

ANNEX H TO THE FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

MEDICAL SERVICES (MS)

I. AUTHORITIES AND REFERENCES

A. Purpose

To provide emergency medical care for the people of Fairfield County and to provide for the coordination and use of all medical resources within and/or made available to Fairfield County during emergencies resulting from natural disasters, technological disasters or terrorist act.

B. Authority

1. Fairfield County Ordinance No. 487, signed May 9, 2005.
2. South Carolina Legislative Act Number 199, July 30, 1979.
3. Fairfield County Mitigation Plan

C. Definitions

1. **MEDICAL SERVICE (MS)**--The organization of professional, skilled and unskilled groups and individuals who will utilize all available personnel, facilities and resources provided during an emergency to assure transportation and treatment for those people who are injured, sick, aged, bed-ridden and/or institutionalized; *(the purity of water, food, etc., that adequate sanitation standards are maintained and enforced and emergency mortuary services are provided)*.
2. **MEDICAL SERVICE (MS) COORDINATOR**--The individual designated to coordinate all elements of MS into a functional emergency organization.
3. **EMERGENCY MORTUARY ACTIONS**--The actions which are necessary to assure proper retention and/or disposition of human remains, as resolved by the MS Officer and the Fairfield County Coroner. *See Appendix 6.*

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In all types of disaster situations, the functions of Medical Service agencies are basically the same as those performed in normal operations except that problems are multiplied and more complex.

B. Assumptions

1. While Fairfield County has adequate resources to meet routine medical requirements, a disaster resulting in mass casualties could tax these resources.
2. The county must organize all existing resources to provide a coordinated medical service during a disaster.

3. When local resources can no longer meet the demand of the situation, the State will provide additional resources.

III. MISSION

To provide emergency medical service during emergencies resulting from natural disasters, technological disasters or terrorist acts.

IV. CONCEPT OF OPERATIONS

A. General

Upon notification that a disaster is imminent, or has occurred, the MS Coordinator will activate the Fairfield County Medical Service. *See Appendices 1 and 2.* MS operations will be coordinated from the Fairfield County Emergency Operations Center (EOC). The MS Coordinator will assign a representative to the EOC to establish liaison and coordinate requests for support.

All Medical Services personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all Medical Services planning and response operations.

B. Mass Care

Mass care procedures will be in compliance with Fairfield Memorial Hospital SOP using the following classification:

CLASS I

This will be called a minor disaster (10-25 casualties), in that relatively few victims will be brought to the hospital. The hospital's response will be limited, and may range from a simple transfer of a few employees to the emergency room for a short period of time to the temporary use of other areas for emergency uses and the calling back of selected off-duty personnel. Depending on the availability of beds, casualties may or may not be transferred to other hospitals. Special bed facilities, on a large scale, will not ordinarily be necessary.

CLASS II

This would be a disaster of MAJOR proportions (26-50 casualties) be limited to the Fairfield County area. In which all off-duty personnel would be called back, with the total involvement of the hospital. It is possible that some or all recuperating patients would be sent home in order to make room for victims of the disaster. Transportable casualties would be sent to other hospitals might be utilized.

CLASS III

This disaster would be on an area-wide or greater level (50 or more casualties). With this class of disaster we would count on other hospitals for assistance to such a degree that it would be necessary for Emergency Operation Center to be activated and temporary hospitals established.

C. Command Relationship

An on-scene medical command post will be established. The individual predetermined by the Medical Service Director or his/her designee, will assume charge of all medical operation.

D. Communications

Fairfield Memorial Hospital operates on emergency frequency 155.340 MHZ. Also located in the ER is the 800MHz base station.

In the event the communication system should go down, the following systems may be utilized:

1. Pay phone located in the ER waiting area.
2. One base radio and the 800 MHz located in the ER. These radios can be used to communicate with EMS, other hospitals, DHEC, State EMD, fire, and other agencies statewide. These radios are also powered by the generator in case of power failure.
3. Contact maintenance for portable radios on frequency 155.340 and/or 800MHz.
4. One hand held HAM radio located in the Safety Director's office.

