

ANNEX B TO HURRICANE PLAN
EMERGENCY SUPPORT FUNCTION SPECIFIED TASKS

I. INTRODUCTION

- A. The following lists of sequences are tasks to be performed by elements of the SERT as indicated below by OPCON.

II. PREPAREDNESS

OPCON Level 5 is 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, SCEMD tracks and monitors all tropical cyclones/potential hurricanes/hurricanes. At a minimum, the organizations/groups below will accomplish the tasks noted.

1. Executive Group
 - a. Provide information as necessary or requested to the Governor's Office.
 - b. Provide information brief to Governor's Office.
2. Preparedness Section
 - a. Prepare draft State of Emergency
 - b. Notify SC Department of Health and Environmental Control (SCDHEC) to alert healthcare facilities/nursing homes of potential evacuation timing.
 - c. Coordinate training for Public Information Phone System (PIPS) Agency Coordinators and operators.
3. Hurricane Program Manager
 - a. Direct all ESFs to review all preparedness plans, SOPs, and update alert rosters.
 - b. Contact the National Weather Service (NWS) offices in Columbia, Charleston, Greenville and Wilmington to verify emergency management coordination numbers, and orient the Meteorologists in Charge (MIC) and Warning Coordination Meteorologists (WCM) to evacuation operational procedures to include conference call participation.
 - c. Contact the State Climatologist's Office, and review procedures for providing assistance during a hurricane threat.
 - d. Review the advisory package.

- e. Review forecast and observed conditions with the NWS in Columbia, the State Climatologist with SCDNR, and the Coastal Conglomerate Counties.
 - f. Brief the following on the tropical cyclone's status:
 - SCEMD Director
 - Chief of Staff
 - Chief of Preparedness
 - Chief of Operations
 - Plans Manager
 - SCEMD NWS Liaison
4. SCEMD Public Information
- a. Review public affairs materials and methods for distribution.
 - b. Review Public Information personnel availability, and develop duty station and shift assignments.
 - c. Distribute hurricane preparedness and awareness press releases during OPCON 5 (refer to example news releases and EAS messages at Annex 4) to include Hurricane Awareness Week and family preparedness planning.
5. State Warning Point (SWP) (when an active or potential tropical cyclone is detected).
- a. Notify select SCEMD staff of the tropical cyclone's status via email.
 - SCEMD Director
 - Chief of Staff
 - All Chiefs
 - Selected Managers
 - b. Forward Advisories, Watches, and Warnings to the eight (8) coastal counties.
 - c. Create event in Palmetto.

III. RESPONSE

A. OPCON 4:

1. Executive Group
 - a. Present an Executive Order to the Governor for signature declaring a State of Emergency.
 - b. Request authority from the Governor to initiate contracts to support evacuation operations (e.g., Mass Transportation, Medical Transportation, Shelf Stable Meals, etc.)
 - c. Present an Executive Order to the Governor for signature ordering a Mandatory Medical Evacuation.
 - d. Transmit the Executive Orders to appropriate agencies/entities.
 - e. Provide information brief to Governor's Office.
2. Operations Section
 - a. Notify all counties of OPCON level change and situation status.
 - b. Direct all ESFs to review all preparedness plans, SOPs, and update alert rosters.
 - c. Initial activation will consist of SCEMD staff monitoring the tropical cyclone through the SWP. If necessary, include selected ESFs in SEOC activation.
 - d. Document major decisions in Palmetto (formerly WebEOC/EM-COP) or the Situation Unit Leaders 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.
 - e. Prepare and disseminate an Alert Order for all SERT agency heads.
 - f. Notify SERT primary points of contact (POC) and State Fiscal Accountability Authority (SFAA), and instruct contacts to review OPCON 4 procedures.
 - g. Publish SCEMD staffing roster for SEOC.
2. State Warning Point

Notify selective staff of OPCON level change and tropical cyclone status.
3. Preparedness Section

