

ANNEX K TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

MASS CARE

I. AUTHORITIES AND REFERENCES

A. Purpose

To organize within Fairfield County government the capability to meet basic human needs in a disaster situation and to outline responsibility and policy for Mass Care operations before, during and after a natural or technological disaster.

B. Authority

1. *Fairfield County Ordinance No. 487 dated May, 9, 2005.*
2. *South Carolina Legislative Act Number 199, July 30, 1979.*
3. *Robert T. Stafford Disaster Relief and Emergency Assistance Act Sub-Chapter 6, Public Law 103-337, Title VI, October 5, 1994*
4. *Fairfield County Mitigation Plan*

C. Definitions

1. **MASS CARE** - Organization composed of the Fairfield County Department of Social Services (DSS), and its personnel, facilities and resources at State and County levels; the Department of Health and Environmental Control Health District Office and its personnel, facilities and resources at the State and County levels; the Department of Health and Human Services and its personnel, facilities, and resources at the State and County levels; The American Red Cross and The Salvation Army at local and state levels, the County School Districts and their personnel, facilities and resources; appropriate Federal agencies and supporting private and religious organizations.
2. **MASS CARE SERVICES** – Resources for basic human needs required as a result of an emergency situation (shelter, food, clothing, information, referral, counseling, and first aid) and provided by the Mass Care organization.
3. **SHELTER AREA** - Geographical unit that divides the Mass Care shelter operations into identifiable areas.
4. **SHELTER PLAN** - Document used to direct people to the best available shelter as dictated by the situation. The plan identifies the number of and the requirement for shelter spaces.
5. **Fairfield County MASS CARE MANAGEMENT GROUP** – Group composed of Mass Care Coordinator, DHEC representative, DHHS representative, School District Superintendents, Disaster Services Manager of the American Red Cross (ARC) of Central South Carolina, and local/state law enforcement. These individuals or their alternates will be located in the Emergency Operations Center (EOC) when it is activated.

D. References

1. *Robert T. Stafford Disaster Relief and Emergency Assistance Act, Sub-Chapter 6, Public Law 103-337, Title VI, October 5, 1999.*
2. *South Carolina Emergency Operations Plan, most recent copy, (includes South Carolina State Hurricane Plan and South Carolina Radiological Emergency Response Plan (SCORERP))*
3. *American Red Cross Shelter Plan for Fairfield County, current copy.*
4. *South Carolina Department of Social Services Disaster Response Services Policy and Procedures Manual, current copy.*

II. SITUATION AND ASSUMPTIONS

A. Situation

When emergencies/disasters cited in the County Emergency Operations Plan occur, centralized and coordinated Mass Care action will be required to control response.

B. Assumptions

1. Sufficient number of shelter spaces exists in, or are available to, Fairfield County.
2. Sufficient food stocks exist in, or are available to, Fairfield County.

C. Planning Basis

1. See Paragraph II.D, *Fairfield County Emergency Operations Plan.*
2. For Fixed Nuclear Facility Incidents in nuclear-affected counties, see Annex Q, *Fairfield County Emergency Operations Plan.*

III. MISSION

To provide food, clothing, shelter, and other basic necessities of life, on a mass care basis, to persons unable to provide for themselves as a result of a disaster.

IV. CONCEPT OF OPERATIONS

ON ORDER OF THE Fairfield County Council, the Fairfield County Emergency Management Department will activate the County EOC.

A. General

1. Implementation and Control: On notification by the Director of the Fairfield County Emergency Management Department, or her designee, the Coordinator of the Fairfield County Mass Care will activate the County Mass Care Section in

the Emergency Operations Center (EOC). Decisions for response are made by the Mass Care Coordinator or his designee.