E. Evacuation

In the event the hospital cannot render adequate patient care due to building damage or environmental reasons:

1. The order for evacuation of the building can be initiated by the Fire Director, Safety Director, Fire Chief, Director of Patient Care, or the CEO.
2. Supervisors and charge nurses must account for each person or patient within their work area.
3. Evacuate in an orderly fashion utilizing the primary evacuation route for the area that you are in.
4. Important records (accounts, personnel, x-ray, and medical records) should be evacuated if at all possible.
5. The Administration will announce the alternate site for staging.

F. Actions by Phases of Emergency Management

MS operations will be undertaken as indicated in the following phases of readiness:

1. Preparedness

a. Fairfield County MS Coordinator

1. Maintain liaison with the Fairfield County Emergency Management Department and all agencies supporting the County Medical Service.

2. Coordinate the development and/or revision of Medical Service (MS) Plans and Procedures.
 3. Identify medical facilities and their capabilities, to include fallout protection, for assignment and/or transfer of sick, injured, elderly and/or handicapped during a disaster.
 4. Assist in the development and conduct of training exercises.
 5. Develop and maintain a capability for treatment of personnel exposed to, or contaminated by, radiation.
 6. Identify medical personnel requirements for fallout shelters.
 7. Ensure medical services integrate NIMS principles in all planning. As a minimum, primary action staff for medical services will complete FEMA's Awareness Course, or an equivalent course.
 8. Coordinate and maintain SOP outlining DMAT procedures.
- b. **County Health Department**
1. Identify facilities capable of receiving and treating sick and injured during a disaster.
 2. Participate in training exercises, as required.
- c. **Fairfield County MS (AMB) Service (*See Annex I*)**
1. Maintain liaison with the MS Coordinator.
 2. Develop and/or revise plans and procedures for providing ambulance service during a disaster.
 3. Maintain a training program for ambulance personnel.
 4. Participate in training exercises.
- d. **Hospitals and Nursing Homes**
1. Maintain liaison with the MS Coordinator.
 2. Develop and/or revise plans and procedures for receiving and treating the sick, injured, elderly and/or handicapped during a disaster. Develop plans to reduce the patient load from a threatened area and continue medical care for those persons who cannot be evacuated.
 3. Participate in training exercises as requested.

- e. **American Red Cross**
 - 1. Maintain liaison with the MS Coordinator.
 - 2. Identify trained volunteers available to support Fairfield County MS during a disaster.

- f. **County Mental Health Center**
 - 1. Plan to provide crisis counseling in accordance with Fairfield County Mental Health Clinic Operating Plans. *See Annex J.*

- g. **County Coroner (See Appendices 5 and 6)**
 - 1. Maintain liaison with the MS Coordinator.
 - 2. Develop and/or revise plans and procedures for emergency mortuary service.
 - 3. Participate in training exercises as requested.

- h. **County and Municipalities Water and Sewage Departments**
 - 1. Maintain liaison with the MS Coordinator.
 - 2. Develop plans and procedures to provide emergency water and sewage service during disasters.
 - 3. Participate in training exercises as requested.

- i. **Funeral Homes (See Appendices 5 and 6)**
 - 1. Maintain liaison with the Fairfield County Coroner and the MS Coordinator.
 - 2. Develop and/or revise plans and procedures to support emergency mortuary requirements.
 - 3. Participate in training exercises as requested.

- j. **Fairfield County Rescue Service (See Annex G)**
 - 1. Maintain liaison with the MS Coordinator and the County EMS (AMB) Service.
 - 2. Take part in training exercises as requested.
 - 3. Develop and/or revise plans and procedures for providing rescue service during a disaster.

