

ANNEX V TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN.

RECOVERY

I. AUTHORITIES AND REFERENCES

A. Purpose

The purpose of this annex is to develop the procedures and methods for Fairfield County to recover during the Recovery Phase of any major disaster. Its intention is to organize, assign, and detail responsibility with respect to recovery operations.

B. Authority

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

C. Coordination

The Fairfield County Emergency Operations Center (EOC) is located at 100 Tidewater Dr, Winnsboro, SC and is the primary headquarters for coordinating all activities of the Disaster Recovery Phase. The alternate EOC is located at 350 Columbia Rd, Winnsboro, SC in Fairfield County.

II. MISSION

To define the procedure of emergency and non-emergency forces in the restoration of vital services and facilities and necessities of life until normal facilities and services have been re-established. There is no limited period of time for the recovery phase to last. The determination when this period will end will depend upon the magnitude of the recovery and when the Disaster Recovery Coordinator determines functions can be scaled down or terminated.

III. RECOVERY FORCES

A. Donated Resources Group

1. Department of Social Services
2. American Red Cross
3. Salvation Army

B. Public Works Group

1. County Public Works Department

2. State Highway Maintenance Department
3. County Solid Waste Department

C. Utility Group

1. County Public Service Department
2. Municipal Utility Departments
3. Rural Water Department
4. Commercial Electric & Gas Companies

D. Law Enforcement Group

1. County Sheriff's Department
2. Municipal Police Department
3. SLED
4. National Guard

E. Resources Group

1. County
2. Municipalities
3. State
4. Federal
5. Commercial Enterprises
6. Volunteers

F. Communications Group

1. County Communications Officer
2. Warning Point Dispatch Operators
3. County Government
4. County Sheriff's Radio Net.
5. County Fire/ EMS Radio Net

G. Public Information Group

1. P.I. Officer
2. Assistant P.I. Officer
3. Chairman, County Council

IV. CONCEPT OF OPERATIONS

As soon as a disaster is evident and recovery services are essential for the preservation of life and health, the Emergency Management Director will coordinate recovery operations from the County EOC.

A. Donated Resources Group

1. The Donated Resource Coordinator and officials of the Donated Resources groups will meet in the EOC and analyze the recovery situation and outline the actions to be undertaken. (*See Annex X-Donated Goods and Volunteer Services*)
2. Designate responsibility for handling of food, clothing, water, shelter, counseling, and other essential needs.
3. Identify the Local Reception Center (LRC) that will receive and store relief supplies.
4. Designate a LRC Supervisor and the necessary personnel to supervise the distribution of supplies as follows:
 - a. Record keeping of incoming supplies.
 - b. Sorting and distribution.
 - c. Vehicles for delivery of supplies.
 - d. Loading and unloading personnel
 - e. Locate a forklift to use for unloading supplies.
5. Request refrigerated van for ice and perishable food storage.
6. Request water buffaloes for emergency water supply as soon as a crisis is identified.
7. Utilize county fire stations as distribution centers.
8. Designate facilities to use as food serving centers if needed.
9. All donations of relief supplies are to be referred to the Donated Resources Coordinator at the County EOC.
10. The Donated Resources Group will have a representative in the EOC during the initial stages of the operation. The duration will be determined by the Disaster Recovery Coordinator.
11. Communications will be supplied by the County Communications Officer in the County EOC.

B. Public Works Group

1. The Public Works Coordinator and representatives of the various public works groups will meet in the EOC and analyze the recovery situation and outline the actions to be undertaken.

2. Designate areas of responsibility for road and highway clearance of trees and debris, road and bridge maintenance, debris pickup and removal, debris dump and burning sites, garbage disposal sites, and waterway clearance. (*See Attachment 2-Debris Management Procedures*)
3. Review additional resource needs.
4. Designate critical facilities and systems for priority restoration. (*See Appendix 4 in Annex M.*)
5. All recovery assistance requests for equipment and supplies are to be requested through the Public Works Coordinator in the EOC.

