

## ANNEX 2 TO BASIC PLAN

### STATE OPERATING CONDITIONS (OPCON)

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#### I. INTRODUCTION

- A. In order to make maximum use of advance warning, the State has established a system of OPCON levels. These OPCONs increase the State's level of readiness on a scale from 5 to 1. Each OPCON level is declared when a predetermined set of criteria has been met. OPCONs will not necessarily progress sequentially from 5 to 1. The OPCON placed in effect at any given time will be the appropriate one for existing conditions at the time. Each OPCON includes those key issues regarding communications, essential coordination, and response activities appropriate for the hazard threatening the state.
- B. State agencies, volunteer organizations, and others as indicated in this Plan and the SCEOP will use standard SOPs, OPCON activities listed in the SCEOP, and the following OPCON activities to base agency/organizational response actions within the ESF structure and/or through intra-agency directives/authorities.

#### II. OPCON ACTIVITIES

- A. OPCON Level 5 indicates the SEOC is at normal day-to-day operations. Prior to hurricane season, all hurricane plans will be reviewed, and points of contact/telephone numbers verified. During hurricane season, storms are tracked and monitored at this level. At a minimum, the areas noted below should accomplish the tasks annotated.
  - 1. Chief of Operations:

Direct all ESFs to review all preparedness plans, SOPs, and update alert rosters.
  - 2. Hurricane Program Manager
    - a. Conduct refresher training on hurricane-related software as needed.
    - b. Brief SERT on hurricane evacuation and sheltering plans and procedures.
    - c. Contact the NWS offices in Columbia, Charleston, and Wilmington to verify emergency management coordination numbers, and orient the Meteorologists in Charge (MICs) and Warning Coordination Meteorologists (WCMS) to evacuation operational procedures to include conference call participation.

- d. Contact the State Climatologist's Office, and review procedures for providing assistance during a hurricane threat.
  - e. When a storm is detected:
    - 1). Review the advisory package, and plot the data in HURREVAC.
    - 2). Review storm conditions with the NWS in Columbia, the State Climatologist with SCDNR, and the Coastal Conglomerate Counties.
    - 3). Brief the following individuals on the storm's status: SCEMD Director, Section Chiefs, Public Information Director, and Duty Officer.
  - 3. ESF-15 Public Information
    - a. Review public affairs materials and methods for distribution.
    - b. Encourage SERT personnel to update family preparedness plans as appropriate.
    - c. Conduct briefings on hurricane operations and public information distribution with state agency Public Information Officers (PIOs), SCETV, and support and volunteer organizations. Review Public Information personnel availability, and develop duty station and shift assignments.
    - d. Distribute hurricane preparedness and awareness press releases during OPGON 5 (refer to example news releases and EAS messages at Annex 4) to include Hurricane Awareness Week and family preparedness planning.
  - 4. State Warning Point (SWP) (when a storm is detected)
    - a. Notify all SCEMD staff of storm status via email.
    - b. Plot storm in SEOC.
    - c. Notify eight (8) coastal counties upon receipt of the first advisory for any named storm.
- B. OPGON Level 4: Once a storm poses a possible threat to South Carolina, the SEOC will move to OPGON 4. The primary events that will occur at this level are the notification of key personnel of the hazard and initiation of preparatory

activities. Given the conditions, the SEOC will primarily be staffed by SCEMD personnel. The SCEOP may be activated at this time.

1. Chief of Operations
  - a. Contact the following agencies regarding current situation to include upgraded OPGON status, SEOC status, and storm forecast:
    - 1). Southern Coastal Conglomerate lead county (Beaufort)
    - 2). Central Coastal Conglomerate lead county (Charleston)
    - 3). Northern Coastal Conglomerate lead county (Horry)
    - 4). State Climatologist's Office
    - 5). NWS, Columbia Office
    - 6). FEMA Region IV
  - b. Notify all counties of OPGON level change and situation status.
  - c. Brief Governor's Office.
  - d. Direct all ESFs to review all preparedness plans, SOPs, and update alert rosters.
  - e. Initial activation will consist of SCEMD staff monitoring the storm through the SWP. If necessary, include selected ESFs in SEOC activation.
  - f. Prepare draft State of Emergency Governor's Executive Order (see example, Executive Orders at Annex 5). The Executive Order may stipulate individual school closings to facilitate shelter operations.
  - g. Document major decisions in WebEOC or the Operations Information Officer log. Document decisions by local, State, and Federal officials, such as but not limited to, date/time of Watches & Warnings, teleconferences, State of Emergency declarations, and special meetings.
  - h. Prepare and disseminate an Alert Order for all SERT agency heads.
  - i. Notify SERT primary points of contact (POC) and Budget and Control Board Operations support staff of operational status, and instruct contacts to review OPGON 4 procedures.
  - j. Publish SCEMD staffing roster for SEOC.
  - k. Coordinate with Upstate County EMD Directors for possible deployment as Conglomerate Liaison Officers.

