

# ANNEX N TO THE FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

## SUPPLY AND PROCUREMENT

### I. AUTHORITIES AND REFERENCES

#### A. Purpose

To provide for the coordination necessary to assure effective supply and procurement support of Fairfield County emergency operations during a disaster situation.

#### B. Authority

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

#### C. Definitions

**SUPPLY AND PROCUREMENT SERVICE**--Composed of all supply and procurement sources and resources, both public, private and those not otherwise under Federal or State control, located in Fairfield County prior to or entering the county subsequent to disaster.

**SUPPLY AND PROCUREMENT**--The acquisition, use and payment for those commodities and services necessary during and after a disaster.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Disasters (*natural, technological or terrorist act*) may occur in Fairfield County at any time and create varying degrees of damage, human suffering, injury, death and destruction of property.

#### B. Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
3. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
4. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

### **III. MISSION**

To provide a trained emergency supply and procurement organization for the purchase, supply and delivery of those commodities and services necessary to meet the needs of Fairfield County during any disaster or emergency.

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

#### **A. General**

1. The Supply and Procurement Service of Fairfield County is coordinated and managed by the County Procurement Director.
2. The County Procurement Director will plan, organize and maintain a supply and procurement program during a disaster period.
3. Before taking any emergency supply and procurement action, the County Procurement Director will coordinate with the County Coordinator of Mass Care to insure proper utilization of resources of Mass Care and to avoid any duplication of supply and procurement efforts.
4. The County Procurement Director, or his duly authorized representative, will follow regular supply and procurement procedures in carrying out the responsibility assigned to Supply and Procurement Service of the County during a disaster or emergency situation.
5. Emergency procurements are to be limited to only those supplies or services necessary to meet the emergency. The County may make emergency procurement when such condition exists and cannot be met through the normal procurement process.
6. When emergency purchases are made, the department will make the purchase at the best possible price.
7. The Procurement Director will be responsible for administering the donated goods and services.
8. The Fairfield County Council will review and authorize all disaster-related purchase requests.
9. The State emergency contracts will be used when it is the most fiscally responsible and expedient option.
10. Refer to the Logistics Support plan for distribution procedures and agency responsibilities for county logistics.

#### **B. Actions by Phases of Emergency Management**

1. **Fairfield County Administrator**
  - a. **Preparedness**

1. Upon notification that a disaster is imminent or that a threat of a disaster exists, County Administrator will establish communications with County Procurement Director.
  2. Authorize those purchase requests necessary for the effectiveness of the Supply and Procurement Service of Fairfield County.
  3. Remain in contact with the County Procurement Director to give additional instructions and guidance.
- b. **Response**
1. Authorize all purchase requests necessary for the effectiveness of the Supply and Procurement Service.
  2. Remain in contact with County Procurement Director to give additional instructions and guidance.
- c. **Recovery**
1. Continue to authorize those purchase requests necessary for an effective Supply and Procurement Service of Fairfield County.
  2. Coordinate with the County Procurement Director on the accountability of all authorized purchase requests.
2. **Fairfield County Procurement Director**
- a. **Preparedness**
1. Upon notification that a disaster is imminent or that a threat of disaster exists, County Procurement Director will, after approval from the County Administrator, implement supply and procurement procedures necessary to provide for the commodities and services needed during the disaster period. The County Procurement Director is responsible for maintaining disaster-related costs separate from daily or routine costs.
- b. **Response**
1. Same as Preparedness Phase.
- c. **Recovery**
1. Continue to provide for those purchases needed to support the Supply and Procurement Service of Fairfield County.
  2. Continue to coordinate with the County Administrator on all purchases to authenticate their need, accountability and accuracy.

**d. Mitigation**

Provide assistance, as required.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

The Supply and Procurement Service of Fairfield County is organized as shown in *Appendix 1 of this Annex*.

**B. Responsibilities**

1. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
2. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.

**VI. ADMINISTRATION AND LOGISTICS**

- A.** Before taking any emergency supply and procurement actions, County Procurement Director will coordinate with County Coordinator of Mass Care to insure proper utilization of Mass Care resources and to avoid any duplication of supply and procurement efforts.
- B.** Service offices know how and/or where to go to request procurement.
- C.** Authorization for all disaster related purchase requests must come from County Council/Administrator.
- D.** The County Procurement Director will then act upon those requests that have been authorized and provide the necessary supply and procurement services.
- E.** All supply and procurement service documentation, financial record keeping and tracking will be maintained and reviewed by County Procurement Director.