2. **Response**

a. **Fairfield County MS Coordinator**

1. Activate and coordinate Fairfield County MS. *See Appendices 1 and 2.*
2. Provide treatment and hospital care for mass casualties during and after an emergency.
3. Maintain coordination and provide information on status and needs of the MS Service operations to Fairfield County EOC.
4. Coordinate the assignment and/or transfer of sick, injured, elderly and/or handicapped to designated medical facilities and/or shelters as required. Ensure that those who cannot be transferred continue to receive appropriate care and treatment.
5. Coordinate the requests of additional medical resources through the Fairfield County EOC.
6. Provide treatment for personnel exposed to, or contaminated by, radiation.
7. Assign medical personnel to shelters as required.
8. Establish and operate emergency medical care centers for essential workers in the hazardous area following evacuation of the general population.

b. **County Health Department**

1. Provide emergency health services.
2. Maintain liaison and keep MS Coordinator advised on availability of resources.

c. **Fairfield County EMS (AMB) Service**

1. Provide ambulance service in accordance with *Annex I.*
2. Maintain liaison and keep MS Coordinator advised on status and needs of Fairfield County EMS (AMB).

d. **Hospitals and Nursing Homes**

1. Maintain liaison and keep the MS Coordinator advised on the availability of professional/skilled personnel, supplies and facilities.
2. Within capabilities, receive and treat sick, injured, elderly and/or handicapped; and provide additional support as required.

e. **County Chapter American Red Cross**

1. Maintain liaison and keep the MS Coordinator advised on the availability of trained volunteers, blood and plasma.
2. Upon request, provide additional support as required.

f. **County Mental Health Center**

1. Provide crisis counseling in accordance with Fairfield County Mental Health Clinic Operating Plans. *See Annex J.*

g. **County Coroner (See Appendices 5 and 6)**

1. Maintain liaison with the MS Coordinator.
2. Provide emergency mortuary service.

h. **County and Municipalities Water and Sewage Departments**

1. Maintain liaison with the MS Coordinator.
2. Assist in inspection of potable water and sewage disposal in addition to supporting emergency water and sewage requirements.

i. **Funeral Homes (See Appendices 5 and 6)**

1. Maintain liaison with the Fairfield County Coroner and the MS Coordinator.
2. Support emergency mortuary requirements.

j. **Fairfield County Rescue Service (See Annex G)**

1. Maintain liaison with the MS Coordinator and the County EMS (AMB) Service.
2. Furnish backup Ambulance Service.

3. **Recovery**

- a. Continue response activities, as needed.
- b. Identify potential and/or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.

4. **Mitigation**

1. Specialized training, including disaster management.

G. Emergency Transport

Transporting of patients, including those with special needs, will be in compliance with Fairfield County EMS Standard Operating Procedures (SOP).

H. Protocols with Area Hospitals

As a general rule, patients can be transported to the facilities listed below:

<u>Hospitals</u>	<u>Criteria</u>
PALMETTO RICHLAND HOSPITAL	Multi-trauma, head injuries, cardiac, and burns.
PALMETTO BAPTIST CENTER	Cardiac, trauma (no head trauma)
PROVIDENCE HOSPITAL	Cardiac, trauma (no head trauma)
LEXINGTON MEDICAL CENTER	Cardiac, trauma (no head trauma)
<u>Hospitals</u>	<u>Criteria</u>
CHESTER REGIONAL	Minor trauma
FAIRFIELD MEMORIAL HOSPITAL	Minor trauma
KERSHAW MEMERIAL HOSPITAL	Minor trauma
NEWBERRY HOSPITAL	Minor trauma

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. *See Appendix 1, Organization Chart.*
2. The Fairfield County Hospital CEO or Safety Director is the County MS Coordinator responsible for the coordination of all elements of MS into a functional emergency organization which effectively supports the needs of the populace of the county during emergencies/disasters.
3. County and Municipal Resources:
 - a. Hospitals and Clinics (*See Appendix 4*)
 - b. Fairfield County Health Department
 - c. Fairfield County EMS (*AMB*) Service
 - d. Fairfield County Rescue Squad
 - e. Nursing Homes
 - f. Central Midlands Chapter American Red Cross (*ARC*)
 - g. Fairfield County Mental Health Clinic (*See Appendix J*)
 - h. County and Municipal Water and Sewage Departments
 - i. Fairfield County Coroners Office (*See Appendix 6*)
 - j. Funeral Homes (*See Appendix 5*)
4. State/Federal Government
 - a. S.C. Department of Health & Environmental Control (*DHEC*)