- l. Instruct SCEMD staff to review their family preparedness plans.
  - m. Through ESF-15, issue SCNG activation warning order.
  - n. Consider issuing warning order to ESF-7 to contact selected vendors to obtain weekend contact information.
2. SEOC Facilities Manager
    - a. Test SEOC emergency generator and uninterruptible power supply (UPS) system.
    - b. Begin preparing the SEOC for 24-hour operations. Confirm all SEOC facility support vendor contracts (food, copier, and fax machines).
    - c. Contact Fleet Management, and arrange for additional motor vehicles, as required by Chief of Operations.
3. State Warning Point
    - a. Notify all SCEMD staff via email of OPGON level change and storm status.
    - b. Plot storm in SEOC.
4. Hurricane Program Manager

Complete tasks per advisory package received from the NHC:

    - a. Review advisory package, and plot forecast data. Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
    - b. Brief the following SCEMD individuals on the storm's status: Director, SCEMD Section Chiefs, Public Information Director, and Duty Officer.
    - c. Review findings with the coastal conglomerate counties.
    - d. Prepare briefing package for executive level briefings.
    - e. Attend and assist during executive level briefings.
    - f. Coordinate conference calls, if applicable, with coastal county emergency management directors. The format for these calls is described in the Plan Overview Communications and Information Section.

- g. Request storm weather conditions/forecast from NWS offices and State Climatologist's Office.

5. ESF-1 Transportation

- a. Check evacuation routes and status of State Highway Emergency Program (SHEP) vehicles.
- b. Provide current maps showing any construction or road closures on evacuation routes.
- c. Notify SCDOT districts and review schedules and agreements.
- d. SCDOT should contact portable toilet and bottled water vendors, and confirm contracts and availability.
- e. SCDOT pre-position Highway Advisory Radios (HARs).
- f. Contact SCDOE, and inform them of the OPCON change and to determine the number of school buses with drivers available to assist in evacuation.
- g. Contact the SCDC and inform them of the OPCON change and to determine if transportation assets are available to evacuate prisoners, if necessary.
- h. Contact the SPA to inform them of OPCON change and determine their status.
- i. Contact State Fleet Management and inform them of the OPCON change and to determine availability of transportation assets to assist in evacuation.
- j. Contact the SCDOC, Air and Rail Divisions, to inform them of the OPCON change and to assess the status of Air and Rail assets and the evacuation of rail and air assets from coastal areas.
- k. Contact the U. S. Coast Guard to inform them of the OPCON change and assess the harbor status.

6. ESF-2 Communications

- a. Review inventories of cell phones and hand-held radios.
- b. Coordinate test of all RF/TELCOM/DATA communication at the SEOC and in the Emergency Communications Vehicle (ECV).

- c. Issue pre-planned radio/cell phone equipment in support of ESF-16 activities.
  - d. Ensure generators supporting 800 MHz back-up operation east of I-95 are fully fueled.
7. ESF-4 Firefighting
- a. Notify ESF-4 SERT members and SC Forestry Commission (SCFC) support personnel of possible activation and deployment of the Incident Management Team(s) (IMTs).
  - b. Notify SCFC pilots of possible evacuation operations.
8. ESF-5 Information and Planning:
- Obtain tourist occupancy estimate for coastal counties from the SCPRT and about specific events scheduled/status within those counties.
9. ESF-6 Mass Care
- a. Review hurricane evacuation and sheltering plans.
  - b. Alert County SCDSS, SCDHHS, and South Carolina Department of Probation, Parole, and Pardon (SCPPP) of possible Special Needs Medical Shelters (SMNS) and public shelter operations.
  - c. Alert ARC Disaster Officer for South Carolina of possible public sheltering operations.
10. ESF-8 Health and Medical
- a. Alert nursing resources of possible SMNS and public sheltering operations.
  - b. Review web-based shelter tracking system and bed check system.
  - c. A Health Alert Message will be sent to provide conference call specifics and other relevant information. Hospitals will be asked to begin daily updates of the Hospital Bed Capacity website to track capacity Statewide.
  - d. Notify ambulance providers and the SC Motor Coach Association regarding the potential for medical facility evacuations.
  - e. Continue conference calls with healthcare facilities and associations to discuss evacuation and sheltering-in-place decisions.