- a. Contact the following agencies regarding current situation to include upgraded OPGON status, SEOC status, and tropical cyclone forecast:
 - Southern Coastal Conglomerate lead county (Beaufort)
 - Central Coastal Conglomerate lead county (Charleston)
 - Northern Coastal Conglomerate lead county (Horry)
 - State Climatologist's Office
 - NWS, Columbia Office
 - FEMA Region IV
 - b. Prepare drafts of the following:
 - c. Maintain continuous coordination with PIPS Agency Coordinators.
 - d. Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
 - e. Prepared a draft Executive Order to the Governor activating the SCNG for State Active Duty.
4. Hurricane Program Manager
- a. Complete tasks per advisory package received from the NHC:
 - (1) Review advisory package, and distribute forecast data.
 - b. Brief the following SCEMD individuals on the tropical cyclone's status:
 - Director, SCEMD
 - Section Chiefs and Managers
 - ESF Leads
 - c. Attend and assist during briefings.
 - d. Coordinate conference calls-with county Emergency Management Directors.
5. Recovery Section
- a. Prepare a request for a Pre-Disaster Declaration and/a Presidential Emergency Declaration
 - b. Submit a request for an Emergency Declaration.

6. Logistics Section
 - a. Contact POCs for statewide emergency contracts to ensure availability to respond quickly and on a 24-hr basis.
 - (1) Determine the total number of available motor coaches should the Mass Transportation Plan be activated.
 - (2) Discuss potential activation of TMS contract with ESF-7.
 - (3) Consider bringing vendors (disaster services, transportation/hauling, etc.) into the SEOC as required.
 - b. Call POCs at staging areas to ensure availability of their space. Exchange 24-hour contact information. Review MOUs to make sure they are up to date.
 - c. Request counties review their POD list.
 - d. Review Attachment A of the SCEOP.
7. SEOC Facilities Manager
 - a. Test SEOC emergency generator and coordinate with IT to test the uninterruptible power supply (UPS) system.
 - b. Begin preparing the SEOC for 24-hour operations.
 - c. Confirm all SEOC facility support vendor contracts (food, copier, janitorial services, and fax machines).
 - d. Contact Fleet Management to arrange for additional motor vehicles as required.
8. SCDHEC
 - a. Provide recommendation to Governor on initiation of Mandatory Medical Evacuation.
 - b. Prepare a draft executive order for Mandatory Medical Evacuation.
9. SCDPS

Issue Warning Order to SC Highway Patrol (SCHP) for possible evacuation duty.
10. ESF-1 (Transportation)

- a. Evacuation routes and status of State Highway Emergency Program (SHEP) vehicles are monitored via ESF-16 SCDOT liaison per internal SCDOT EORS checklist.
 - b. Inquiries regarding current maps displaying construction and road closures is referred to the SCDOT Website (Road Conditions).
 - c. Notification of SCDOT districts and the reviewing of schedules and agreements is performed by SCDOT EOC per internal SCDOT EORS checklist.
 - d. Contact the Air Operations Branch, SCDOE, SCDC, SPA, State Fleet Management, SCDOT, ORS, U.S. Coast Guard, Aeronautics Commission, and inform them of the OPCON change.
11. ESF-2 (Communications)
- a. Review inventories of cell phones, satellite telephones and hand-held radios.
 - b. Coordinate test of all RF/TELCOM/DATA communication at the SEOC.
 - c. Issue pre-planned radio/cell phone equipment in support of ESF-16 activities.
 - d. Coordinate fueling of generators supporting 800 MHz back-up operation east of I-95 are fully fueled.
 - e. Coordinate with Division of Technical Operations (DTO) to issue of pre-planned radio/cell phone equipment in support of ESF 16 operations.
12. 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) (IMT).
 - b. Notify SCFC pilots of possible evacuation operations.
13. ESF-6 (Mass Care)
- a. Review hurricane evacuation and sheltering plans.
 - b. Alert SCDSS, SCDHHS, SCDHEC, and SC Vocational Rehab
 - c. Alert VOAD leads for South Carolina of sheltering operations.

