

APPENDIX 12
(SOUTH CAROLINA REPATRIATION PLAN)
TO THE SOUTH CAROLINA EMERGENCY OPERATIONS PLAN

PRIMARY: SC Department of Social Services

SUPPORT: SC Emergency Management Division, Office of the Adjutant General, SC Department of Health and Environmental Control; SC Department of Mental Health; The American Red Cross; The Salvation Army; South Carolina Voluntary Organizations Active in Disaster (SC VOAD); SC National Guard; SC State Guard; Clemson University Livestock-Poultry Health; Charleston County Emergency Management; Charleston Animal Society

I. INTRODUCTION

- A. Over one million US citizens and their dependents are living, visiting and traveling in foreign countries. An emergency may occur at any time that would require that a large number of these citizens and their dependents be immediately evacuated to the United States. The US Department of State is overall responsible for emergency repatriation operations and has designated Points of Entry (POE) throughout the United States. In South Carolina, Charleston has been designated as a POE.
- B. Evacuation may be ordered under a declaration of national emergency but it is not necessary to have a declaration to effect an evacuation. Emergency repatriation procedures in South Carolina would be the same for an evacuation not involving a declaration of national emergency as it would under a formal Presidential declaration of national emergency; except, the Department of State is more likely to request that South Carolina care for all noncombatant evacuees (military dependents) during an evacuation not involving a declaration of National Emergency.
- C. The South Carolina Department of Social Services (DSS) develops and maintains the SC Emergency Repatriation Plan (Appendix 12 to SCEOP), and coordinates all state, federal, and volunteer assistance required for emergency repatriation evacuee processing.
- D. This plan defines the roles and responsibilities of County, State and Federal agencies in response to emergency situations that necessitate the mass movement of noncombatant U. S. evacuees from overseas areas to the Charleston International Airport, North Charleston, South Carolina.
- E. Authorities and References.
 - 1. Executive Order 11490, Section 1104(4) of Part II.
 - 2. Title XI, Section 1113 of the Social Security Act.
 - 3. Title 45, Chapter II, Part 212, Code of Federal Regulations.

4. National Emergency Repatriation Plan Guide (For the National Emergency Repatriation Plan Operational Guide, Office of Refugee Resettlement (2008) is currently being updated and is not available on line. To obtain a copy, contact:

Coordinator, Repatriation Program
Office of Refugee Resettlement
Administration for Children and Families
901 D Street, SW
Washington, DC 20447
Phone: 202.401.9246
Fax: 202.401.5487.

<http://www.acf.hhs.gov/programs/orr/programs/repatriation.htm>

5. Letter from the Governor, March 6, 1984, to the DSS Commissioner, designating DSS as Coordinator of State Emergency Repatriation Planning.
6. South Carolina Emergency Operations Plan, current copy.
7. Child Care Federal Guidelines, (EPR Planning Guidance)
8. Charleston County Emergency Repatriation Plan, (<http://www.charlestoncounty.org/departments/emergencymgmt/EOP.pdf>)
9. Haitian Mission Support After Action Review, 2010. (available upon request).

II. PURPOSE

To provide for the reception, temporary care, and onward transportation to final destination of noncombatant evacuees accompanying dependants, pets and property, who arrive at the Charleston International Airport, North Charleston, South Carolina, in an emergency situation.

III. CONCEPT OF OPERATIONS

- A. During times of increased international tension, South Carolina has been designated as one of the states to support a federal effort to repatriate American citizens or others evacuated from overseas areas, including the United States Department of Defense noncombatants. When it appears that an emergency repatriation will occur, the United States Department of State will notify the United States Department of Health and Human Services. Notifications will then be forwarded to the Governor through the Federal Emergency Management Agency (FEMA) of the possibility to implement the Emergency Repatriation Plan.

- B. South Carolina has one designated Port of Entry located at Charleston International Airport, North Charleston, SC. Control of Emergency Repatriation operations will be conducted from the Repatriation Processing Center (RPC) located either at Charleston Air Force Base, or Charleston International Airport, located in North Charleston, SC
- C. As the emergency repatriation begins, contact with designated officials at the Port of Debarkation will be established to ensure direct notification of incoming flights.
- D. Provide passenger protocol to workers at the Port of Entry before arrival at the Port of Entry so that resources can be effectively mobilized/de-mobilized.
- E. Dependent upon the scope of the emergency situation, repatriates may be immediately processed at the airport or transported to the nearby RPC.
- F. At the processing center, each repatriate will first be cleared by Immigration, Customs, and Agriculture. This clearance will affect repatriates and family members as well as pets and personal and household goods. Public Health screening may also be conducted if medical problems are observed. Repatriates will be provided U.S. Postal Service forms to complete and mail to their former post office so mail can be forwarded to the appropriate destination.
- G. After completing Federal clearance, repatriates will complete a state government registration form concerning the repatriates' physical or mental state. This will permit access to the following services, medical care; temporary shelter; transportation; feeding/clothing; communication with family; family reunification; counseling, and other necessary services. Other available services include: snack area, child care/nursery, and travel agency assistance.
- H. If the repatriate lacks funds to pay for any of these services, Federal funding will be provided, but the repatriate will be billed by the Federal Government for repayment at a later date.
- I. Once registered, the repatriate is free to leave the RPC if travel arrangements to their destinations have been made. A Joint Public Information Center has been designated at an isolated area outside of the RPC. It is the repatriates' personal decision on whether they want to be interviewed.