11. ESF-13 Law Enforcement
  - a. Review procedures and staffing plans for security.
  - b. Alert law enforcement personnel to make preparations for deployment and activate agency SOPs.
  
12. ESF-15 Public Information
  - a. Review media packet and materials, and prepare to disseminate to the press.
  - b. Respond to requests from the media and monitor media.
  - c. Respond to requests for assistance from county PIOs.
  - d. Notify supplementary State Public Information Personnel of potential need for assistance.
  - e. Distribute press releases during OPGON 4 (See example news releases and EAS messages at Annex 4) to include "SCEMD Monitors Tropical Storm (name): Citizens Should Review Plans."
  - f. Coordinate with public information personnel from private sector, federal, and volunteer support organizations regarding public information dissemination.
  - g. Contact conglomerate county Public Information Officers (PIOs) regarding distribution coordination.
  
13. ESF-16 Emergency Traffic Management
  - a. Request the SCDOT representative review the status of the evacuation routes to determine if there are any potential problems, such as road maintenance/construction, that might adversely affect the evacuation.
  - b. Review with SCDOT possible steps that should be taken to alleviate any route problems. Inform SCDOT the same request is being made at the county level, and ask for priority on the request.
  - c. Alert agencies and personnel in support of evacuation traffic operations review standard operating procedures, and complete all preparatory actions.
  - d. SCDPS issues warning order to SC Highway Patrol (SCHP) for possible evacuation duty.

14. ESF-19 Military Support

Issue unit activation-warning order to selected SCNG units.

C. OPGON Level 3: Once a storm poses a significant threat to South Carolina, the SEOC will move to OPGON Level 3. The SEOC may be staffed by SCEMD personnel and key SERT agencies. The primary events that will occur in this stage include evacuation discussions (including voluntary evacuations and mandatory evacuation), holding pre-evacuation conferences, and other preparatory activities.

1. All SERT ESFs:

Notify agencies' emergency staff to complete family preparedness activities and be prepared for extended emergency operations.

2. Chief of Operations

a. Notify the following agencies/counties/states regarding the current situation to include upgraded OPGON status, SEOC status, and storm forecast:

- 1). Southern Coastal Conglomerate lead county (Beaufort)
- 2). Central Coastal Conglomerate lead county (Charleston)
- 3). Northern Coastal Conglomerate lead county (Horry)
- 4). State Climatologist's Office
- 5). NWS, Columbia Office
- 6). State of Georgia
- 7). State of North Carolina
- 8). State of Florida
- 9). Conglomerate inland counties, as needed
- 10). FEMA Region IV

b. Maintain documentation of major decisions, meetings, Watches & Warnings, etc. in WebEOC or in the Operations Information Officer's Log.

c. Facilitate discussions on evacuation strategies with SERT and counties.

d. Based on conditions and the Chief of Operations, the following ESFs/support agencies will establish a presence in the SEOC:

- 1). ESF 1: Transportation
- 2). ESF 2: Communications
- 3). ESF 4: Firefighting (Category 3 or greater hurricane)
- 4). ESF 5: Information and Planning

