

ANNEX X–TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN.

DONATED GOODS AND VOLUNTEER SERVICES

I. PURPOSE

A disaster incident creates a need to coordinate donations of goods and volunteer services. When such an incident occurs, a cooperative effort by federal, state, and local government, private organizations, the private sector and the donor community has to unite for the successful management of unsolicited and non-designated donations. This plan outlines the system for managing the onslaught of donated goods.

II. CONCEPT OF OPERATIONS

A. Regional Interception Points (RIP's)

The function of the RIP's will be to intercept incoming vehicle traffic at designated South Carolina Welcome Centers and Weigh Stations, determine contents of donated resources and direct vehicles to appropriate destinations. Appropriate destinations will be to Resource Staging Areas (RSA's) if the vehicle does not have an assigned destination. Vehicles with assigned destinations will be directed to that destination and will be provided with maps and directions to expedite the transportation of resources to affected areas.

B. Resource Staging Areas (RSA's)

Locations of RSA's will be determined by the Budget and Control Board (BCB) and located approximate to, but not in, the disaster area. The RSA's will be responsible for receiving, sorting, warehousing, and distributing donated resources to Local Reception Centers (LRC's) for local distribution to disaster victims.

C. Local Reception Centers (LRC's)

Facility in the disaster area that receives and stores designated goods such as food, water, clothes, building supplies, and other specific goods and resources. The LRC's will be responsible for sorting and warehousing donated resources for undetermined time periods and will distribute those resources to local distribution points(LDP's)

D. Local Distribution Points (LDP's)

Fire stations within the disaster area will serve as Local Distribution Points (LDP's) providing goods directly to disaster victims.

E. Donation Management Center (DMC)

The County EOC is the Donations Management Center (DMC) for the processing of donated goods and resources for the county in a disaster. A data processing system will be established to provide inventory control, tracking of incoming resources, and identification of needs and depleted goods needed by the Local Reception Center (LRC). The Donations Management Center (DMC) will establish a county disaster relief fund for monetary donations received but not designated to a specific organization.

F. Disaster Recovery Center (DRC)

The function of the Disaster Recovery Center (DRC) is to provide a bank of telephones for citizens to use to call Federal Emergency Management Agency representatives to discuss Financial Aid. The DRC will function only after a Presidential Declaration.

The Federal and State Human Services Officer (HSO) will coordinate with the county's emergency management director to establish one or more DRCs in the disaster area. FEMA has established the following guidelines for determining whether a building is suitable for use as a DRC. The facility must have:

- a. tables and chairs to accommodate staff and applicants;
- b. adequate parking;
- c. access for the handicapped;
- d. adequate restrooms;
- e. adequate utilities; and
- f. adequate communications.

G. Procedures for Handling Offers of Donated Goods

1. Any offers of donated items (small quantity of individual items) will be referred to the Salvation Army reception points or other charities within the county.
2. When possible individuals will be encouraged to donate money instead of items. Money can be donated to the Midlands Chapter of the American Red Cross.

H. Procedures for Handling Offers of Local Volunteers

Any citizens wishing to volunteer to assist during or after a disaster will be referred to the Midlands Chapter of the American Red Cross. The Red Cross is setup to train, manage and employ volunteers workers while Fairfield County is not.

III. ROLES AND RESPONSIBILITIES

A. Recovery Coordinator

The Emergency Management Director is responsible for activating the County Donated Resources System when it is determined that a disaster creates a need to coordinate the donation of goods. The Recovery Coordinator, with the assistance from the Donated Resources Group, will establish a Local Reception Center (LRC).

B. Donated Resources Coordinator

The Procurement Director is the designated Donated Resources Coordinator and is responsible for coordinating the data processing system to provide for the tracking of incoming resources, inventory control, and identification of needs and items essential for disaster victims. The Donated Resources Coordinator is the central clearing house for all donated resources, incoming and outgoing, and is responsible for the transportation of donated goods to distribution points.

C. Reception Center Coordinators

The Department of Social Services, American Red Cross, and Salvation Army will assist the Donated Resource Coordinator at the Local Reception Center (LRC) with the inventory of incoming donated goods and the distribution of donated goods to the Local Distribution Points (LDP's). Staff for the LRC is to be requested through the Volunteer Assistance Coordinator. All requests for depleted goods are to be requested through the Donated Resources Coordinator in the County EOC.

D. Distribution Points Coordinators

The Donated Resources Group will be responsible for the distribution of goods and supplies to disaster victims. Distribution Points will be established in fire stations located in the affected area. Additional staff can be requested from the Volunteer Assistance Coordinator.

E. Volunteer Assistance Coordinator

The American Red Cross will establish a network that will utilize volunteer personnel and organizations to assist in the operational functions that are essential to the Donated Resources Management System.

F. Cash Contributions

The County Treasurer is the coordinator for cash contributions that are received for disaster relief. Cash contributions received, but not designated to a specific organization, will be deposited in a Disaster Donations Fund account. The County Administrator will appoint a Disaster Donations Fund Board of Directors to oversee the expenditures for disaster related needs and expenses.

IV. ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

A. Preparedness

1. Maintain a listing of available support services and capabilities.
2. Maintain a SOP and the Memorandum of Understanding (MOU) with other organizations.
3. Develop procedures for responding to offers of donated foods and volunteer services
4. Train and exercise volunteer organization personnel.
5. Develop procedures to scale down operations as requirements diminish and return to routine operations as soon as possible.

B. Response

1. Activate and notify County agencies and volunteer relief organizations when an emergency or disaster is threatening or has occurred as directed by the SCEMD.
2. Implement MOUs
3. Coordinate delivery of donated goods and volunteer services to victims; maintain records of services being provided, the location of operations, and the requirements for support.
4. Coordinate for adequate transportation to deliver donated goods.

5. Ensure maintenance of accurate records or expenditures for County-incurred expenses related to the delivery of services during operations.

C. Recovery

1. Assess the requirements for continued donated goods and volunteer services for disaster victims.
2. Evaluate donated goods and volunteer services operations for effectiveness and revise plans to eliminate deficiencies.
3. Provide recommendations to the County EMD Director and SCEMD Director to determine appropriate Distribution of remaining donated goods to county agencies and/or volunteer groups.
4. Assess unmet needs at the local level in providing resources and volunteers to meet those needs from available volunteer organizations.
5. Develop system for coordinating volunteer agency activities during emergency operations.

V. DEVELOPMENT AND MAINTENANCE

A. Development

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

B. Maintenance

This annex will be reviewed annually.

Director, Procurement

Date

Director, Emergency Management Department

Date