**VII. DIRECTION AND CONTROL**

- A.** Coordination of County Supply and Procurement Service will be under the general direction of County Procurement Director.
- B.** Control of Supply and Procurement operations will be conducted from Emergency Operations Center (*EOC*) when conditions warrant the activation of the EOC and other designated locations when lesser conditions prevail. Operations will be conducted from the County Procurement Director's office or from other pre-designated locations located on the 3<sup>rd</sup> floor of the same building as the EOC.
- C.** The Fairfield County EOC will be located at one of the following sites and will be announced by the Fairfield County Emergency Management Department at the time of activation:
  1. **Primary**---Located at 100 Tidewater Dr, Winnsboro, SC.

2. **Alternate**--Fairfield County Governmental Complex located at 350 Columbia Rd., Winnsboro, SC.

**D. Line of Succession for Approval of Purchase Requests**

1. County Administrator
2. County Procurement Director
3. County Emergency Management Director

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

**A. Development**

The Director of Purchasing will be responsible for the development and maintenance of this annex.

**B. Maintenance**

1. This annex will be reviewed annually.
2. This annex 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

\_\_\_\_\_  
Fairfield County Procurement Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Fairfield County Emergency  
Management Department

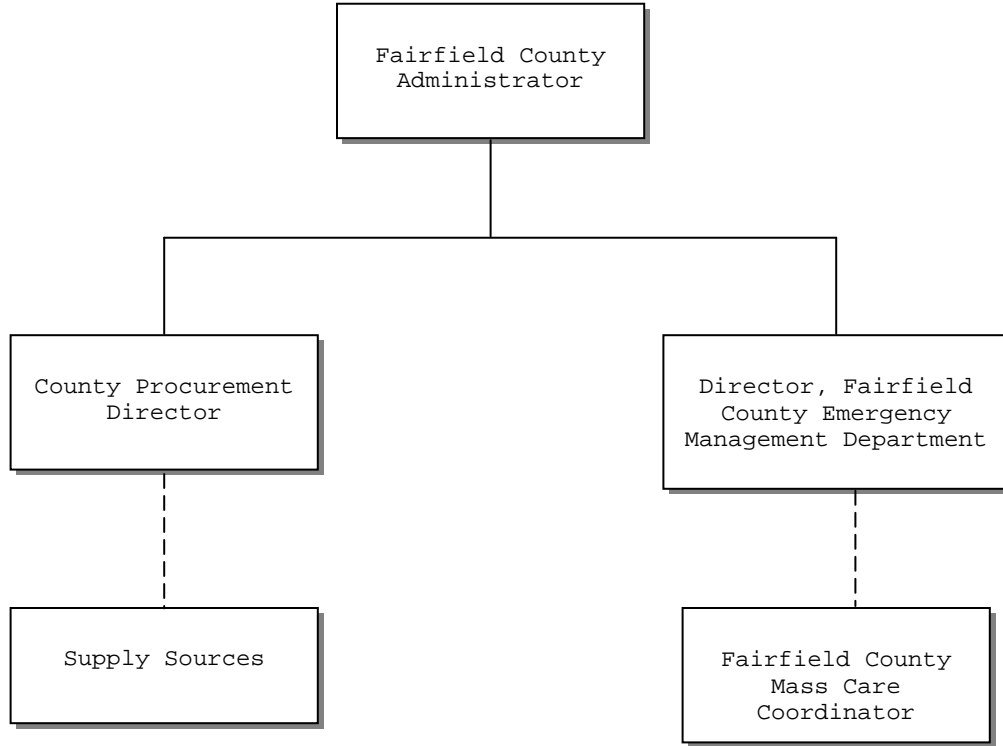
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**APPENDICES:**

1. **Organization Chart**
2. **Alert List**
3. **Resources List**

**APPENDIX 1 TO ANNEX N—ORGANIZATION CHART**

**FAIRFIELD COUNTY**



\_\_\_\_\_ **Direction**

----- **Coordination**

**APPENDIX 2 TO ANNEX N--ALERT LIST--SUPPLY AND PROCUREMENT SERVICE**

**FAIRFIELD COUNTY**

**TITLE**

Fairfield County Procurement Director

Fairfield County Administrator

Chairman, Fairfield County Council

Mass Care

Local American Red Cross Director

Superintendent of School Food Service

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

## APPENDIX 3 TO ANNEX N-RESOURCES LIST

### FAIRFIELD COUNTY

#### Communications

Resource	Qty
Base Station, 800 MHz	3
Base Station, VHF	3
Handheld radio VHF	1
800 MHz, portable	2
Telephone, satellite	1