- d. Alert ESF-6 SERT of possible deployment to SEOC.
14. ESF-7 (Finance and Administration)
- a. Coordinate with SFAA for Internal Order Number.
 - b. Coordinate with MMO to alert standby contractors of potential contract activation.
 - c. Confirm availability of critical resources through vendor contracts.
15. ESF-8 (Health and Medical Services)
- a. Coordinate with SCDHEC to prepare a draft Governor's Order to initiate a Mandatory Medical Evacuation.
 - b. Alert nursing resources of sheltering operations.
 - c. Notify healthcare facilities of conference call specifics and other relevant information. Direct hospitals to begin daily updates of the Hospital Bed Capacity website to track capacity Statewide.
 - d. Notify ambulance providers regarding the orders for medical facility evacuations.
 - e. If needed, Initiate ambulance contract to support anticipated Mandatory Medical Evacuation.
 - f. Continue conference calls with healthcare facilities and associations to discuss evacuation and sheltering-in-place decisions.
16. ESF-12 (Energy)
- a. Establish points of contact with all private, public, and municipal electric and gas utilities servicing the potentially impacted areas.
17. 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.
18. 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 OPCON 4 (See example news releases and EAS messages at Annex D) 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 PIOs regarding distribution coordination.

19. ESF-16 (Emergency Traffic Management)

- a. Request the SCDOT representative review the status of the evacuation routes to determine any potential problems, such as road maintenance/construction, that might adversely affect the evacuation.
- b. Review with SCDOT possible steps to alleviate route problems.
- c. Alert agencies and personnel in support of evacuation traffic operations review SOPs, and complete all preparatory actions.

20. ESF-19 (Military Support)

- a. Determine status of SCNG unit availability and serviceability for probable deployment to State Active Duty (SAD).
- b. Issue unit activation warning order to selected SCNG units.

B. OPCON 3:

1. Based on conditions and the concurrence of the Director, the following ESFs/support agencies will establish a presence in the SEOC:
 - ESF 1 (Transportation)
 - ESF 2 (Communications)
 - ESF 4 (Firefighting)
 - ESF 6 (Mass Care)
 - ESF 7 (Finance and Administration)
 - ESF 8 (Health and Medical Services)

- ESF 9 (Search and Rescue)
 - ESF 11 (Food Services)
 - ESF 12 (Energy)
 - ESF 13 (Law Enforcement)
 - ESF 14 (Initial Recovery and Mitigation)
 - ESF 15 (Public Information)
 - ESF 16 (Emergency Traffic Management)
 - ESF 17 (Animal/Agriculture Emergency Response)
 - ESF 18 (Donated Goods and Volunteer Services)
 - ESF 19 (Military Support)
2. Executive Group
- a. Transmit the Executive Order to appropriate agencies/entities.
 - b. Recall SCEMD personnel to a duty. Cancel all non-emergency related activities.
 - c. Brief the Governor.
3. Operations Section
- a. Notify the following agencies/counties/states regarding the current situation to include upgraded OPGON status, SEOC status, and tropical cyclone forecast:
 - Southern Coastal Conglomerate counties
 - Central Coastal Conglomerate counties
 - Northern Coastal Conglomerate counties
 - State Climatologist's Office
 - NWS Columbia, Charleston, Greenville and Wilmington
 - State of Georgia
 - State of North Carolina
 - Western Conglomerate counties as needed
 - FEMA Region IV
 - b. Maintain documentation of major decisions, meetings, Watches & Warnings, etc. in Palmetto (formerly WebEOC/EM-COP) or in the Operations Officer's Log.

- c. Notify all SCEMD staff and counties of OPCON level change and situation status.
 - d. Conduct information briefings for SEOC staff. Monitor and ensure appropriate level of readiness of all SERT agencies.
 - e. Deploy Regional Emergency Managers (REM) if not already pre-positioned in selected county EOCS.
4. Plans Section
- a. Coordinate participation in Federal and/or multi-state conference calls coordinating regional operations.
 - b. Prepare draft Executive Order for Evacuation (See example Governors Declarations at Annex E).
 - c. Public Information Phone System (PIPS) Coordinator notifies PIPS Agency Coordinators that activation of the PIPS Operations Center appears likely. Encourage PIPS Agency Coordinators to assign operator shifts from within their agencies.
5. Hurricane Program Manager
- a. Complete tasks per advisory package received from the NHC.
 - (1) Review advisory package. Determine projected evacuation times to include decision time, start time, and completion times for each coastal conglomerate.
 - (2) Request tropical cyclone observed weather conditions/forecast from NWS offices and State Climatologist's Office.
 - b. Provide briefing on the tropical cyclone status.
 - c. Attend and assist during briefings.
 - d. Coordinate conference calls with coastal county emergency management directors. Coordinate conference calls with Western Conglomerate counties as required providing information as needed.
6. Logistics Section
- a. Complete preparations for 24-hour SEOC operations.
 - b. Contact JRSOI POC with the National Guard to review availability of McCrady and housing capability on site.