- a. This annex may be implemented in the event of an earthquake, flood (dam break), hurricane or tornado.
2. Location of the Mass Care Operations Center and Emergency Operations Center (EOC): Control of Mass Care operations will be conducted from the Emergency Operations Center (EOC) located at 100 Tidewater Dr, Winnsboro, SC 29180, when conditions warrant the activation of the EOC. When lesser conditions prevail, operations may be conducted from the appropriate DSS Office within Fairfield County.
3. All Mass Care personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all Mass Care planning and response operations.

B. Actions by Phases of Emergency Management

Roles/Responsibilities of Mass Care Component Agencies/Individuals Applicable to all Four Emergency Phases (Mitigation, Preparedness, Response, and Recovery):

1. County School District Superintendent
 - a. Coordinates all activities pertaining to the provision of shelter space within the schools of their districts with the County Mass Care Coordinator and a representative of the American Red Cross of Central South Carolina Chapter.
 - b. Assists Mass Care Coordinator in developing procedures to implement this plan.
 - c. Authorizes opening of District schools as shelters.
 - d. Ensures that responsible officials arrive to open school(s) designated as shelters.
 - e. Maintains communications with the Mass Care coordinator and other shelter agencies (DHEC, law enforcement, etc.)
 - f. Coordinates with the local chapter of the American Red Cross for shelter cleanup and return of school to pre-disaster conditions as soon as possible.
 - g. Coordinates with the local American Red Cross chapter for final accounting for expenditures and reimbursable expenses for use of school district shelters.
2. Central South Carolina Chapter, American Red Cross (ARC)
 - a. The American Red Cross of Central South Carolina manages all ARC disaster shelters and will be responsible for activities related to provision of the following services within ARC shelters:
 - (1) Internal shelter operations.

- (2) Registration and Inquiry.
 - (3) Shelter staffing upon opening a designated shelter or as soon thereafter as practical.
 - (4) Basic First Aid
- b. In the event of a disaster the ARC will administer authorized ARC disaster relief programs in accordance with the ARC Disaster Services Program Guidance.
- c. Specific duties include, but are not limited to, the following:
- (1) Recruits ARC volunteers for Mass Care duties
 - (2) Conducts ARC training courses for shelter managers and shelter workers.
 - (3) Coordinates and executes agreements with School District Superintendents and owners/administrators of other facilities relative to the use of the facilities as disaster shelters.
 - (4) Coordinates a feeding plan for each shelter.
 - (5) Surveys each shelter and maintains a record of building damage or defects.
 - (6) Appoints a shelter manager for each shelter.
 - (7) Receives and registers all shelterees.
 - (8) Develops and implements plans to provide water, food, sleep, sanitation and medical care insofar as the conditions and resources of the shelter permit.
 - (9) Establishes a schedule and organizes shelter personnel to carry out all shelter activities.
 - (10) Maintains order with the assistance of local law enforcement.
 - (11) ARC will serve as a conduit for religious, recreational, and social activities, in partnership with community agencies during an event.
 - (12) Holds periodic briefings for shelterees to pass on as much information as available concerning the disaster situation.
 - (13) Maintains a log of all activities and actions occurring during the shelter period.
 - (14) Prepares and disseminates reports (Initial opening report, shelter status report, shelter closing report, and closeout report.) Additional reports may include status of feeding, water, sanitation, health and medical information.
 - (15) Administers authorized ARC disaster relief programs.
3. The Salvation Army of the Midlands (Columbia)
- a. Will provide additional services in support of the primary responsibilities of the Mass Care components. These services include:
- (1) Feeding (mobile and fixed sites)
 - (2) Other services as may be deemed necessary and appropriate by Mass Care when agreed to by The Salvation Army.