- 5). ESF 6: Mass Care
  - 6). ESF 7: Resource Support
  - 7). ESF 8: Health and Medical Services
  - 8). ESF 9: Search and Rescue (Category 3 or greater hurricane)
  - 9). ESF 12: Energy
  - 10). ESF 13: Law Enforcement
  - 11). ESF 15: Public Information
  - 12). ESF 16: Emergency Traffic Management
  - 13). ESF 17: Animal/Agriculture Emergency Response
  - 14). ESF 18: Donated Goods and Volunteer Services
  - 15). ESF 19: Military Support
  - 16). ESF 24: Business and Industry
  - 17). Operations Support: Budget and Control Board Operations Support Staff
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- e. Recall all SCEMD personnel to a duty status. Cancel all non-emergency related activities, and focus on the approaching storm.
  - f. Notify all counties of OPCON level change and situation status.
  - g. Conduct information briefings for SEOC staff. Monitor and ensure appropriate level of readiness of all SERT agencies.
  - h. Consider deploying Liaison Officers (LNOs) to the coastal conglomerates upon declaration of OPCON 3. Prior to departure, provide a detailed briefing on the present situation and the developing storm scenario. The LNOs should deploy using State fleet vehicles, not SCEMD vehicles. Each LNO should contact the respective conglomerate lead county, and notify the county EOC of expected arrival time.
  - i. Notify State Assessment Team (SAT) team members of possible activation.
  - j. Notify all SCEMD staff via email of OPCON changes.
  - k. Executive Briefings: Present an Executive Order to the Governor for signature declaring a State of Emergency and activating the SCNG for State active duty. The Executive Order may order individual or all potentially affected schools to close. Transmit the Executive Order to appropriate agencies/entities.
  - l. Prepare draft Executive Order for mandatory evacuation (See example Governors Declarations at Annex 5).
  - m. Based on storm severity, prepare a request for a Presidential Emergency Declaration.

- n. Participate in Federal and/or multi-state conference calls coordinating regional operations.
  - o. Notify SCETV to provide technical assistance for television direct communications and radio broadcasts at the SEOC.
  - p. At the Governor's discretion, convene the 6:00 a.m. and 6:00 p.m. Executive Briefings.
3. SEOC Facilities Manager
- Complete preparations for 24-hour SEOC operations.
4. Hurricane Program Manager
- Complete tasks per advisory package received from the NHC:
- a. Review advisory package, and plot forecast data. Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
  - b. Request storm weather conditions/forecast from NWS offices and State Climatologist's Office.
  - c. Brief the following SCEMD individuals on the storm's status: Director, SCEMD Section Chiefs, Public Information Director, and Duty Officer.
  - d. Review findings with the coastal conglomerates.
  - e. Prepare briefing package for executive level briefings.
  - f. Attend and assist during executive level briefings.
  - g. Coordinate conference calls with coastal county emergency management directors. Coordinate conference calls with western conglomerate counties as required. The format for these calls is described in Plan Overview Communications and Information Section.
  - h. Discuss regional traffic coordination/procedures with FEMA and Atlantic coast state EOCs.

5. ESF-1 Transportation
  - a. Prepare for transportation requests in support of evacuation.
  - b. Survey the coastal counties and determine if they will need any transportation assistance with prisoners. In coordination with SCDC and ESF-13, provide any available assistance in reducing the vulnerable jail population.
  - c. Consider issuing cease work order to selected road construction contractors currently performing work on evacuation routes.
  - d. Survey coastal counties and determine need for mass transportation assistance.
  - e. Contact the SCDOE to inform them of the OPGON change and to determine the number of school buses with drivers available to assist in evacuation.
  - f. Contact the SCDC to inform them of the OPGON change and to determine if transportation assets are available to evacuate prisoners, if necessary.
  - g. Contact the SPA to inform them of OPGON change and determine their status.
  - h. Contact State Fleet Management to inform them of the OPGON change and to determine availability of transportation assets to assist in evacuation.
  - i. Contact the SCDOC, Air and Rail Divisions, to inform them of the OPGON change and to assess the status of Air and Rail assets and the evacuation of rail and air assets from coastal areas.
  - j. Contact the U. S. Coast Guard to inform them of the OPGON change and assess the harbor status.
6. ESF-2 Communications
  - a. Notify Chief Information Officer (CIO) senior staff of OPGON change.
  - b. Notify Bell South, Sprint, Motorola/Palmetto 800, and cellular providers.
  - c. Notify satellite phone vendor (Stratos) of any potential needs.
  - d. Distribute cell phones and hand-held radios, as required.