#### Radiological Protection

Resource	Qty
Detector, Ludium Model 3	10
Portal Monitor	1
Dosimeter, (0-5R)	32
Dosimeter, permanent record	144
Portal Monitor Model 52-1	1
Chargers, dosimeter	6

#### Emergency Management

Resource	Qty
800 MHz, walkie-talkie	1
UHF/VHF Walkie-Talkies	4
Decon Trailer	1
Mobile Command Post	1
Ford F250 4x4 Truck	1

#### Firefighting

Resource	Qty
Vehicles with sirens	48
Vehicles with P.A. systems	46
Elevated sirens	6
Pumper trucks	20
Tanker trucks	12
Brush trucks	8
Ladder truck	1
Equipment truck	10
Walkie-talkies	53
3500 watt generator	12
Tower lights	6



**APPENDIX 3 TO ANNEX N-RESOURCES LIST (Continued)**

**Law Enforcement**

***Fairfield County Sheriff's Department***

<b>Resource</b>	<b>Qty</b>
Vehicles with sirens	45
Vehicles with P.A. systems	25
Deputies (Full time)	45
Walkie-talkies	45
Generators for base stations	1
Teletype	1
4-wheel drive truck	1
4-wheel drive blazer	4
Patrol boat	1
Fully equipped SWAT team	1

***Town of Winnsboro Department of Public Safety***

<b>Resource</b>	<b>Qty</b>
Patrol cars with sirens	25
Vehicles with P.A. systems	20
Officers (Full time)	24
Officers (Reserve)	0
Walkie-talkies	30
Generators for base station	1

***City of Ridgeway Police Department***

<b>Resource</b>	<b>Qty</b>
Patrol cars with sirens	2
Vehicles with P.A. systems	2
Patrolmen (Part time)	2

**Health & Medical**

<b>Resource</b>	<b>Qty</b>
Ambulances	9
Walkie-talkies	60
Pager Alert Capability	100%

**APPENDIX 3 TO ANNEX N-RESOURCES LIST (Continued)**

**Search & Rescue**

<b>Resource</b>	<b>Qty</b>
Vehicles with sirens	4
Vehicles with P.A. systems	4
Walkie-talkies	35
Generators	4
Air packs	0
Hurst tools	2
Power Hawk	1
Various tools for extraction	1
Lighting system with generator	1
Rough terrain stretchers and equipment	1
Flat bottom boats w/ engines and trailers	4
Dive boat & diving equipment for 4 divers	1
Four wheel drive vehicle	1
Radios located in volunteer members' vehicles	35
4-wheeler	2
24 ft. pontoon boat	1

## Engineering and Public Works

### *Department of Public Works*

Resource	Qty
Bulldozer	1
Graders	4
Loaders	2
Back hoe	1
Lowboy with tractor	1
Dump trucks	7
Crew Cab Trucks	2
Tandem dumps	2
24 ft. dump	1
Frailmore tractor	1
Hydraulic bush hog tractor	1
500 gallon portable water trailers	2
Grappler truck	1
Rolloff truck	5
4-wheel drive vehicles with radios	2

### *Town of Winnsboro—Public Utilities—Electrical, Water, Gas & Sewer*

Resource	Qty
Small Bucket Truck	1
Large Bucket Truck	2
Digger Derrick	2
Trencher	1
Chipper	1
Tractor with bush hog and push blade	1
110 volt generator, portable	2
Pick-up trucks	1
JCB Backhoe	1
Case loader	1
Daewoo Trackhoe	1
Hitachi Excavator	1
Bobcat skid steer	1
Ford loader	1
Caterpillar loader	1
Ditch witch trencher	1
Vermeer trencher	1
Jet machines	2
Sewer camera	1
Vacuum truck	1
Service trucks w/ radios (gas dept)	5
Triaxle dump truck	1
Dump trucks	2
John Deere high volume pumps	2
Chop saws	3
Small generator	2
Equipment trailer	3

850 Town truck	1
Flat bed tow truck	1
Case trenchers	2
Small dump truck	1

*Sanitation Department—Town of Winnsboro*

<b>Resource</b>	<b>Qty</b>
Tractor with loader	1
Pick-up truck	2
Flat bed dump truck	1
Chipper trucks	2
Chipper trucks	1