- b. Subject to availability of personnel, may coordinate activities pertaining to the provision of additional mass care services.
 - c. In the event of a disaster, will administer authorized Salvation Army emergency disaster services program.
 - d. See SCEOP, ATTACHMENT B TO ANNEX 6, MOU BETWEEN THE SALVATION ARMY, A GEORGIA CORPORATION, NORTH & SOUTH CAROLINA DIVISION (SA) AND THE SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION (SCEMD).
4. Fairfield County DSS Director
- a. Coordinates all activities pertaining to the provision of the following services:
 - (1) All county disaster mass care (sheltering and feeding) operations.
 - (2) Provision of DSS services (upgraded to emergency status).
 - (3) Provision of support staff for ARC/SMNS shelter operations.
 - b. Coordinates additional services in support of the primary responsibilities of the other Mass Care components. These services include:
 - (1) Counseling
 - (2) Registration and Inquiry
 - (3) Other services as deemed necessary and appropriate by Mass Care
 - c. Administers State and Federal disaster relief programs (when authorized) such as the Food Stamp Program and the Individual and Family Grant Program.
 - d. Specific duties include, but are not limited to, the following:
 - (1) Ensures all county DSS employees are trained in ARC shelter operations.
 - (2) Reports to DSS Communications Room every three hours on shelter status.
 - (3) Provides staff assistance to ARC shelters when requested.
 - (4) In conjunction with DHEC, opens the Special Medical Needs Shelter(s), provides registration staff and reports, and is responsible coordinating feeding and financial reimbursement for food with the SMNS facility.
 - (5) Prepares and disseminates After Action Reports for each shelter operation.

5. Fairfield County Health Department (DHEC)
 - a. The County Health Supervisor is responsible for providing nursing staff for the Special Medical Needs Shelters. (See Appendix 4, Shelter Lists). DHEC is also responsible for coordinating Crisis Counseling in shelters.
 - b. Specific duties include, but are not limited to, the following:
 - (1) Coordinates medical staffing of SMNS shelters when shelters are opened.
 - (2) Contracts with a facility to use as an SMNS, opens the SMNS shelter in conjunction with DSS, provides qualified medical support staff and monitors health status of shelterees for SMNS patients, responsible for coordinating financial reimbursement for use of the SMNS facility.
 - (3) Prepares and disseminates After Action Reports for each shelter operation.
6. Fairfield County Law Enforcement

Fairfield County Law Enforcement is responsible for providing security to Red Cross shelters, to include internal shelter law enforcement duties, security planning, and traffic control. Guidelines are outlined in Appendix 10.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. See Appendix 1, Organization Chart.
2. The Director of South Carolina Department of Social Services (SCDSS) is the State Director for Mass Care. The State Director is responsible to the Governor for coordinating Mass Care operations. The Director will be represented in the State Emergency Operations Center (SEOC) by the DSS State Mass Care Coordinator. The lines of authority applicable to Mass Care adhere to normal organizational patterns except for such special assignments as the Governor and the State Director deem may advisable.
3. The Fairfield County Director of the Department of Social Services is the County Coordinator, Mass Care, and is responsible for the coordination of all governmental and non-governmental agencies that comprise the Mass Care organization, which effectively supports the needs of the county populace during emergencies/disasters. The director will ensure that all Mass Care personnel integrate NIMS principles in all planning. As a minimum, primary action personnel for Mass Care will complete FEMA's NIMS Awareness Course, or an equivalent course.
4. Supporting Mass Care organizations are:
 - a. Fairfield County Department of Social Services
 - b. Fairfield County School District
 - c. American Red Cross of Central South Carolina
 - d. Salvation Army of Columbia

- e. Fairfield County Health District, DHEC
- f. Fairfield County Sheriff/Local Law Enforcement

VI. DIRECTION AND CONTROL

A. Direction

1. On request of the Fairfield County Emergency Management Director, the Mass Care Management Group will report to the County Emergency Operations Center (EOC), and will direct Mass Care operations from that location.
2. During a disaster situation, requests for assistance will be made through the Fairfield County Emergency Operations Center (EOC), located at the Fairfield County Emergency Management Department, 100 Tidewater Dr, Winnsboro, SC.
3. All planning for sheltering will provide for the peculiar needs of special populations, especially the institutionalized, the mobility impaired, the handicapped and the elderly. Provisions must include reasonable access to the shelters as well as space in the shelters adequate for any special needs.