- c. Upon receiving a signed State of Emergency, begin interstate planning and coordination for potential EMAC assistance.
 - d. Consider requesting an EMAC A-team.
 - e. Determine if any pre-staged resources are required, to include EMAC teams or resources. Begin mobilization to staging areas or other designated locations.
7. 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. Coordinate with SCDOT to 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 Air Operations Branch, SCDOE, SCDC, SPA, State Fleet Management, SCDOT, ORS, U.S. Coast Guard, Aeronautics Commission, and inform them of the OPCON change.
8. ESF-2 (Communications)
- a. Chief Information Officer (CIO) of OPCON change.
 - b. Coordinate with DTO to:
 - Notify all telecommunication providers of change in OPCON status; telephone, cellular phone, and Motorola/Palmetto 800 cellular.
 - Notify satellite phone vendor of potential needs.
 - Distribute cell phones and hand-held radios, as required.
 - Provide additional SWP staff, as required.
 - Activate ARES/RACES net.
 - Issue radios to Civil Air Patrol (CAP).

9. 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 Regional Staging Areas (RSA).
 - d. Develop SERT schedule, and prepare initial report for SEOC.
10. ESF-6 (Mass Care)
 - a. Notify SCDSS, SCDHEC, SCDHHS, and the ARC State Disaster Officer and other VOAD leads for South Carolina of pending sheltering operations.
 - b. Begin preparations for opening evacuation shelters.
 - c. Begin preparation to activate SMNS.
11. ESF-8 (Health and Medical Services)
 - a. Determine evacuation status of all licensed healthcare facilities.
12. ESF-9 (Search and Rescue).
 - a. Notify regional coordinators, and ensure units with pre-landfall deployment responsibilities are contacted.
13. ESF-12 (Energy)
 - a. 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 the Evacuation Reversal Plan. If warranted, this may be delayed to OPGON 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 D (Public Information)) 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.
 - h. Notify SCETV to provide technical assistance for television direct communications and radio broadcasts at the SEOC.
16. ESF-16 (Emergency Traffic Management)
 - a. Take actions necessary to prepare for an evacuation. Specifically, coordinate with ESF-1 (Transportation) to cease routine maintenance on evacuation routes and take the necessary actions to return the road to its normal capacity. Once the evacuation begins, the roads must be ready to handle the traffic.
 - b. Stage resources as required.
 - c. Anticipate lane reversal operations.
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 (Finance and Administration), 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. Notify JOC of Governor's Executive Order to activate the SCNG to State Active Duty.
- b. Call selected units/personnel to State Active Duty.
- c. Initiate movement of activated units to forward operating area for Evacuation Operations.
- d. Install and activate four (4) additional telephone lines in SLED staging area armories.

20. ESF-24 (Business and Industry)

- a. Establish lines of communication with all ESF-24 support agencies, (Department of Commerce, Department of Insurance, Parks, Recreation and Tourism, Department of Employment and Workforce, SC Retail Association, SC Chamber of Commerce.
- b. Provide business partners with hazard updates as necessary.

C. OPCON 2:

- 1. The following ESFs (in addition to those activated at OPCON 3) will establish operations in the SEOC:
 - ESF-3 (Public Works)
 - ESF-10 (Hazardous Materials)
- 2. Executive Group.
 - a. Present an Executive Order to the Governor for signature ordering an Evacuation.
 - b. Distribute official Governor's Executive Orders.
- 3. Operations Section
 - a. Maintain situational awareness thru reports, telephone calls and Palmetto.
 - b. Notify the following agencies/counties/states regarding current situation, to include upgraded OPCON status, SEOC status, and tropical cyclone forecast:

- Southern Coastal Conglomerate
 - Central Coastal Conglomerate
 - Northern Coastal Conglomerate
 - NWS Columbia, Charleston, Greenville and Wilmington
 - State Climatologist's Office
 - State of Georgia
 - State of North Carolina
 - Inland counties, as needed
 - FEMA Region IV
- c. Maintain documentation of major decisions, meetings, Watches & Warnings, etc. in Palmetto (formerly WebEOC/EM-COP) or Operations Officer's log.
- 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.
4. Plans Section
- a. Prepare or assist with a formal letter from the Governor to the President requesting an Emergency Declaration for South Carolina.
- b. Begin drafting a request from the Governor to the President for a Major Disaster Declaration for South Carolina.
- c. Notify PIPS staffing Point Of Contact that PIPS operations will begin at a specified time. Coordinate with United Way, SC Department of Motor Vehicles, and Spirit to ensure PIPS phone roll-over and transfer capabilities are operable.
5. Hurricane Program Manager
- a. Complete tasks per advisory package received from the NHC.
- (1) Review advisory package.
 - (2) Determine projected evacuation times to include decision time, start time, and completion times.
- b. Brief key individuals via conference call or email on the tropical cyclone's status.

- c. Attend and assist during briefings.
 - d. Coordinate conference calls with specified Emergency Management Directors.
 - e. Attend executive-level briefings, and discuss evacuation types, evacuation timing, and lane reversal criteria.
 - f. Participate in the Evacuation Liaison Team (ELT) Regional Traffic Coordination calls with FEMA and Atlantic coast state EOCs.
 - g. Participate in Hurricane Liaison Team (HLT) calls and all NHC sponsored calls.
6. Logistics Section
- a. Coordinate with FEMA regarding the size, time of arrival, and requirement for Incident Management Assistance Team (IMAT).
 - b. Continue coordination with other states for possible Emergency Mutual Aid Compact (EMAC) assistance.
 - c. Determine if contract POCs (disaster services, trucking/hauling, etc) should provide liaisons to the SEOC.
 - d. Finalize RSA locations; and identify potential warehouse location in forward areas.
7. 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 Air Operations Branch, SCDOE, SCDC, SPA, State Fleet Management, ORS, U.S. Coast Guard, and Aeronautics Commission to inform them of the OPCON change.
8. ESF-2 (Communications)
- a. Coordinate video/telephone conference system use, as required.
9. 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. Marshall IMT personnel and supplies at Columbia SC Fire Commission headquarters for LSA activation.
- 10. ESF-6 (Mass Care)
 - a. Report sheltering operations status and readiness to open.
 - b. Stage shelter resources as required.
 - 11. ESF-9 (Search and Rescue)
 - a. Stage State Urban Search and Rescue (USAR) assets as requested.
 - 12. ESF-11 (Food Services)
 - a. Review operational roles and responsibilities.
 - b. Determine status of primary and support agency food resources.
 - 13. 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 toll-free phone number.
 - e. Distribute appropriate press releases (see example press releases and EAS messages at Annex D (Public Information)).
 - 14. 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.
 - 15. ESF-17 (Animal/Agriculture Emergency Response)
 - a. Assist with animal evacuation, sheltering, and stabling efforts.
 - b. Monitor and coordinate requests for assistance.
 - 16. ESF-19 (Military Support)

- a. Fully staff ESF-19 at SEOC.
- b. Coordinate with ESF-13 (Law Enforcement) and ESF-16 (Emergency Traffic Management) to commence security and evacuation assistance mission.
- c. Determine adjacent State military resource capability.

17. ESF-24 (Business and Industry)

- a. Maintain lines of communication with all ESF-24 support agencies, (Department of Commerce, Department of Insurance, Parks, Recreation and Tourism, Department of Employment and Workforce, SC Retail Association, SC Chamber of Commerce.
- b. Continue providing business partners with hazard updates as necessary.

D. OPCON 1:

1. Operations Section

- a. Notify the following agencies/counties/ states regarding current situation to include upgraded OPCON status, SEOC status, and tropical cyclone forecast:
 - Southern Coastal Conglomerate
 - Central Coastal Conglomerate
 - Northern Coastal Conglomerate
 - State Climatologist's Office
 - NWS Columbia, Charleston, Greenville and Wilmington
 - State of Georgia
 - State of North Carolina
 - Conglomerate inland counties, as needed
 - FEMA Region IV
- b. Monitor evacuation operations.
- c. Notify all counties of OPCON level change and situation status highlighting evacuation status, timings, flow, etc.
- d. Conduct information briefings for the SEOC.