- e. Prepare the ECV for deployment.
  - f. Provide additional SWP staff, as required.
  - g. Activate ARES/RACES net.
  - h. Issue radios to Civil Air Patrol (CAP).
7. ESF-4 Firefighting
- a. Notify firefighter mobilization plan regional coordinators.
  - b. Ensure regional coordinators contact fire departments with pre-landfall deployment responsibilities.
  - c. Put SCFC Incident Management Team (IMT) on standby for potential deployment to Logistics Staging Area (LSA).
  - d. Develop SERT schedule, and prepare initial report for SEOC.
8. ESF-5 Information and Planning
- a. Update tourist occupancy estimate for coastal counties from the SCPRT about specific events scheduled/status within those counties.
  - b. Request State Climatologist's Office provides weather information to support Executive Briefing Preparation.
  - c. Notify Public Information Phone System (PIPS) staffing points of contact and SCETV that emergency operations are likely.
9. ESF-6 Mass Care
- Notify County SCDSS, SCDHEC, SCDHHS, SCPPP, and the ARC State Disaster Officer for South Carolina of pending sheltering operations. Begin preparations for opening voluntary evacuation and mandatory evacuation shelters.
10. ESF-7 Resource Support
- Confirm availability of critical resources through vendor contracts.
11. ESF-8 Health and Medical
- a. Begin preparation to activate SMNS and evacuation shelters.

- b. Determine evacuation status of all vulnerable nursing homes and hospitals.
12. ESF-9 Search and Rescue:
- Notify regional coordinators, and ensure units with pre-landfall deployment responsibilities are contacted.
13. ESF-12 Energy
- Activate evacuation fuel plan as required.
14. ESF-13 Law Enforcement
- a. Prepare for SEOC security using officers from SCPRT.
  - b. Deploy law enforcement personnel to pre-assigned staging areas if conditions warrant.
  - c. Mobilize evacuation support personnel and resources to support evacuation reversal plans if required.
  - d. ESF-13 may mobilize evacuation support personnel and resources to support ESF-16's Evacuation Reversal Plan. If warranted, this may be delayed to OPCON 2.
15. ESF-15 Public Information
- a. Assess the situation, and staff the SEOC to cover news cycles (5:00 a.m. – 11:30 p.m.), as required.
  - b. Respond to media inquiries, and monitor media.
  - c. Distribute press releases (see example press releases and EAS messages at Annex 4) to include "Citizens Should Prepare For Possible Effects From Hurricane (name)."
  - d. Prepare evacuation order press releases.
  - e. Coordinate with State, Federal, and volunteer organizations.
  - f. Notify public news media outlets to test technical capabilities at the SEOC.
  - g. Provide information to SCETV for transmission.

16. ESF-16 Emergency Traffic Management
  - a. Take whatever actions necessary in preparation for an evacuation. Specifically, cease routine maintenance on evacuation routes and do whatever is appropriate to return the road to its normal capacity. Once a decision to evacuate is made, the roads must be ready to handle the traffic. Stage resources as required.
  - b. Anticipate lane reversal operations.
  - c. Have Federal Highway Administration (FHWA) & SCDOT Evacuation Liaison Team personnel log in to Travel Demand Forecast System (TDFM) and establish contact with counterparts at the RRCC.
17. ESF-17 Animal/Agriculture Emergency Response
  - a. Alert support agency personnel in preparation for evacuation and sheltering/ stabling needs.
  - b. Notify farm and industry stakeholders to assist them in storm preparation for their premises and facilities.
18. ESF-18 Donated Goods and Volunteer Services
  - a. In coordination with ESF-7, identify site for donations warehouse.
  - b. Install telephones and computers in the Donated Goods and Volunteer Services Call Center.
19. ESF-19 Military Support
  - a. Determine status of SCNG unit availability and serviceability for probable deployment to State Active Duty (SAD).
  - b. Activate selected units/personnel.
  - c. Install and activate four (4) additional telephone lines in SLED staging area armories.
20. ESF-24 Business and Industry
  - a. Coordinate response of the business and industry partners.
  - b. Start providing business partners with updates as necessary.