B. Control

1. Communications will be maintained between Mass Care organizations by telephone, fax, ARC ham radio (where available) and through any other means available.
2. Whenever the Fairfield County Mass Care is activated, communication will be established between the County Mass Care agencies and their agency representatives at the SEOC as soon as possible. The Public Information Officer (PIO) assigned to the county EOC will be responsible for all public information as outlined in Annex D.
3. This Annex will be reviewed and revised annually by the County Mass Care Coordinator.

C. Line of Succession

1. Mass Care Coordinator (County DSS Director)
2. Assistant Mass Care Coordinator (designated by County DSS Director)
3. Director of Disaster Services, American Red Cross of Central South Carolina or their designate.

VI. ADMINISTRATION AND LOGISTICS

A. Reports, Invoices, Vouchers

ARC and SMNS Shelter Managers will be responsible for maintaining reports, invoices and vouchers for that shelter. The American Red Cross will follow their own regulations in maintaining records for shelters they manage.

B. Logistics

1. Food and Clothing Supplies

- a. The Fairfield County Mass Care Group will use local resources to the fullest including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the County Emergency Management Director.
- b. Officials in charge of essential Mass Care services and facilities will be instructed to continue to place orders with normal sources of supply. Orders that cannot be filled through normal distribution channels will be summarized by local Mass Care officials and communicated to the State Emergency Operations Center through the Director of the Fairfield County Emergency Management Department.
- c. Food
 - (1) Food in ARC shelters is coordinated and provided by the ARC under their shelter responsibility. Shelter food is either prepared at the shelter (normally by school cafeteria personnel) or is contracted locally and delivered to the shelter.
 - (2) Food in the SMNS shelters is provided by DSS contract (normally with the SMNS facility). The facility is reimbursed by DSS after event termination.
 - (3) Mass feeding involves large-scale feeding of larger populations. Mass Care will normally receive guidance from ESF#6 to support and coordinate feeding of a large, and basically homeless, population. Mass feeding is associated with large disasters where the sheltering structure cannot be used, as after a large earthquake.

2. Disaster Sheltering (Mass Care)

For mass care disaster sheltering, the ARC will manage internal shelter operations in accordance with ARC regulations.

- a. The Fairfield County Emergency Management Director will determine the need for sheltering. The decision to open shelters and supporting data (estimate of shelterees; geographical locations) will be communicated to the Mass Care and ARC Coordinators.
- b. The Fairfield County Emergency Management Director will confer with the Mass Care and ARC Coordinators to determine the most appropriate

shelter(s) to open. The Mass Care and ARC Coordinators will coordinate with the School District Superintendent or the owner/manager of designated shelter facilities.

- c. The American Red Cross will maintain current facility utilization agreements with the school district relative to the opening of schools for utilization as shelters. The ARC will also obtain facility utilization agreements from owners or administrators of facilities other than schools; e.g., ministers of churches, managers of plants.
- d. The County Mass Care Coordinator (DSS Director) will assign DSS staff in support of ARC county shelter operations as required. County DSS personnel will support only ARC and SMN shelter operations.

3. Disaster Sheltering (Patient Evacuation)

See Appendix 3 for Special Medical Needs Shelter operational procedures.

4. Request for Support

ALL requests for MASS CARE support resources (manpower, supplies, services, and coordinated actions) beyond the County's capabilities will be communicated to the State Mass Care Coordinator through the county EOC to the State EOC (SEOC).

5. Mass Care Service Policy

Mass Care Services shall be rendered to any person in need of such services with no discrimination against any such person(s) because of race, religion creed, political beliefs or national origin.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Development

The Coordinator of the Department of Mass Care 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.