- e. Review the SC Recovery Plan, and prepare to coordinate damage assessment operations.
 - f. Upon arrival, incorporate FEMA IMAT into SEOC.
2. Plans Section
- a. Maintain documentation of major decisions, meetings, Watches & Warnings, etc.
 - b. Based on the projected path of hurricane winds, contact County Directors likely to be unaffected by the tropical cyclone, and enlist as additional support either to the SEOC or to counties.
 - c. Attend briefings.
 - d. Advise counties of evacuation decision and timing through situation units, email, etc.
 - e. Activate PIPs Operations Center.
3. Hurricane Program Manager
- a. Complete tasks per advisory package received from the NHC:
 - (1) Review advisory package. Request tropical cyclone observed 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 key individuals via conference call or email on the tropical cyclone's status.
 - 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.
4. Logistics Section
- a. Plan for post-landfall arrival of EMAC resources.

- b. Finalize preparations for all staged assets and all contractor liaisons.
 - c. Fully integrate EMAC A-Team into Logistics operations.
 - d. Fill county and state resource requests as required.
 - e. Coordinate with the National Guard JRSOI for incoming resource.
5. ESF-1 (Transportation)
- a. Order all movable 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 Air Operations Branch, SCDOE, SCDC, SPA, State Fleet Management, ORS, U.S. Coast Guard, and Aeronautics Commission to inform them of the OPGON change.
6. ESF-2 (Communications)
- a. Request contractor provide a representative to the SEOC.
7. 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.
8. ESF-6 (Mass Care)
- a. Execute Hurricane Evacuation Shelter plan.
 - b. Monitor public shelter operations occupancy levels.
 - c. Stage shelter resources as required.
9. ESF-8 (Health and Medical Services)
- a. Monitor evacuation progress of healthcare facilities in projected surge.
10. ESF-12 (Energy)

- a. Monitor all public, co-ops, and municipal electric and gas utilities servicing the damaged areas.
 - b. Maintain contact until restoration is complete.
11. ESF-13 (Law Enforcement).
- a. 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. Activate EAS if appropriate.
 - e. Message current shelter status.
 - f. Distribute appropriate press releases (see example press releases and EAS messages at Annex D (Public Information)) to include, but not limited to:
 - EAS Message: “Evacuation”
 - New Release: “Governor Closes State Offices In Areas Possibly Affected by Hurricane (name)”
 - News Release: “Governor Calls For Evacuation”
 - News Release: “Public Information Phone System Available”
 - News Release: “Hurricane Watch/Warning Issued For South Carolina Coast”
 - News Release: “Preparations Being Made In Anticipation of Hurricane (name)”
 - EAS Message: “Mandatory Evacuation”
 - News Release: “Governor Orders Evacuation”
 - EAS Message: “Lanes Reversed on Parts of (Highway)”
 - 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/Agriculture Emergency Response)
- a. Assist with the determination of temporary, emergency animal shelter spaces and sites as well as equine stabling facilities, as necessary: assist with the dissemination of this information to the public.
 - b. Monitor and coordinate requests for assistance.
15. ESF-18 (Donated Goods and Volunteer Services)
- a. Prepare to execute Donated Goods Operations Plan as required.
16. ESF-19 (Military Support)
- a. Monitor, coordinate, and advise SEOC and JOC of missions and taskings.
 - b. Prepare for extended operations after landfall.
17. ESF-24 (Business and Industry)
- a. Communicate status of ingress routes, road and bridge closures, and curfew areas to Business and Industry partners.
 - b. Assist in the identification of appropriate federal and state programs to support implementation of long-term recovery plans.
 - c. Assist SEOC planners with developing restoration priorities and plans for private sector critical lifelines and other impacted economic/business sectors.
 - d. Provide coordination with local and regional business associations and other organizations to leverage all available resources for recovery.
 - e. Work with state entities, counties, and local jurisdictions to identify and address unmet needs of business and industry.

IV. REENTRY OPERATIONS

- A. Once the Governor rescinds the evacuation order, reentry operations may begin if conditions in impacted/affected counties permit.

B. Reentry operations are in accordance with the SCEOP.