- D. OPCON Level 2: Once the SEOC decision is made that a voluntary evacuation or mandatory evacuation order is imminent, the level automatically moves to OPCON 2. Given conditions, the SEOC should be fully manned at this point.
1. Chief of Operations
    - a. Notify the following agencies/counties/states regarding current situation, to include upgraded OPCON status, SEOC status, and storm forecast:
      - 1). Southern Coastal Conglomerate lead county (Beaufort)
      - 2). Central Coastal Conglomerate lead county (Charleston)
      - 3). Northern Coastal Conglomerate lead county (Horry)
      - 4). NWS, Columbia Office
      - 5). State Climatologist's Office
      - 6). State of Georgia
      - 7). State of North Carolina
      - 8). State of Florida
      - 9). Conglomerate inland counties, as needed
      - 10). FEMA Region IV
    - b. Maintain documentation of major decisions, meetings, Watches & Warnings, etc. in WebEOC or Operations Information Officer's log.
    - c. The following ESFs (in addition to those activated at OPCON 3) will be notified to establish operations in the SEOC:
      - 1). ESF-3: Public Works
      - 2). ESF-4: Firefighting (Category 1 or 2 hurricane)
      - 3). ESF-9: Search and Rescue (Category 1 or 2 hurricane)
      - 4). ESF-10: Hazardous Materials
      - 5). ESF-11: Food Services
      - 6). ESF-12: Energy
    - d. Conduct information briefings for the SEOC. Ensure personnel are focused on essential evacuation tasks.
    - e. Notify all counties of OPCON level change and situation status.
    - f. Obtain and distribute official Governor's Executive Orders.
    - g. Prepare a formal letter from the Governor to the President requesting an Emergency Declaration for South Carolina. Also begin drafting a letter from the Governor to the President requesting a Major Disaster Declaration for South Carolina.

- h. Coordinate with FEMA regarding the size, time of arrival, and requirement for Incident Management Assistance Team (IMAT).
  - i. If appropriate, deploy the ECV.
  - j. Coordinate with other states for possible Emergency Mutual Aid Compact (EMAC) assistance.
  - k. Attend executive-level briefings, and discuss evacuation types, evacuation timing, and lane reversal criteria.
2. Hurricane Program Manager
- a. Complete tasks per advisory package received from the NHC.
    - 1). Review advisory package, and plot forecast data.
    - 2). Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
    - 3). Request storm weather conditions/forecast from NWS offices and State Climatologist's Office.
  - b. Brief the following SCEMD individuals on the storm's status:
    - 1). Director, SCEMD
    - 2). Section Chiefs
    - 3). Public Information Director
    - 4). Duty Officer
  - c. Review findings with the coastal conglomerates.
  - d. Prepare briefing package for executive level briefings.
  - e. Attend and assist during executive level briefings.
  - f. Coordinate conference calls with coastal county emergency management directors. The format for these calls is described in Plan Overview Communications and Information Section.
  - g. Attend executive level briefings, and discuss evacuation types, evacuation timing, and lane reversal criteria.

3. ESF-1 Transportation
  - a. SCDOT completes all preparatory actions, and deploys resources (i.e., bottled water and portable toilets) to establish Comfort Stations, as required.
  - b. Contact the SCDOE to inform them of the OPCON change and ascertain the number of school buses with drivers available to assist in evacuation.
  - c. Contact the SCDC to inform them of the OPCON change and to determine if transportation assets are available to evacuate prisoners, if necessary.
  - d. Contact the SPA to inform them of OPCON change and determine their status.
  - e. Contact State Fleet Management to inform them of the OPCON change and to determine availability of transportation assets to assist in evacuation.
  - f. Contact the SCDOC, Air and Rail Divisions, to inform them of the OPCON change and to assess the status of Air and Rail assets and the evacuation of rail and air assets from coastal areas.
  - g. Contact the U. S. Coast Guard to inform them of the OPCON change and assess the harbor status.
4. ESF-2 Communications
  - a. Coordinate video/telephone conference system use, as required.
  - b. Deploy the ECV and portable towers if tasked with approved mission.
5. ESF-4 Firefighting
  - a. Stage aircraft and law enforcement officers to assist ESF-16 with monitoring evacuation routes.
  - b. Coordinate with ESF-7 for warehouse, equipment, supplies, and personnel.
  - c. Marshal IMT personnel and supplies at Columbia SC Fire Commission headquarters for LSA activation.