Signatures of Participating Agency/Organization Officials:

Director, Fairfield County Department
of Social Services

Date

Superintendent, Fairfield County
School District

Date

American Red Cross

Date

Fairfield County Health Department (DHEC)

Date

Salvation Army

Date

Local Law Enforcement (Shelter Security)

Date

**LIST OF APPENDICES TO ANNEX K
COUNTY EMERGENCY OPERATIONS PLAN**

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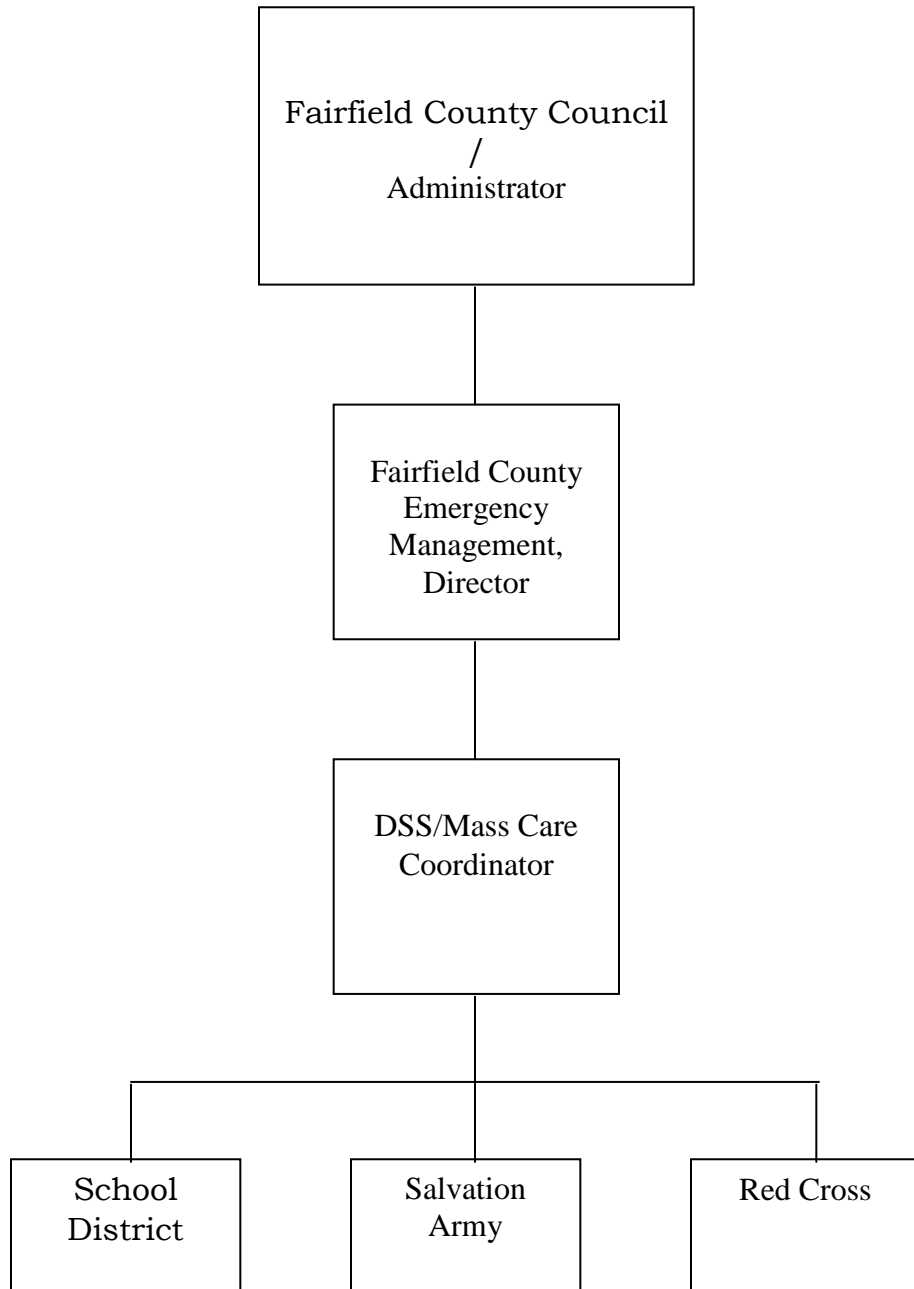
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**APPENDIX 1
ORGANIZATION CHART, MASS CARE**