B. Responsibilities

Each element of the Fairfield County Emergency Medical Service is responsible for:

- a. Developing appendices, checklists and/or SOP's in conformance with this Annex.
- b. Coordinating with other MS elements before, during and after an emergency or disaster to assure the most effective operation.
- c. The recruiting and training of needed volunteer personnel.
- d. Staffing and operating their activity whenever MS is activated.
- e. Maintaining a current key personnel alert notification roster.
See Appendix 2.
- f. Maintaining a current resources list.
- g. Developing Mutual Aid Agreements where necessary.
- h. Administratively and logistically supporting other MS elements to the maximum extent possible.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Situation reports will be submitted to the MS Coordinator as necessary and/or required. Reports will be consolidated and submitted to the Fairfield County Emergency Management Department at the EOC for analysis and further distribution. These reports will include, but not be limited to the following:

1. Agencies activated and type of emergency.
2. Casualties (*treated and released, hospitalized critical and non-critical, deceased*).
3. Nature and extent of additional assistance and support requested or anticipated.
4. Shelter/congregate care medical status and/or support requirements.

B. Logistics

Organic supplies, operational aids and transportation will be used by all forces. Additional supplies, transportation and personnel will be requested through the Fairfield County Emergency Operations Center (EOC).

VII. DIRECTION AND CONTROL

- A.** Medical Service activities will be coordinated from the Fairfield County EOC.
- B.** Medical Service operations will be coordinated and communications maintained with the EOC over the MS Radio Net and landline telephones. *See Appendix 3.*

C. The Fairfield County EOC will be located at one of the following sites and will be announced by the Fairfield County Emergency Management Department at the time of activation:

1. **Primary**-- is located at 100 Tidewater Dr, Winnsboro, SC.
2. **Alternate**--Fairfield County Governmental Complex is located 350 Columbia Rd, Winnsboro, SC.

D. Line of Succession

1. Administrator or designee, Fairfield Memorial Hospital
2. Safety Director, Fairfield Memorial Hospital
3. Fairfield County Health Officer

E. Mutual Aid Agreements have been made between Fairfield Memorial Hospital and other area hospitals to aid each other as required.

VIII. PLAN MAINTENANCE AND DEVELOPMENT

A. Development

1. The Medical Service Director 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.
3. Departments/agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

