaster could tax the capability and resources of Fairfield County.
2. The Fairfield County Emergency Operations Center (EOC), located at 100 Tidewater Dr, Winnsboro, SC, is the focal point for county emergency operations during a disaster.

B. Assumption

1. The EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will be asked to report to the Emergency Operations Center in a timely fashion.
2. The EOC's facility and equipment are adequate for coordinating county-wide emergency operations.
3. Sufficient procedures have been developed to effectively direct and control disaster operations/recovery.
4. Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.

III. MISSION

To provide centralized direction and control of any or all of the following functions: Direction of all emergency operations; communications and warning; consolidation, analysis and dissemination of damage assessment data; collection and analyzing of radiological monitoring readings; forwarding consolidated reports to state government and issuing emergency information and instructions.

IV. CONCEPT OF OPERATIONS

A. General

1. The direction and control structure for emergency operations include an on-scene control system, the Incident Command System (ICS), and a centralized direction and control system, the Emergency Operations Center (EOC). These two systems may be employed individually or in combination, depending on the situation.
2. Emergency situations classified as incidents will normally be handled by an Incident Commander using response resources from one or two departments or agencies.
3. During major emergencies and disasters, both an Incident Command Post (ICP) and the EOC will generally be activated. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.

- b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency. Municipalities will provide representation in the County EOC for inter-jurisdictional coordination when the event severely affects the jurisdiction or as requested.
6. All EOC personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all EOC planning and response operations.

B. EOC Operation

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the County Council Chairman based upon the best available information. Depending on the situation, a partial or full activation will be ordered (*See Appendix 2*).
 - a. **Partial Activation** will be ordered when the emergency is minor and requires relatively few personnel to handle the situation. Such situations might vary from weather warnings or during operations resulting from minor damages of weather, fire, wreck, etc.
 - b. **Full Activation** will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction which requires the combined and concentrated efforts of county personnel to control available resources.
2. A checklist approach will be taken to initiate activation of the EOC (*See Appendix 3-Call Down System for EOC Activation*).
3. Initial situation briefing will be provided to emergency responders by the Emergency Management Director.
4. Direction and control of county forces and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
5. When the State EOC (*SEOC*) is operational, all requests for State and/or Federal resources are made to the SC Emergency Management Division. State and Federal resources will be assigned on a mission-type basis.
6. When the SEOC is not operational, requests for State and/or Federal resources to support County Law Enforcement will be made to the State Law Enforcement Division (SLED).
7. Upon employment and activation of the County Forward Emergency Operations Center (FEOC), the EOC monitors disaster activities and responds to requests from the FEOC.

8. Depending upon the severity and magnitude of the disaster, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
9. Regular briefings will be conducted for all EOC staff to provide specific updates and general overview.
10. Communication within the EOC will be via a combination on one-to-one conversations, written messages, group briefing, and computer access.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. See Organization Chart, *Appendix 1*.
2. The EOC Staff will be organized as follows:
 - a. Executive Group
 - b. Operations Group
 - c. Communications Group
 - d. Damage Assessment and Analysis Group
 - e. Information Group

B. Responsibilities

EOC Functions during all three operational phases (*Preparedness, Response, and Recovery*) include, but are not limited to:

1. Executive Group

- a. Establishes policy and procedures.
- b. Directs overall emergency operations.
- c. Initiates activation of the EOC.
- d. Determines operational courses of action.
- e. Makes decisions as to adoption of course of action, to include the need to evacuate.
- f. Adjudicates conflicting claims and/or requests for available personnel, equipment and other resources.

2. Operations Group

- a. Develops and maintains accurate status of the emergency situation through an all-hazard monitoring and reporting capability.
- b. Records and maintains current status of resources (*map, journal reports, charts, etc.*).
- c. Develops course(s) of action based upon the emergency and resources available.
- d. Implements course of action approved by the Executive Group.
- e. Coordinates the procurement and utilization of all support forces and resources made available from within and outside the county.
- f. Identifies and utilizes resources for special or critical facilities, including radiological laboratories.