APPENDIX 2 SHELTER ACTIVATION PROCEDURES

The American Red Cross (ARC) selects, opens and maintains mass care shelters in coordination with DSS and County Emergency Management Departments/Agencies. The State of South Carolina and the ARC are committed to operating shelters before and after a disaster until evacuees have access to their residences or other shelter s become available.

Once the Governor recommends an evacuation, a designated time by which shelters will open is determined. For hurricane evacuations, the shelter opening time for voluntary relocation and mandatory evacuation shelters is at least four hours after the decision to open shelters is made. Other shelters will open if local officials deem them necessary. (See Appendix 7)

The DSS County Director will contact the local Red Cross to notify them that a shelter needs to be opened.

The Red Cross will make the appropriate contact of all shelter locations to notify them of the decision to use their facilities.

The Red Cross will contact food service people associated with each shelter to notify them of the decision to open their facility for shelter purposes.

If reserve or other types of shelters are opened, they are announced to the public only after opening to minimize the confusion of multiple opening times. The announcement will read to the effect “the following additional shelters have opened and are now accepting evacuees.”

SMN shelters are opened at the discretion of the county emergency management director. However, in a hurricane scenario, SMNS are automatically opened by DHEC/DSS when a voluntary or mandatory shelter is opened in the county. (See Appendix 3)

APPENDIX 3 SHELTER OPERATIONS PROCEDURES

Mass Care Shelters

The American Red Cross evacuation shelters will function in accordance with the ARC 3000 series. This procedure does not apply to mass care shelters managed by local, state government or other organizations.

The Red Cross Shelter Manager is responsible for all operational decisions at each Red Cross Shelter. Responsibilities include:

- Opening the shelter
- Furnishing shelter kit
- Establishing work plans and areas for ARC volunteers and DSS emergency workers
- Posting shelter rules
- Registering the evacuees
- Feeding the evacuees
- Requesting shelter security
- Reporting shelter status to the ARC Chapter Manager
- Shelter closing and deactivation

County DSS responsibilities include:

- Registration
- Dormitory management
- Assisting the shelter manager as needed
- Reporting shelter status and any other required information to the EWS representative at the county EOC

Special Medical Needs Shelter

County DSS and DHEC will operate Special Medical Needs Shelter under joint agreement. Responsibilities under the current state agreement that apply to county DHEC and DSS:

DHEC:

- Jointly opens SMN shelters with DSS representatives
- Contracts to use facility as a shelter
- Staffs shelter with medical personnel
- Provides medical monitoring for SMN patients
- Assumes liability for SMN shelter

DSS:

- Jointly opens SMN shelters with DHEC representatives
- Registers the SMN patients and caregivers
- Contracts for feeding at the SMN shelter
- Reports shelter status and any other required information to County/State EOC

The South Carolina Department of Health and Environmental Control and local emergency management agencies have determined locations of Special Medical Needs shelters appropriate for persons with special medical needs and DHEC has agreements with these facilities.

APPENDIX 4
SHELTER LIST AND LOCATIONS

1. Red Cross Shelters (Mass Care)

ARC will work with local school districts and local communities to secure shelters for use by the county.

The list of ARC shelters is coordinated with the South Carolina Department of Social Services, DHEC, American Red Cross, SCEMD and county emergency management department during their annual review of emergency plans. A list of all shelters can be found in Annex Q. This list includes alternate shelters in the event that schools are not available.

2. Special Medical Needs Shelter

DHEC works with school districts and the medical community to secure SMNS for use by the county.