Chief Executive Officer

Date

Fairfield County Coroner

Date

Director, Fairfield County Emergency
Management Department

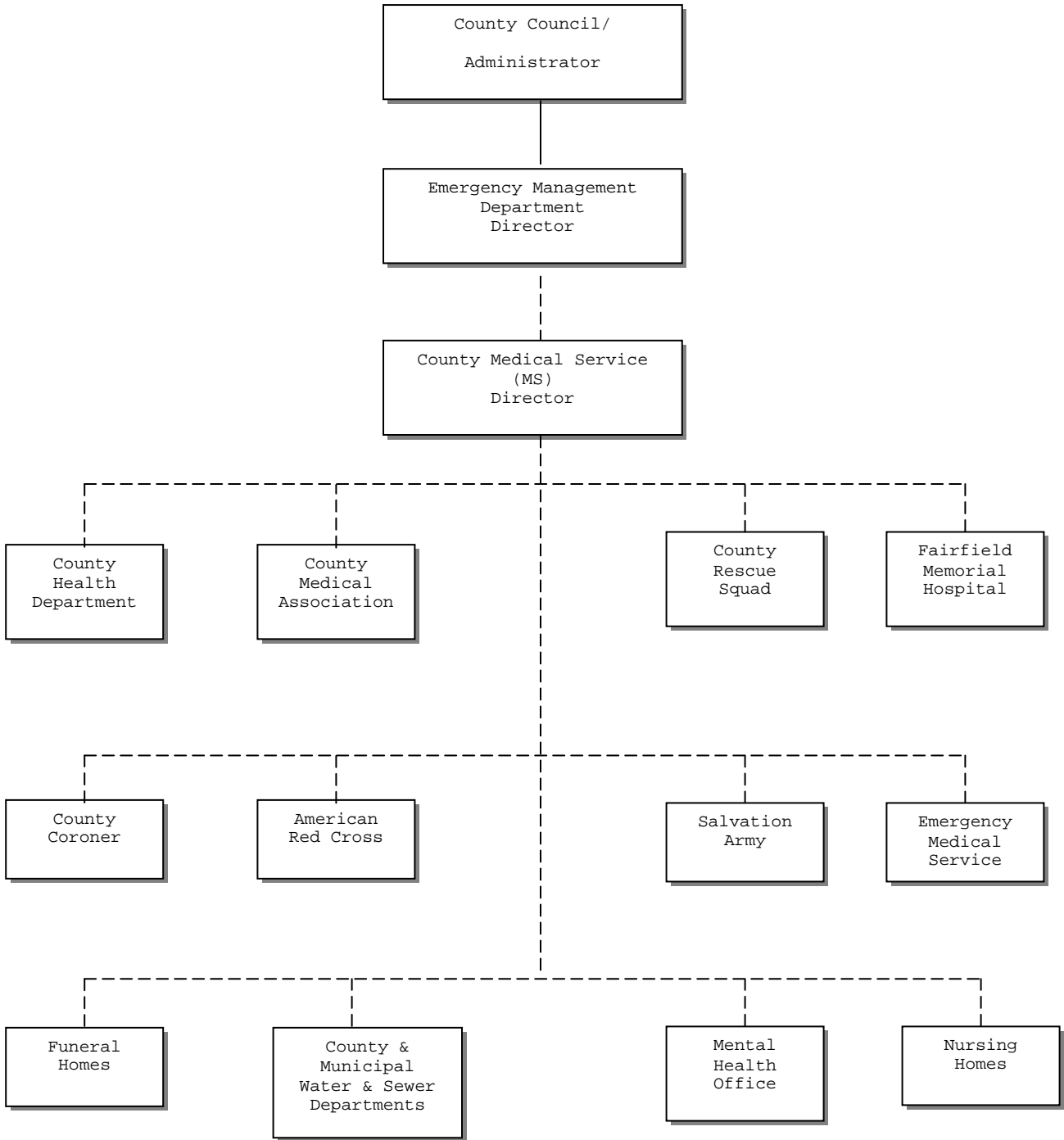
Date

APPENDICES:

- 1. Organization Chart**
- 2. Alert Roster**
- 3. MS Communication**
- 4. Hospital and Ambulance Capacities and Capabilities**
- 5. Funeral Homes**
- 6. Emergency Mortuary Service**
- 7. Host Area Requirements Statements**
- 8. Resources List**

APPENDIX 1 TO ANNEX H—ORGANIZATION CHART

FAIRFIELD COUNTY



_____ **Direction**

----- **Coordination**

APPENDIX 2 TO ANNEX H, MEDICAL SERVICE--ALERT ROSTER

FAIRFIELD COUNTY

TITLE

Coordinator, Fairfield County Medical Service

County Health Department

County Home Health Service

County Mental Health Clinic

County Coroner

County Emergency Medical Service (EMS)

County Rescue Squad

American Red Cross

Salvation Army

County DSS

Fairfield Memorial Hospital

*****ALL TELEPHONE NUMBERS ARE KEPT CURRENT IN OUR COUNTY ALERT LIST SOP, DISTRIBUTED TO APPROPRIATE AGENCIES.***

APPENDIX 3 TO ANNEX H, MEDICAL SERVICE--COMMUNICATIONS

FAIRFIELD COUNTY

Fairfield Memorial Hospital operates on emergency frequency 155.340 MHz.
Also have 800 MHz base unit with statewide contact with DHEC, SC EOC and other hospitals.