C. Public Service Group

1. The Public Service Coordinator and representatives of the various utility groups will meet in the EOC to analyze the utility situation and outline the actions to be undertaken.
2. Designate areas of responsibility for water, sewage, electric, and natural gas restoration.
3. Designate critical facilities for priority restoration
4. Review additional resource needs.
5. All recovery assistance request for equipment and supplies are to be requested through the Recovery Coordinator in the EOC.

D. Law Enforcement Group

1. The Law Enforcement Coordinator and representatives of the various law enforcement groups will meet in the EOC at the beginning of the recovery operations to review the situation and outline the actions to be undertaken.
2. Identify areas that require security patrols.
3. Outline restricted areas and re-entry restrictions.
4. Requests for additional manpower will be made to the EOC Recovery Coordinator. In turn, the requests are to be routed via WebEOC through the SC Emergency Management Division EOC. Any deviation from this procedure will delay assistance for additional resources.

E. Resources Group

1. The Resource Coordinator will organize his staff in the EOC and coordinate the available county resources and requests for additional outside assistance.
2. Will coordinate commercial enterprises offering assistance to county government in its recovery.

F. Communications

1. The EMD Communications Coordinator is to make every effort to correct any disruptions within the EOC communications system that may develop from a major occurrence.
2. Cellular phones are to be provided for the EOC Command Center when the existing local phone system has been disrupted due to a major occurrence or disaster.
3. Portable radios are to be provided to priority EOC support services that have no means of communicating with the EOC.
4. An extra rechargeable battery is to be supplied for all portable radios essential for emergency support of the EOC.
5. When a disaster appears imminent, arrangements are to be made with a commercial supplier for loan or lease of additional cellular phones and portable radios for backup communications support.

G. Public Information Group

1. The Public Information Group Coordinator and his EOC staff are to issue directives to the general public as so as information is available concerning the disaster situation and instructions for the safety and welfare of the general public.
2. Coordinating emergency directives for releases to the general public from the various EOC emergency services, i.e., Law Enforcement, Mass Care, EMS and Hospital, Public Works, Public Services, DHEC, etc.
3. Coordinate with the State EOC Public Information Coordinator for directives from State Government and FEMA.
4. Provide the local media and visiting media with current conditions as required to avoid the spread of rumors.

H. Re-entry Procedures

Law Enforcement officers will establish and staff checkpoints during re-entry. Returning residents, workers and business owners will be required to show proper identification, including driver's licenses, company ID cards, or documents showing ownership/rental of business. In cases where an address on driver's license does not correspond to the area being entered, other documents, such as utility bills, mortgage deeds, property tax documents, and car registrations, will be accepted at established checkpoints. In addition, law enforcement will set up roadblocks where they deemed necessary and curfews may be implemented at the request of the County Council. See Re-Entry Plan, Attachment 4 to this annex.

I. Public Assistance

The Federal Public Assistance Program provides reimbursement for a portion of eligible costs incurred as a result of a Presidentially declared disaster for State and local governments, qualifying private non-profit organizations, and Indian tribes.

1. Categories of Work
 - a. Category A – Debris Removal-removal of debris from privately or publicly owned lands or waters;
 - b. Category B - Emergency Protective Measures-measures undertaken to preserve public health and safety and to eliminate threats to public or private property (includes search and rescue, demolition of unsafe structures, public information on health and safety issues, and actions necessary to remove or reduce immediate threats to public health and safety and property);
 - c. Category C – Roads and Bridges-repair or replacement of existing public roads, street and bridges.
 - d. Category D – Water Control Facilities – repair, restoration or replacement of flood control, drainage, irrigation works and facilities which are operated and maintained by an eligible applicant and which do not come under the provisions of another statutory authority;
 - e. Category E – Buildings and Equipment-repair or replacement of existing buildings, except for those which are inactive or abandoned;
 - f. Category F – Utilities- repair, restoration or replacement of water, power, and sewage facilities; and

- g. Category G – Parks, Recreational, and Other Facilities-repair, restoration or replacement of parks and other recreational facilities, district roads and access facilities, costs associated with temporary facilities, and other costs approved by the FCO.

2. Reimbursement

Under normal circumstances FEMA will reimburse not less than 75 percent of the eligible damages to public facilities and services. Remaining cost will be borne by the State, local governments, or other eligible applicants, as determined by the State.