IV. ESF ACTIONS

- A. ESF-1 (Transportation)
 - 1. Coordinate transportation of evacuees from the military or civilian airfield point of debarkation to the RPC, temporary shelters, and to transportation departure points.

2. Coordinate commercial or public onward transportation (air, rail, and/or bus) to evacuee's final destination.
3. Develop a detailed protocol to use other major airports as an alternate follow-on transportation site.
4. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

B. ESF-2 (Communication)

1. Coordinate establishing telephone and other communications (i.e., internet, email,) assistance as required to/from the RPC.
2. Provide communications services to the evacuees enabling them to contact relatives and friends concerning their personal status and onward transportation plans.
3. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

C. ESF-6 (Mass Care)

Department of Social Services (DSS)

1. Serve as the lead agency for the United States Repatriation Program for the State of South Carolina.
2. In cooperation with the SC Emergency Management Division, develop Standard Operating Procedures for RPC and functions.
3. Provide personnel for processing evacuees.
4. Develop/publish detailed operating procedures for the following functions
 - a. Evacuee interviews to determine needed resources and appropriate referrals to RPC staff.
 - b. Procedures for utilizing DD Form 2585, "Repatriation Processing Center Processing Sheet", for use by RPC staff.
 - c. Develop and maintain an evacuee location system.
 - d. Complete of the appropriate United States Postal forms.

- e. Establish and maintain a finance center to provide fund advancement and repayment guidance.
- f. Provide follow-on care, when required to include completing the report on referral Form SSA-2061, "Assistance for U.S. Citizens Returned from Foreign Countries - Report on Referral" to claim reimbursement for follow-on expenditures.
- g. Complete the Social Security Administration Form SSA-3955 "Expenditure Statement and Claim for Reimbursement" for expenditure reported on SSA form 2061.
- h. Maintain case records as required by the Office of Refugee Resettlement, US Department of Health and Human Services.
- i. Complete claims to the Office of Refugee Resettlement (ORR) for state, county and other non-government agencies concerning repayment of administrative expenses.
- j. Maintain an accounting system of all funds expended.
- k. Coordinate American Red Cross (ARC) support provision of onward transportation of any foreign nationals not eligible for reimbursement or other support in accordance with existing ARC guidelines.
- l. Coordinate the provision of translators/interpreters.
- m. Request advanced funding from the Office of Refugee Resettlement regional office upon implementation of the Emergency Repatriation Plan. (For US Repatriation Program General Agreement Between US Department of Health and Human Services Administration for Children and Families Office of Refugee Resettlement and the State of SC Department of Social Services please refer to: Section 1113 of the Social Security Act, 42 U.S.C. 1313; 24 U.S. C. Sections 321 through 329; Executive Order 12656 as amended; and Program regulations in 45 C.F.R. Parts 211 and 212.
- n. Other Emergency Support Function 6 responsibilities:
 - 1). Provide snacks and beverages for evacuees.
 - 2). Provide food service support to the RPC staff.
 - 3). Provide childcare and nursery services.
 - 4). Provide clothing and address other evacuee referral needs.

- 5). Provide special care and processing for unaccompanied children, the physically challenged and elderly (wheelchairs, etc).
 - 6). Provide temporary overnight shelter for the evacuees.
5. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- D. ESF-8 (Health and Medical)
1. Coordinate Emergency Medical Services support.
 2. Provide mental health and crisis counseling.
 3. Provide appropriate medical care for the physically challenged, unaccompanied children and elderly.
 4. Coordinate provisions of medical screening, first aid, and hospital care.
 5. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- E. ESF-11 (Food Services)
1. If required, coordinate provision of food to disaster response organizations for mass feeding.
 2. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- F. ESF-13 (Law Enforcement)
1. If required, coordinate traffic control and security from the Ports of Debarkation to the RPC.
 2. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- G. ESF-15 (Public Information)

1. Lead ESF for coordinating public information between Federal, State and local agencies.
 2. Coordinate news releases with designated public affairs personnel of the other Federal and State agencies.
 3. Coordinate media coverage of repatriation activities to include: Evacuee arrival and an initial information briefing at the aircraft or during transportation to the RPC.
 4. Provide a press center outside the RPC and provide press conferences with volunteers from among the evacuees.
 5. Provide opportunities for a Charleston AFB Public Affairs Officer to participate once the RPC activities are initiated.
 6. PIOs work together through the Joint Information System to insure accurate information is consistent.
 7. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- H. ESF-17 (Animal/Agricultural Emergency Response (See Attachment C for Charleston's Animal Repatriation Plan).
1. Coordinate resources for short term care (and long-term care, where indicated), as needed, of evacuees' pets, at or near the RPC. Coordinate procedures to maintain animal identification records during such time evacuees need to be temporarily separated from their pets while awaiting onward transport.
 2. Implement guidance provided by Federal animal health officials, such as for the examination and screening of evacuees' animals for evidence of diseases and/or pests not present in the U.S.
 3. Coordinate general health examination of evacuees' animals to identify/assess veterinary medical needs as well as any public health concerns.
 4. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.
- I. ESF-18 (Donations Goods and Volunteer Services)