Equipment:

- 3 - Portable 800MHz radios
- 4 – Portable radios (155.340)

APPENDIX 4 TO ANNEX H, MEDICAL SERVICE--HOSPITAL CAPACITIES AND CAPABILITIES

FAIRFIELD COUNTY

<u>Facility</u>	<u>No. of Beds</u>	<u>Physicians on Staff</u>	<u>Capacity</u>	<u>Staffed by</u>
Fairfield Memorial Hospital	25	7	25	212

<u>Morgue Capability</u>	<u>Capacity</u>
Yes	5

Temporary morgues may be provided by Fairfield County Funeral Homes. *See Appendix 5.*

APPENDIX 5 TO ANNEX H, MEDICAL SERVICE--FUNERAL HOMES

FAIRFIELD COUNTY

FUNERAL HOMES

Pope Funeral Home
S. Congress Street
Winnsboro, SC

Russell McCutchen Funeral Home
324 S. Vanderhorst Street
Winnsboro, SC

Gibson Funeral Service
325 S. Garden Street
Winnsboro, SC

Manigault O.E. & Sons Funeral Home
Garden Street
Winnsboro, SC

Glover's Memorial Chapel
423 N. Congress Street
Winnsboro, SC

Leevy's Funeral Home
198 US Highway 321 Bypass North
Winnsboro, SC

The above mentioned funeral homes have the capability to provide temporary morgues at their locations during emergency situations. They will also provide personnel for required record keeping.

These funeral homes will also make available their funeral coaches and personnel for the transportation of the sick, injured and deceased. All funeral homes are on call 24-hours-a-day and requests will be coordinated through the County Coroner's Office. *See Appendix 6.*

*****ALL TELEPHONE NUMBERS ARE KEPT CURRENT IN OUR COUNTY ALERT LIST SOP'S, DISTRIBUTED TO APPROPRIATE AGENCIES.***

APPENDIX 6 TO ANNEX H, MEDICAL SERVICE--EMERGENCY MORTUARY SERVICE

I. GENERAL

A. Purpose

To provide emergency mortuary service through the coordination and use of resources within Fairfield County or which may be made available otherwise.

B. Definitions

EMERGENCY MORTUARY SERVICE--The recovery, identification and disposition of human remains during or after a disaster.

SOUTH CAROLINA FUNERAL DIRECTORS ASSOCIATION (SCFDA)--A state organization designed to assist members in training, coordination, communication and policy formulation in matters relevant to funeral procedures.

THE SCFDA DISASTER COMMITTEE--A three-member committee appointed by the President of SCFDA to formulate disaster plans and policy and support the SCFDA.

SOUTH CAROLINA INTERNATIONAL ASSOCIATION FOR IDENTIFICATION DISASTER SQUAD (SCIAI DISASTER SQUAD)--A volunteer group of law enforcement identification specialists available to assist in the identification of the dead.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fairfield County is subject to disaster (natural, technological, including terrorist acts) that could result in a large number of fatalities.

B. Assumptions

While Fairfield County has adequate resources to meet routine mortuary requirements, a disaster in mass fatalities could expend these resources and the county must organize the available resources to provide a coordinated Emergency Mortuary Service during a disaster.

III. MISSION

To provide emergency mortuary services during a disaster situation.

IV. CONCEPT OF OPERATIONS

A. General

The Coroner, by law, has the overall responsibility for the care, identification and disposition of human remains. The organizations listed in this Appendix are to support the County Coroner in meeting these responsibilities.

B. Actions by Phases of Emergency Management

1. Preparedness

a. Local Government and Non-Government Agencies

1. County Coroners Office

- a. Coordinate Emergency Mortuary Service planning and training activities.
- b. Maintain coordination with S.C. DHEC, SCFDA, SCIAI Disaster Squad, Fairfield County Emergency Management Department and local Emergency Mortuary Services.
- c. Locate and establish suitable facilities for emergency morgues and develop plans for activation of morgues to include procedures for disposition of unidentified remains to include mass burial.

2. County Health Department

- a. Develop plans and procedures for the maintenance of official death records in mass fatality situations.
- b. Support the Coroners Office in planning and training activities.

3. Funeral Homes

- a. Identify technical personnel and equipment requirements for emergency morgue operations.
- b. Develop plans and procedures for funeral home support to emergency mortuary operations.
- c. Maintain coordination with SCFDA in planning and training.

b. State Government and Private Organizations

1. S.C. DHEC to assist in development of plans and procedures for the maintenance of official death records in mass fatality situations.
2. S.C. Funeral Directors Association to provide technical training through the Disaster Committee in emergency mortuary planning and training.