3. Communications Group

- a. Establishes and maintains Fairfield County emergency radio net(s) to include communications with state municipalities and adjacent counties.
- b. Establishes and maintains the following Radio Nets to State Warning Point (*SWP*) when required.
 - (1) Forestry
 - (2) Department of Natural Resources
 - (3) Department of Transportation
 - (4) National Guard
- c. Insures continuous telephone communications.
- d. Monitors EAS Stations.
- e. Establishes and operates the EOC Message Center.
- f. Prepares, publishes and maintains the Communication Annex.

4. Damage Assessment and Analysis Group

- a. Maintains the Fairfield County Damage Assessment Annex to the Emergency Operations Plan.
- b. Maintains current damage status to include estimated dollar amounts.
- c. Displays damage status in EOC.
- d. Recommends to Operations Group priorities for damage clearance/prevention.

- e. Utilizes forms found in SC Recovery Plan.

5. Information Group

- a. Acts as Fairfield County Public Information Office.
- b. Establishes and operates an emergency information clearing point.
- c. Makes official press releases to media based upon Executive Group decision.
- d. Maintains the Public Information Annex to Emergency Operations Plan.

6. Director, Emergency Management Agency

- a. Heads Operation Group and develops course(s) of action based upon emergency and resources available.
- b. Prepares EOC for activation for emergency operations.
- c. Coordinates and processes requests for resources from within and outside the county.
- d. Manages EOC once activated for emergency operations.
- e. Prepares, publishes and maintains this Annex.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Reports will be submitted as required by Emergency Operations Plan.
- 2. Administrative supplies will be furnished by the County Emergency Management Agency.
- 3. Security procedures and personnel will be provided by the Fairfield County Sheriff's Department.
- 4. Personnel will sign in and out at Information Desk.
- 5. Personnel will be issued badges as they report to the facility. These badges will be general in character, and may include a photograph. Badges will be collected as personnel leave the EOC.

B. Logistics

1. Food and Lodging

- a. Mass Care will operate feeding facilities for the EOC.
- b. Mass Care will furnish cots and bedding.

2. First Aid and Medical

Emergency Medical Service will be provided for EOC workers and official visitors.

3. Goods and Services

- a. Requests for supplies and services will be made to the Fairfield County Administrator, who must authorize all expenditures.
- b. All purchases of such goods and services will be paid for on county purchase order voucher.
- c. Agencies/departments will furnish supplies peculiar to that activity.
- d. Personnel will provide their own personal use items.

4. Transportation

- a. Transportation to and from the EOC is the responsibility of the individual.
- b. Emergency requests for transportation to and from the EOC will be made to the Emergency Management Department on individual basis for requirements generated due to breakdowns or inclement weather.

VII. DIRECTION AND CONTROL

A. Direction

- 1. EOC activities will be coordinated by the Emergency Management Director.
- 2. The county EOC is located at 100 Tidewater Dr, Winnsboro, SC, 29180.
- 3. The EOC is equipped with an emergency generator with a continuous natural gas supply.
- 4. Should the primary EOC become unusable, the alternate EOC, located at 350 Columbia Rd, Winnsboro, SC, 29180, will be used to manage emergency operations.

B. Line of Succession

- 1. Chairman, Fairfield County Council
- 2. County Administrator
- 3. County Deputy Administrator
- 4. Director, County Emergency Management Department

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Development

- 1. The Emergency Management Director will be responsible for the development and maintenance of this annex and SOP.

2. The plan will be utilized in support of a simulated emergency at least once a year to provide practical experience for those having Emergency Operation Center responsibilities.

B. Maintenance

1. The Emergency Management Director will be responsible for ensuring that an annual review of the plan is conducted.
2. The plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, or technological changes, etc.