3. Program Implementation

The Public Program (PA) is implemented through the steps listed below:

- ❖ An Applicants Briefing is held.
- ❖ Potential applicants submit the Request of Public Assistance.
- ❖ A Public Assistance Coordinator (PAC) is assigned to each applicant.
- ❖ The PAC holds a Kickoff Meeting with the applicant.
- ❖ The applicant's specific needs are identified and cost estimates developed through the project formulation process.
- ❖ Cost estimates for small projects that have been prepared by the applicant are checked through the validation process.
- ❖ FEMA approves and processes grants for the applicant's project.

J. Training

1. Individuals assigned primary responsibility for the recovery function shall attend disaster recovery training.
2. Those individuals assigned damage assessment duties shall also attend training appropriate to their duties.

K. Data Analysis

The Damage Assessment Team will analyze data using the following forms:
(*See Annex T-Attachment A, B and C*)

- a. Local Initial Damage Assessment
- b. Supplement to Local Initial Damage Assessment-Housing and Businesses
- c. Supplement to Local Initial Damage Assessment – Public Assistance

L. Disaster Recovery Center (DRC)

The volunteer fire departments throughout the county will be considered as possible Disaster Recovery Center (DRC). (*See Attachment 3-Disaster Recovery Center*)

M. Temporary Housing

Housing assistance can be provided for up to 18 months to victims whose residences have been rendered uninhabitable by a disaster and this assistance is 100% federally funded.

State and local officials may be asked to assist FEMA with finding temporary housing availability for victims or to identify temporary sites.

For disasters not meeting the criteria for a Presidential declaration, the American Red Cross is prepared to meet the short-term temporary housing needs of disaster victims.

N. Restoration

- a. Restoration to public facilities and infrastructure will begin as soon as possible. Priority will be given to those facilities most critical to normal emergency response operations, such as roads, bridges, public water and sewer treatment facilities.
- b. Coordination of decontamination and environmental restoration activities will be conducted by the Department of Health and Environmental Control with assistance from federal response agencies.
- c. The Fairfield County Clemson Extension Office and the Department of Agriculture is responsible for coordinating restoration of the agricultural sector.
- d. Short-term and long-term economic recovery will be the primary responsibility of individual businesses, however, the Fairfield County Economic Director will work closely with area businesses and will serve

as a liaison between the businesses and the Federal, State, local and agencies that can provide resources to assist with the recovery process.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

- A.** The County Administrator has overall responsibility for all functions of the recovery process and is responsible for establishing the policies and procedures for recovery.
- B.** The County Emergency Management Director is the Disaster Recovery Coordinator and is responsible to the County Administrator for the coordination of the emergency and non-emergency forces that are responsible for the restoration of vital services and facilities and the necessities of life until normalcy of facilities and services have been re-established.
- C.** The Public Works Coordinator is designated by the County Administrator to be responsible for coordinating the activities of all engineering, public works, and privately owned engineering, resources in the county. This person or his designated assistant will be in the Fairfield County EOC.
- D.** The Donated Resources Coordinator is the Procurement Director and is responsible for coordinating the activities of all forces responsible for basic human needs, shelter, food, clothing, and counseling. This person or his designated assistant will be in the Fairfield County EOC.
- E.** The Law Enforcement Coordinator is the County Sheriff and is responsible for coordinating all the forces involved in security of disaster damaged areas in Fairfield County. The sheriff or his designated representative will be in the Fairfield County EOC.
- F.** The Procurement Director is designated by the County Administrator to be responsible for coordinating the resource requirements for the recovery operations. This person or his designated assistant will be in the Fairfield County EOC.
- G.** The Public Information Coordinator is designated by the County Administrator and is responsible for the assembly, preparation, dissemination of public and emergency information.
- H.** Communications – Fairfield County Emergency Management Director is responsible for establishing and maintaining the EOC phone system during the Emergency and Recovery Phase Operation of the EOC. The County Communications Officer is responsible for insuring and maintaining a communication link between the County EOC and the State EOC and the Emergency Support Forces that support EOC operations for the County.
- I.** The County Treasurer is responsible for receiving and coordinating donated funds in the County Disaster Relief Fund.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Each municipality will have a representative to coordinate municipal operations with the county and to avoid duplication of effort and proper utilization of resources.
2. All state and federal resource assistance requested by the county and municipalities are to be requested through the EOC.
3. The county and municipalities will each designate a Federal Applicant Agent to serve as the FEMA contact for disaster funding. Each group will be responsible for handling their own application for FEMA funding. They are also responsible for maintaining all financial and verification records for recovery.
4. Donated funds that are not designated to a specific organization will go into the County Disaster Relief Fund. This fund will be supervised by the County Administrator and County Treasurer.