2. **Response and Recovery Phase**

a. **County Coroners Office**

1. Coordinates emergency mortuary operations, performs functions of Coroners Office in accordance with established law. Establishes emergency morgues as required.
2. Directs the disposition of unidentified remains to include mass burial as required.
3. Coordinates requests for additional support through the Coordinator, Fairfield County Medical Service (MS).

b. **County Health Department**

1. Coordinates support for Emergency Mortuary Service through SEOC, ESF-8.
2. Maintains official death records in accordance with state law.

c. **Funeral Homes**

1. Provide technical personnel and equipment in support of Emergency Mortuary Service.
2. Advise Coroner of requirements for additional technical personnel and equipment.
3. Coordinate transfer of identified remains to next-of-kin.
4. Maintain coordination with SCFDA Disaster Committee.

C. **State Government and Private Organizations**

1. **S.C. DHEC**

- a. Coordinates support to Fairfield County Emergency Mortuary Service.
- b. Assists in maintenance of official death records in mass fatality situations.

2. **S.C. Funeral Directors Association (SCFDA)**

- a. Provides technical advice through the SCFDA Disaster Committee.
- b. Coordinates technical personnel and equipment made available through SCFDA.

V. Organizations

The Emergency Mortuary Service consists of the following agencies under the coordination of the Fairfield County Coroner:

A. Local Government and Non-Government Agencies

1. County Coroner's Office
2. County Health Department
3. Funeral Homes

B. State Government and Private Organizations

1. S.C. Department of Health & Environmental Control (*DHEC*)
2. S.C. Funeral Directors Association (*SCFDA*)
3. S.C. International Association for Identification Squad (*SCIAI Disaster Squad*)
4. S.C. Coroner's Association

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Reports are to be submitted through the Coordinator, County MS, to the EOC where they will be consolidated and further submitted to the Fairfield County Emergency Management Department for analysis and further distribution. Reports to include:

1. **Number of Fatalities**
 - a. Identified
 - b. Pending Identification
 - c. Unidentified
 - d. Total
2. **Status of Remains**
 - a. Released to next-of-kin
 - b. Awaiting transfer to next-of-kin
 - c. Awaiting mass burial
 - d. Other
3. Nature and extent of additional support requested and anticipated.

B. Logistics

Organic supplies, operational aids and transportation are to be used by all elements. Additional needs, to include manpower, will be requested through the Coordinator, Fairfield County MS.

VII. DIRECTION AND CONTROL

- A.** Emergency mortuary activities will be coordinated from the emergency morgues.
- B.** Emergency mortuary service operations will be coordinated and communications maintained with the Coordinator, Fairfield County MS by telephone. Radio communication to be maintained if available.

VIII. PLAN MAINTENANCE AND DEVELOPMENT

A. Development

The Fairfield County Coroner will be responsible for initial development, periodic review and updating for Appendix 6 to Annex H.

**APPENDIX 7 TO ANNEX H, MEDICAL SERVICE--HOST AREA REQUIREMENTS
STATEMENT**

FAIRFIELD COUNTY

1. Personnel

Coroner's Office - 4

2. Equipment

Radios ----- 5

Vehicles ---- 1

3. Supplies

SC Coroner's Assoc --- (2) 53 ft Morgue trailers
(1) 42 ft Morgue trailer
(3) Coroner Supply trailers

**APPENDIX 8 TO ANNEX H, EMERGENCY MEDICAL SERVICE (AMBULANCE)--
RESOURCES LIST**

FAIRFIELD COUNTY

UNIT

Fairfield County Emergency Medical Service (*Ambulance*)

TYPE OF EQUIPMENT

9--Ambulances

43--Full Time Personnel

20--Part Time Personnel

60--Walkie-talkies

100% Pager Alert Capability

TYPE PERSONNEL

a. EMT---20

b. EMT-I--3

c. Paramedics---20

d. Physician---1

e. Office Manager---1