6. ESF-5 Information and Planning
  - a. As requested by FEMA, assist regarding possible sites selection for a Joint Field Office (JFO).
  - b. Notify PIPS staffing point of contact and SCETV that PIPS operations will begin at a specified time.
7. ESF-6 Mass Care
  - a. Report sheltering operations status and readiness to open.
  - b. Stage shelter resources as required.
8. ESF-7 Resource Support

In coordination with ESF-14, finalize LSA locations; and identify potential warehouse location in forward areas.
9. ESF-9 Search and Rescue

Stage State Urban Search and Rescue (USR) assets as/if requested.
10. ESF-11 Food Services
  - a. Review operational roles and responsibilities.
  - b. Determine status of primary and support agency food resources.
11. ESF-12 Energy

Establish points of contact with all private, public, and municipal electric and gas utilities servicing the potentially damaged areas.
12. ESF-15 Public Information
  - a. Establish the Joint Information Center (JIC), if appropriate.
  - b. Respond to media inquiries, and monitor media.
  - c. Prepare to notify the public regarding evacuation areas.
  - d. Prepare to issue PIPS number.
  - e. Distribute appropriate press releases (see example press releases and EAS messages at Annex 4).

13. ESF-16 Emergency Traffic Management
  - a. Deploy, as required, personnel and equipment to TCPs. Notify counties to prepare to staff TCPs.
  - b. Evaluate lane reversal criteria.
  - c. Deploy, as required, all lane reversal/counter flow operational resources.
  
14. ESF-17 Animal Emergency Response
  - a. Assist with animal evacuation, sheltering, and stabling efforts.
  - b. Monitor and coordinate requests for assistance.
  
2. ESF-19 Military Support
  - a. Fully staff ESF-19 cell at SEOC.
  - b. Notify Office of the Adjutant General (OTAG)-EOC of Governor's Executive Order to activate the SCNG to SAD.
  - c. Coordinate with ESF-13 and 16 to commence security and evacuation assistance mission.
  - d. Determine adjacent State military resource capability.
  
- E. OPCON Level 1: Once a voluntary evacuation recommendation or mandatory evacuation order is announced to the public, the level automatically moves to OPCON 1. At this level, the SEOC will coordinate the evacuation, and will remain at this OPCON through storm landfall and the response phase.
  1. Chief of Operations
    - a. Notify the following agencies/counties/ states regarding current situation to include upgraded OPCON status, SEOC status, and storm forecast:
      - 1). Southern Coastal Conglomerate lead county (Beaufort)
      - 2). Central Coastal Conglomerate lead county (Charleston)
      - 3). Northern Coastal Conglomerate lead county (Horry)
      - 4). State Climatologist's Office
      - 5). NWS, Columbia Office
      - 6). State of Georgia
      - 7). State of North Carolina
      - 8). State of Florida
      - 9). Conglomerate inland counties, as needed
      - 10). FEMA Region IV

- b. Notify all counties of OPCON level change and situation status highlighting evacuation status, timings, flow, etc.
- c. Conduct information briefings for the SEOC.
- d. Maintain documentation of major decisions, meetings, Watches & Warnings, etc.
- e. Place the SAT on stand-by.
- f. Monitor evacuation operations.
- g. Based on the projected path of hurricane winds, contact County Directors likely to be unaffected by the storm, and enlist as additional support either to the SEOC or to counties.
- h. Activate EAS if appropriate.
- i. Attend executive level briefings. Receive Voluntary and Mandatory Evacuation decision.
- j. Advise counties of evacuation decision and timing through County Desk Operators, fax, etc.

2. Hurricane Program Manager

- a. Complete tasks per advisory package received from the NHC:
  - 1). Review advisory package, and plot forecast data. Request storm weather conditions/forecast from NWS offices and State Climatologist's Office.
  - 2). Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
- b. Brief the following SCEMD individuals on the storm's status:
  - 1). Director, SCEMD
  - 2). Section Chiefs
  - 3). Public Information Director
  - 4). Duty Officer
- c. Review findings with the coastal conglomerates.
- d. Prepare briefing package for executive level briefings.

- e. Attend and assist during executive level briefings.
- f. Coordinate conference calls with coastal county emergency management directors. The format for these calls is described in Plan Overview Communications and Information Section.