The list of SMNS is coordinated with the South Carolina Department of Social Services, DHEC, American Red Cross, SCEPD, and county emergency management department during their annual review of emergency plans. Fairfield Memorial Hospital (See Annex Q) will serve as the SMNS for Fairfield County.

**APPENDIX 5
DAM FAILURE / FLOODING**

The South Carolina Dam Safety Coordinator is responsible for ensuring all dam failure/flooding Emergency Action Plans are accurate and consistent with state and local EOPs.

Utility/commercial power companies are responsible for immediately notifying the state and counties at risk if unsafe conditions are detected are likely.

County and municipal governments are responsible for alerting, evacuation, and sheltering operations during dam failures.

The County Mass Care Coordinator (DSS) and supporting chapter of The American Red Cross will be notified of the need to open and support shelters for evacuees.

List of Dams located in County (listed in priority of risk):

| <u>Dam</u> | <u>Area Affected</u> | <u>Number of people affected</u> | <u>Shelters to be utilized</u> |
|--------------------------|--------------------------|----------------------------------|---|
| Great Falls/ Dearborn | Mitford/ Lake Wateree | 500 – 2500 | Schools (severity depends upon number of shelters opened) |

APPENDIX 6 EARTHQUAKE

Local authorities will immediately activate emergency plans.

All available resources will be used to reduce suffering and to protect property.

Local authorities will request mutual aid from unaffected counties and request assistance from SCEMD to coordinated response and recovery activities.

Upon the Governor's declaration of a state of emergency, SCEMD in conjunction with the State Emergency Response Team (SERT) will coordinate state and federal assistance required for a response to an earthquake disaster.

Emergency responsibilities assigned to state agencies will be similar to those of any other disaster. Response will be more demanding due to the lack of warning. Sheltering of county populations will be more demanding because of the anticipated and unexpected damage.

Damage Assessment activities will be coordinated by SCEMD with county, state, and Federal agencies. Mass Care will request assistance and assets based on damage through the county emergency manager. State Mass Care will mobilize both ARC and DSS assets to immediately support those areas where earthquakes have created sheltering and feeding problems.

SCEMD will request federal assistance to aid in the response and recovery effort.

The Governor will request a Presidential Declaration of Emergency through Region IV of the federal Emergency Management Agency.

The Federal Response Plan may be fully implemented.

1. List of anticipated shelters for earthquake victims:

Depends upon location of earthquake within the county and number of population/shelters affected.

2. List of proposed mass care sites (tent cities) and feeding sites:

See Number One above.

NOTE: More information will be added to this annex when the State Earthquake Plan is finalized.

APPENDIX 7

HURRICANE (if applicable)

At the beginning of the hurricane season (June 1):

- Review all preparedness plans and SOPs
- Update shelter team mobilization and alert rosters
- Inventory Shelter Kits
- Verify support MOU's and MOA's
- Review public affairs materials and methods for distribution
- Contact the National Weather Service offices in Columbia, Charleston, and Wilmington to verify emergency management coordination numbers and orient the Meteorologists in Charge.

When a storm is a possible threat:

- Be prepared to mobilize shelter teams and emergency worker staging areas
- Be prepared for alert/instruction faxes from State Mass Care, DSS Communications Room, ARC Hurricane Watch and DHEC.

When voluntary/mandatory evacuations are ordered by the Governor:

- Participate in activation of the County EOC
- Move teams to shelters at the designated times
- Report shelter information to county EOC, DSS Communications Room, and ARC Hurricane Watch
- Keep County EOC, ARC and Salvation Army county representatives informed of shelter information

When a hurricane strikes the county:

- Complete actions listed above
- Continue to report shelter status to DSS Communications Room/ARC Hurricane Watch
- Monitor the need to open additional shelters
- Keep County EM Director and county officials informed
- Maintain documentation of major decisions and meetings
- Conduct EOC information briefings as required
- Maintain coordination with school district, ARC and SA officials
- Organize information received for local critique, after action report to State Mass Care

ARC will keep designated mass care shelters opened or ready to be reopened as long as there is still a possible threat to South Carolina, or in the event that people need sheltering due to residential damage.