Administrator, Fairfield County

Date

Director, Fairfield County
Emergency Management Department

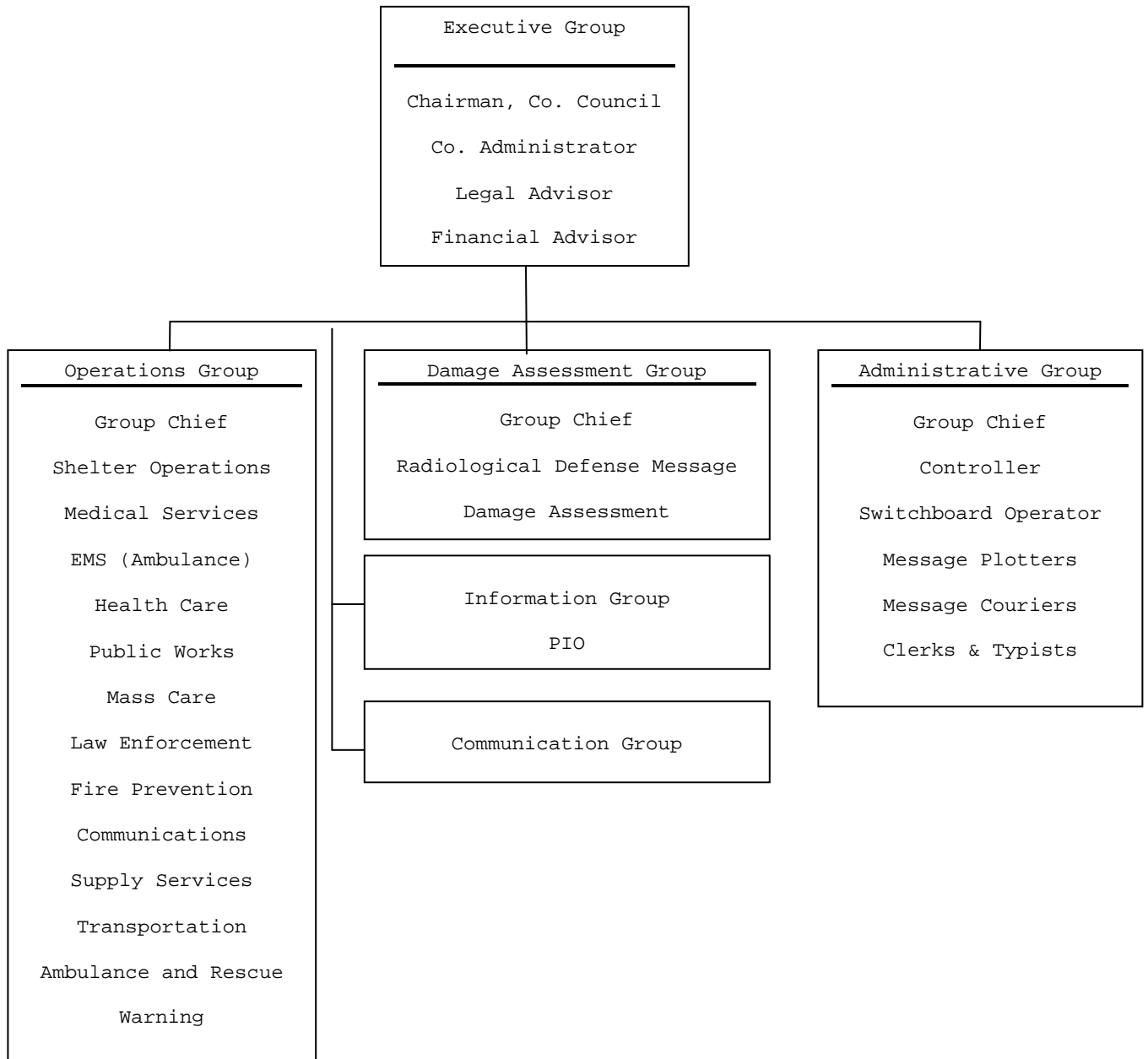
Date

APPENDICES TO ANNEX A:

1. **Organization Chart**
2. **Alert List**
3. **Call Down System For EOC Activation**
4. **EOC Layout**