3. ESF-1 Transportation

- a. Order all draw and swing bridges in coastal areas to be closed to maritime traffic (boats) with the onset of 25 mile per hour winds or at mandatory evacuation, whichever arrives first.
- b. Contact the SCDOE to inform them of the OPCON change and to determine the number of school buses with drivers available to assist in evacuation.
- c. Contact the SCDC to inform them of the OPCON change and to determine if transportation assets are available to evacuate prisoners, if necessary.
- d. Contact the SPA to inform them of OPCON change and determine their status.
- e. Contact State Fleet Management to inform them of the OPCON change and to determine availability of transportation assets to assist in evacuation.
- f. Contact the SCDOC, Air and Rail Divisions, to inform them of the OPCON change and to assess the status of Air and Rail assets and the evacuation of rail and air assets from coastal areas.
- g. Contact the U. S. Coast Guard to inform them of the OPCON change and assess the harbor status.

4. ESF-2 Communications

Request Spirit Telecom/ATT to provide a representative to the SEOC.

5. ESF-4 Firefighting

- a. Activate aircraft missions and law enforcement officers to assist with monitoring evacuation routes.
- b. Stage resources at predetermined staging areas for potential county debris clearing assistance.
- c. Prepare for forestland damage assessment missions.

- d. Deploy the IMT, and activate LSA.
- 6. ESF-5 Information and Planning
  - a. Activate PIPs.
  - b. Review the SC Recovery Plan, and prepare to implement damage assessment operations.
  - c. Upon arrival, incorporate FEMA IMAT into SEOC.
- 7. ESF-6 Mass Care
  - a. Execute Voluntary and Mandatory Hurricane Evacuation Shelter plan.
  - b. Monitor public shelter operations occupancy levels.
  - c. Coordinate with SEOC Chief of Operations on suspense time for County EOCs to request additional shelter staff, and notify all county EOCs of suspense time at least two (2) hours prior to suspense time.
  - d. Stage shelter resources as required.
- 8. ESF-7 Resource Support
  - Coordinate State staging area as required.
- 9. ESF-8 Health and Medical
  - a. Stage shelter resources as required.
  - a. Notify healthcare facilities in projected surge zone of anticipated mandatory evacuation order.
- 10. ESF-12 Energy:
  - Contact all public, co-ops, and municipal electric and gas utilities servicing the damaged areas, and obtain damage assessment, outage data, and estimated restoration time. Maintain contact until restoration is complete
- 11. ESF-13 Law Enforcement:
  - Activate all ESF-13 security patrols and missions.
- 12. ESF-15 Public Information

- a. Establish JIC, as required.
- b. Respond to media inquiries and monitor media.
- c. Notify the public regarding evacuation areas.
- d. Distribute appropriate press releases (see example press releases and EAS messages at Annex 4) to include, but not limited to:
  - 1). EAS Message: “Voluntary Evacuation”
  - 2). New Release: “Governor Closes State Offices In Areas Possibly Affected by Hurricane (name)”
  - 3). News Release: “Governor Calls For Voluntary Evacuation”
  - 4). News Release: “Public Information Phone System Available”
  - 5). News Release: “Hurricane Watch/Warning Issued For South Carolina Coast”
  - 6). News Release: “Preparations Being Made In Anticipation of Hurricane (name)”
  - 7). EAS Message: “Mandatory Evacuation”
  - 8). News Release: “Governor Orders Mandatory Evacuation”
  - 9). EAS Message: “Lanes Reversed on Parts of (Highway)”
  - 10). News Release: “Traffic Warning for Evacuation”

13. ESF-16 Emergency Traffic Management

- a. Notify counties to staff TCPs.
- b. If lane reversal ordered, initiate lane reversal clearance operations.
- c. Monitor the evacuation traffic using all tools available including radio, aerial, and video surveillance. Be prepared to take corrective actions in the event of unforeseen circumstances.

14. ESF-17 Animal Emergency Response

- a. Assist with opening of animal shelters and stabling facilities as necessary.
- b. Monitor and coordinate requests for assistance.

15. ESF-18 Donated Goods and Volunteer Services:

Prepare to execute Donated Goods Operations Plan as required.

16. ESF-19 Military Support

- a. Monitor, coordinate, and advise SEOC and OTAG of missions and taskings.
- b. Prepare for extended operations after landfall.