The County Emergency Management Director and the State Emergency Operation Center (SEOC) Operations Manager will determine when the threat has passed, and shelter consolidation/closure procedures can then be initiated. The County Emergency Management Director will relay this determination through the County Emergency Operations Center (EOC) to the local ARC Chapter and the County DSS. The SEOC Operations Manager will notify ESF#6 in the SEOC.

APPENDIX 7 (CONTINUED)
HURRICANE (If applicable)

The decision to close each shelter is based on the local ARC Chapter's consultation with the Mass Care Coordinator and the County EPD Director. Shelters may be deactivated but remain in standby status in the event some people are unable to return home. The ARC Hurricane Watch Headquarters should be included in closing decisions in order to ensure a coordinated statewide approach.

The ARC Hurricane Watch Headquarters will notify the SEOC ESF#6 when shelters are officially closed. ESF#6, in conjunction with SEOC Public Information Officer will ensure the SEOC staff and Public Information Phone System (PIPS) Manager are informed once a shelter is closed. The ARC Hurricane Watch Public Affairs Officer will ensure the dissemination of shelter information to the public.

APPENDIX 8 RADIOLOGICAL EVENT (if applicable)

Radiological Event Sheltering

(For lists of specific county shelters, see *South Carolina Radiological Emergency Response Plan, SCORERP* (current copy), Annex B to each commercial nuclear power plan section.)

When VC Summer Nuclear Power Plant anticipates a release of radioactive material, the Fairfield County EM Director will be notified and will notify the Mass Care Coordinator to initiate possible shelter operations. The following actions generally occur in sequence:

ALERT Phase

Mass Care Coordinator is notified of a possible shelter operation. He/she will then notify the American Red Cross and DHEC to be prepared to open and operate all designated radiological shelters.

The American Red Cross begins its internal notification to notify ARC shelter personnel, coordinate with shelter/school officials for shelter openings and possible feeding, and coordinate with DHEC for nurse support.

The Mass Care Coordinator will coordinate with county DHEC to coordinate opening of and nurses for Special Medical Needs Shelters.

The Mass Care Coordinator will coordinate necessary county DSS shelter worker staff to support anticipated shelter openings in both ARC and SMNS shelters.

SITE AREA EMERGENCY Phase

Shelter opening coordination continues between ARC, DSS, DHEC, and school district officials. Mass Care and ARC coordinate with shelter decontamination teams to confirm decontamination procedures and “clean” evacuee identification prior to admission to any shelter. Mass Care and ARC coordinate communications with and from shelters.

GENERAL EMERGENCY Phase

Mass Care and ARC coordinate shelter openings as per Governor’s mandated evacuation zones. The County Emergency Management Director makes the decision to open SMNS. Mass Care and ARC report shelter opening, periodic status, and closing to county EOC and to SEOC. Mass Care and ARC coordinate shelter closing with DSS, ARC, DHEC, County EOC and State EOC.

Any requests for assistance to the sheltering operation that cannot be met at the local level should be forwarded to the County EOC; the County EOC will forward the request to the State EOC if the county cannot fill the request.

APPENDIX 9
RECOMMENDED ITEMS FOR SHELTEREES TO TAKE TO SHELTERS

Because of the cost involved and the complexity that would accompany pre-stocking of personal items, it is highly recommended that each individual or family unit take the following items to the shelter with them:

1. Two blankets and one pillow per person
2. Any special dietary requirements
3. Any medicines required, especially prescription drugs
1. Personal hygiene items
2. Battery powered radio
3. Non-perishable foodstuffs, snacks
4. Flashlight with extra batteries

APPENDIX 10
SHELTER SECURITY PLANNING

(TO BE COMPLETED BY LOCAL LAW ENFORCEMENT)