

**ANNEX 5**  
**EMERGENCY MANAGEMENT**

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COORDINATING: South Carolina Emergency Management Division

PRIMARY: State, County, tribal and municipal governments

SUPPORTING: Non-Governmental Organizations and Agencies

**I. INTRODUCTION**

- A. The State Emergency Operations Center (SEOC) serves as the central clearinghouse for disaster-related information and requests for deployment of state resources, and as the center for coordinating the State and federal agencies response and initial recovery actions to an emergency event.
- B. The SEOC follows the general structure and functions of the National Incident Management System (NIMS).

**II. PURPOSE**

Describe the process for managing and facilitating a coordinated emergency operation through collecting, processing, and disseminating emergency information and disaster intelligence; developing Incident Action Plans (IAP); and coordinating resource support to the counties and tribal governments.

**III. CONCEPT OF OPERATIONS**

- A. When an event or potential event is first detected, the SEOC will activate to a level appropriate to the threat. The State will respond to events on a 24-hour basis.
- B. The SEOC is organized and functions utilizing seven (7) major areas:
  - Executive
  - Operations
  - Planning
  - Logistics
  - Recovery
  - Public Information
  - Finance/Administration
- C. The State manages response through the State Emergency Response Team (SERT), which is organized into 20 Emergency Support Functions (ESF). Coordinating Primary and Supporting organizations are designated for each ESF.

- D. Personnel functioning in the SEOC and members of the SERT will integrate the principles of the National Incident Management System (NIMS) and Incident Command into operations.
- E. Personnel operating in the SEOC will be familiar with the National Response Framework and National Disaster Recovery Framework and the corresponding Federal Emergency Management Agency (FEMA) annexes with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the structure, organization, functions and responsibilities of the Incident Management Assistance Team (IMAT) and the Joint Field Office (JFO).
- F. State Emergency Operations Center
  - 1. In the absence of the SCEMD Director, the Chief of Staff or designee is authorized to make decisions and take actions in his place.
  - 2. Activation
    - a. The SERT will activate and staff the SEOC in accordance with the SEOC Standard Operating Procedures (SOP) and in accordance with the requirements of the established Operating Conditions (OPCON) level.
    - b. The coordinating agency (lead agency) for an ESF is responsible for informing and coordinating with their supporting agencies.
    - c. As the situation dictates, the Director or his designee may direct the activation of an alternate EOC.
  - 3. The SEOC coordinates the transition from Response to Recovery in conjunction with the FEMA IMAT and the JFO.

#### **IV. ORGANIZATION AND RESPONSIBILITIES**

- A. General
  - 1. SEOC duties and responsibilities are stated in general terms to facilitate an all-hazard approach on processes regarding direction and control. There are, however, some tasks unique to specific hazard responses which are in the SEOC SOP and the hazard specific plans.
  - 2. All agencies supporting the SEOC and the members of the SERT will ensure their SEOC personnel are trained on the principles of NIMS and Incident Command.

B. Executive Group

1. The Executive Group will consist of the Governor, selected officials and the agency directors/representatives of selected State Agencies representing the lead ESFs. The Governor or the Governor’s representative may add or delete members of the Group based on the event or expertise needed.
2. The Executive Group will advise and assist the Governor in executive-level decision making.
3. The Lead Agency/ESF Lead members of the Executive Group are as follow:

COORDINATING AGENCY	ESF	TITLE
SC Department of Transportation	ESF-1	Transportation
SC Department of Administration	ESF-2	Communications
	ESF-18	Donated Goods and Volunteer Services
State Fiscal Accountability Authority	ESF-3	Public Works and Engineering
SC Department of Labor, Licensing, and Regulation	ESF-4	Firefighting
	ESF-9	Search and Rescue
SC Department of Social Services	ESF-6	Mass Care
	ESF-11	Food Services
SC Emergency Management Division	ESF-7	Finance and Administration
	ESF-14	Initial Recovery and Mitigation
	ESF-15	Public Information
SC Department of Health and Environmental Control	ESF-8	Health and Medical Services
	ESF-10	Hazardous Materials
Office of Regulatory Staff	ESF-12	Energy
SC Law Enforcement Division	ESF-13	Law Enforcement
SC Department of Public Safety	ESF-16	Emergency Traffic Management
Clemson University Livestock-Poultry Health	ESF-17	Animal/Agriculture Emergency Response
SC National Guard	ESF-19	Military Support
SC Department of Commerce	ESF-24	Business and Industry

**Operations Section**

1. Assists the Director, SCEMD with the activation, operation and demobilization of the SEOC.
2. Coordinates support for emergency response operations in conjunction with the SERT/ESFs, and in accordance with appropriate plans and procedures.
3. Facilitates the support and coordination with the county response operations.
4. Coordinates the execution of the IAP with the ESFs to ensure the lead and support agency actions support the goals and objectives as defined in the IAP.
5. Coordinates with appropriate Federal response organizations to facilitate the employment of Federal resources and their support to State and local government.

**C. Plans Section**

1. Coordinates, conducts and leads the Joint Disaster Intelligence Cell in order to produce intelligence assessments, estimates and other products in support of the Executive Group's priorities and decision making process.
2. Provides weather, Hazus and other specialized support mission support.
3. Conducts meetings with Executive Group and selected ESF representatives to develop the State's goals, objectives, priorities of support and priorities of effort.
4. Conducts planning meetings with the ESFs and Logistics to identify and coordinate required resources to support plans and contingency plans.
5. Coordinates, develops and distributes IAP and Contingency Plans.
6. In conjunction with the Logistics Section, plans and coordinates with FEMA for transition to and from a JFO.
7. Maintains and conducts documentation and distribution to support SEOC operations.

**D. Logistics Section**

1. Coordinates resources and services to support the achievement of the incident objectives and for all logistical functions within the SEOC.
2. Coordinates with FEMA for the transition to and from a JFO.
3. Provides IT, communications, facilities, and GIS support to the SEOC.

4. The duties and responsibilities of the Logistics Section are further detailed in Attachment A (South Carolina Logistics Plan) to the SC Emergency Operations Plan (SCEOP) and the Logistics Section SOPs.

E. Recovery Section

The duties and responsibilities of the Recovery Section are detailed in Annex 14 (Initial Recovery and Mitigation) of the SCEOP, and the ESF-14 (initial Recovery and Mitigation) SOPs.

F. Finance/Administration Section

1. The Finance and Administration Section:

- Monitors costs related to the incident
- Provides accounting, procurement, time recording, and cost analysis assistance
- Supports the SEOC in areas of administrative record keeping (time/cost tracking), internal resource management and communications
- Coordinates financial support with ESF-7 (Finance and Administration) and the SC State Fiscal Accountability Authority, Materials Management Office

2. The duties and responsibilities of the Finance/Administration Section are further detailed in Annex 7 (Finance and Administration) of the SCEOP and the ESF-7 (Finance and Administration) SOPs.

G. Public Information Section

The duties and responsibilities of the Public Information Section are detailed in Annex 15 (Public Information) of the SCEOP, and the ESF-15 (Public Information) SOPs.

H. Legal Advisor

The duties and responsibilities of the Legal Advisor are detailed in...

**V. FEDERAL ASSISTANCE**

The duties and responsibilities of Federal Agencies and Organizations are detailed in the SCEOP.