APPENDIX 1 TO ANNEX A, EOC—ORGANIZATION CHART

FAIRFIELD COUNTY



_____ **Direction**

----- **Coordination**

APPENDIX 2 TO ANNEX A, EOC—ALERT LIST

FAIRFIELD COUNTY

<u>TITLE</u>	<u>FULL ACTIVATION</u>	<u>PARTIAL ACTIVATION</u>
A. <u>EXECUTIVE GROUP</u>		
Chairman, County Council	1	Stand-by
County Council Members	3	Stand-by
County Administrator	1	Informed
Director, Emergency Management	1	1
County Attorney	1	Stand-by
Finance Officer	2	Stand-by
B. <u>OPERATIONS GROUP</u>		
Emergency Management	1	1
Law Enforcement	4	2
Fire Service	2	1
EMS Service	2	1
Rescue Service	2	1
Medical Service	2	1
Mass Care	4	2
Transportation	2	Stand-by
Public Works	2	Stand-by
Resource Management	2	1
Mental Health	2	Stand-by
Radiological Officer	2	Stand-by
Red Cross Officer	2	1
Salvation Army	Stand-by	Stand-by

APPENDIX 2 TO ANNEX A, EOC—ALERT LIST (CONTINUED)

School District Supervisor	1	Stand-by
Damage Assessment	2	Stand-by

C. ADMINISTRATIVE GROUP

Switchboard Operator	1	Stand-by
Technical Advisor	1	Stand-by
Message Controller	2	1
Message Plotter	1	1
Clerks and Typists	2	1

D. COMMUNICATIONS/WARNING POINT

Communications Officer	2	1
Warning Officer	1	1
HAM Radio Operator	6	Stand-by
Telecommunicator (Dispatcher)	1	Stand-by

E. INFORMATION GROUP

Information Officer	2	1
Assistant Information Officer	1	1
Newspaper Liaison	1	1

*****ALL TELEPHONE NUMBERS ARE KEPT CURRENT IN OUR COUNTY ALERT LIST SOP,
DISTRIBUTED TO APPROPRIATE AGENCIES.***

APPENDIX 3 TO ANNEX A, EOC – CALL DOWN SYSTEM FOR EOC ACTIVATION

FAIRFIELD COUNTY CALL DOWN SYSTEM

	HOME	BUSINESS	PAGER	CELL	NOTIFIED DATE/TIME
I. EXECUTIVE GROUP					
Mr. J. Milton Pope		712-6501		718-5207	_____
Mr. David Ferguson	786-1326			718-0564	_____
Mr. Dwayne Perry	337-3963	750-7024		447-3497	_____
II. OPERATIONS GROUP					
Mrs. Phyllis Watkins	635-6340	635-4444		518-6274	_____
Mr. Tony Hill	635-4046	712-1070		718-6391	_____
Mr. Jeremy Jeffcoat		654-4801		707-3417	_____
Mr. Mike Tanner	873-9428	633-2187		718-3712	_____
Mr. Harold McCaslin	345-1096	635-6424		730-2833	_____
Mr. Billy Lucas	635-6931	635-5209		718-1107	_____
Mr. Jim Nichols	377-8003	635-5502		718-0329	_____
Sheriff Herman Young	635-9665	635-4141		513-0401	_____
Chief Freddie Lorick	815-1034	635-4511		718-4021	_____
Mr. T.C. Collier		635-7434		718-0303	_____
Mrs. Sheila Pickett	635-7764	712-6503		718-6121	_____
Ms. Jennifer Hawkins	402-7099	635-6177		712-2278	_____
Mr. Daniel Miller		635-6818		718-8168	_____
Chief Barkley Ramsey	633-0390			518-6733	_____
Ms. Terry Milton		635-6818		718-2609	_____
III. ADMINISTRATIVE GROUP					
Mr. Davis Anderson		712-6507		402-7014	_____
IV. COMMUNICATIONS/WARNING GROUP					
Mr. Michael S. Kirkland	815-1385	635-4444		404-0003	_____
V. PUBLIC INFORMATION GROUP					
Mr. Davis Anderson		712-6507		402-7014	_____
Mrs. June Rexrode	635-5918	635-5505			_____

TIME NOTIFICATION COMPLETE: _____

APPENDIX 4 TO ANNEX A—LAYOUT OF EOC