B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. **Labor**
 - a. Paid (regular and overtime)
 - b. Volunteer
2. **Equipment Used**
 - a. Owned
 - b. Rented/leased
 - c. Volunteered
3. **Materials**
 - a. Purchased
 - b. Taken from inventory
 - c. Donated
4. **Contracts**
 - a. Services
 - b. Repairs

C. Logistics

1. The Fairfield County Disaster Recovery Group will use local resources to the fullest extent including all reasonable substitutions and improvisations until nearing depletion before requesting assistance from the State EOC.
2. Before purchasing any local emergency supplies, the County Purchasing Officer will coordinate with the Disaster Recovery Coordinator to avoid any unnecessary purchases and to assure that all county resources have been depleted.
3. Authorization of all disaster related purchase request must come from the County Administrator.

VII. DIRECTION AND CONTROL

A. Recovery activities will be coordinated through the County EOC and controlled by the County Administrator.

B. The County EOC is located at 100 Tidewater Dr, Winnsboro, SC.

C. Line of Succession:

1. Fairfield County Council Chairman
2. County Administrator
3. Other Councilmen in order of seniority
4. Director of Emergency Management

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Development

The Director of Emergency Management will be responsible for the development and maintenance of this annex.

B. Maintenance

This annex will be reviewed annually.

Administrator, Fairfield County

Date

Director, Fairfield County
Emergency Management Department

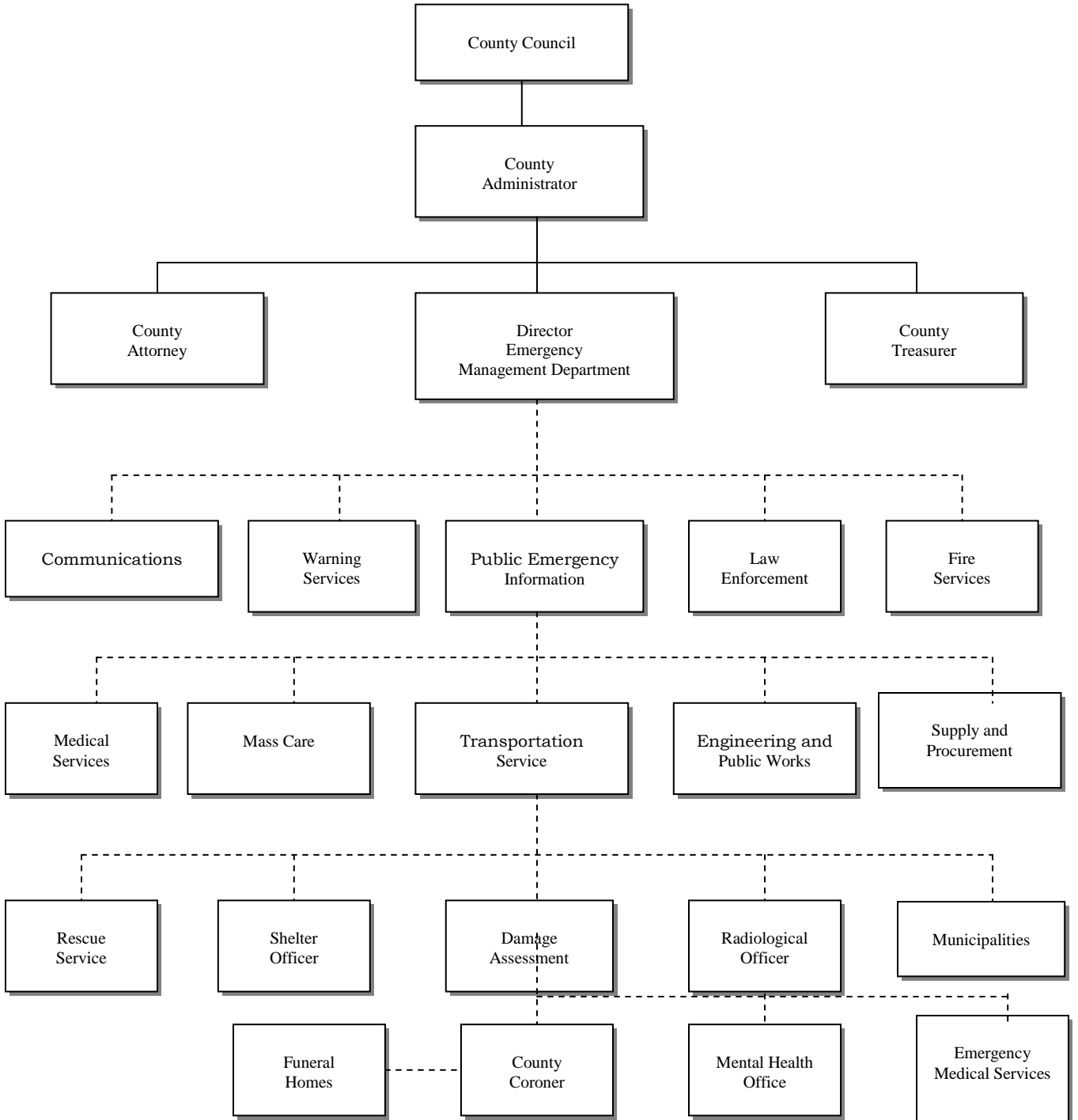
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ATTACHMENTS:

- 1. Organization Chart (General)**
- 2. Debris Management Procedures**
- 3. Disaster Recovery Centers**
- 4. Re-Entry Plan**

**ATTACHMENT 1—FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN
ORGANIZATION CHART**

FAIRFIELD COUNTY



_____ **Direction**

----- **Coordination**

ATTACHMENT 2- TO ANNEX V—DEBRIS MANAGEMENT PROCEDURES

Fairfield County has land leased from Crescent Land and Timber Incorporated, which is located in the Lake Wateree Area. Debris could be stored here during times of emergency until disposed of properly.

ATTACHMENT 3 -TO ANNEX V—DISASTER RECOVERY CENTERS

1. **Blackstock/Woodard Volunteer Fire Department**
725 Blackstock Rd
Blackstock, SC 29014
2. **Community Volunteer Fire Department**
110 Winter Street
Winnsboro, SC 29180
3. **Feasterville Volunteer Fire Department**
2785 Clowney Road
Blair, SC 29015
4. **Greenbrier Volunteer Fire Department**
2091 E. Peach Road
Winnsboro, SC 29180
5. **Lebanon Volunteer Fire Department**
5364 Newberry Road
Winnsboro, SC 29180
6. **Ridgeway Volunteer Fire Department**
170 S. Palmer Street
Ridegway, SC 29130
7. **Community Volunteer Fire Department**
2954 US Highway 321N
Winnsboro, SC 29180
8. **Blair Volunteer Fire Department**
321 99 Road
Blair, SC 29015
9. **Dutchman Creek Volunteer fire Department**
6 Dutchman Lane
Winnsboro, SC 29180
10. **Greenbrier Volunteer Fire Department**
3025 State Highway 269
Winnsboro, SC 29180
11. **Jenkinsville Volunteer Fire Department**
12922 State Highway 213
Jenkinsville, SC 29065

ATTACHMENT 3 -TO ANNEX V—DISASTER RECOVERY CENTERS (cont.)

- 12. Mitford Volunteer Fire Department**
70 Meeting Street
Great Falls, SC 29055

- 13. Southeastern Volunteer Fire Department**
5089 Park Road
Ridgeway, SC 29130

ATTACHMENT 4 – TO ANNEX V - RE-ENTRY PLAN

SEE ATTACHED