1. Coordinate in locating and providing translators as needed.
2. Coordinate provision of volunteer evacuee escorts.
3. Coordinate the provisions for clothing, diapers, formula, etc...
4. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

J. ESF-19 (Military Support)

1. Coordinate transportation support, as requested.
2. Coordinate baggage-handling personnel, if requested.
3. Support Emergency Repatriation operations as requested.
4. Determine information on passenger manifest of repatriates to relay the most accurate information to POE incident command.
5. Ensure all ESF personnel integrate NIMS principles in all planning. All ESF personnel are encouraged to complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

V. **RESPONSIBILITIES**

General. Each agency is responsible for establishing a generic tracking system to accurately account for personnel, time, and resources involved.

A. South Carolina Emergency Management Division (SCEMD)

1. Preparedness
 - a. Coordinate the overall state planning to ensure efficient resource utilization.
 - b. In coordination with State DSS, review and update the Emergency Repatriation Plan.
 - c. As scheduled by DSS, participate in Repatriation Tabletop Exercise.
2. Response

- a. Receive notification of repatriation operations, alert appropriate State Agencies and the Charleston County Emergency Management Department of impending repatriation operations.
 - b. Ensure initial, ongoing, and final conference calls include all appropriate county, state, and other affected organizations, concerning repatriation activities.
 - c. Maintain a liaison at the RPC to facilitate agency coordination.
 - d. Coordinate with FEMA, General Services Administration (GSA), and ESF 2 to ensure communication support for the RPC.
 - e. Unless otherwise directed by the Governor's press secretary coordinate public information activities with all affected State agencies.
 - f. Ensure that IT personnel are involved in the Repatriation Process.
 - g. Ensure WebEOC is initiated and utilized during the incident.
3. Recovery
- a. In conjunction with the county, finalize agency operations at the RPC.
 - b. Conduct financial review and submit expenses for payment to ensure accurate audit trail.
 - c. Conduct an After Action Review and submit organization After Action Report to DSS for inclusion in final Repatriation After Action Report.
4. Mitigation
- a. Agencies involved with Emergency Repatriation activities will work to educate citizens on disaster preparedness and disaster mitigation.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- B. South Carolina Department of Social Services (SCDSS) Disaster Response Services

1. Preparedness
 - a. Coordinate training and exercises with all agencies involved in the Emergency Repatriation Process.
 - b. Update Repatriation contact information-as needed
 - c. Coordinate the overall planning of participating State agencies to ensure efficient utilization of state resources during emergency repatriation exercises.
 - d. Receive notification of repatriation operations maintains contact list of major agencies and verify that major agencies have been notified to conduct repatriation operations in Charleston, SC.
 - e. Develop an accounting system and track all funds expended in support of the Repatriation Plan implementation.
 - f. Forward copy of Charleston Repatriation Plan to US DHHS for review.
 - g. Include in the State Repatriation Plan that the state will coordinate with Charleston EM to initiate Airport and County DSS IT support.
2. Response
 - a. Upon notification by SCEMD of repatriation program implementation, the SCDSS Director for Disaster Response Services (DRS) shall notify the Charleston County DSS Director.
 - b. Assist Charleston County DSS with repatriation operations, to include local purchase of emergency items.
 - c. Provide staff from Charleston County DSS, surrounding county DSS offices, or state office, to assist local RPC staffing in agency responsibilities. In addition, ensure that additional DSS staff is available to supplement Charleston County DSS staff personnel.
 - d. Assist with lodging reservations.
 - e. In coordination with ESF 13, coordinates law enforcement for baggage security.
 - f. Coordinate direct financial payments to repatriates and vendors from DHHS funds.
3. Recovery

- a. Terminate agency operations at the RPC.
 - b. Conduct financial review and submit reimbursement claims.
 - c. Conduct After Action Review.
 - d. Schedule Repatriation training and Exercise as necessary.
 - e. Provide a summary report of all expenditures incurred during the repatriation process.
 - g. Consolidate participant after-action reports and prepares final After-action Report.
 - h. Assist with the revision of both the SC Emergency Repatriation Plan and Charleston Repatriation Plan as needed; coordinate review and distribution.
4. Mitigation
- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- C. South Carolina Department of Social Services, (State Office Division of Finance Services)
1. Preparedness
 - a. Coordinate with the State Treasurer's Office in obtaining and pre-placement of operating funds.
 - b. Coordinate with ESF-13 for escorts for funds pickup and transport.
 - c. Designate staff to work at the repatriate processing station.
 - d. Create Finance Annex to develop standardized forms that are consistent with federal forms to better track finances, thus allowing reimbursements to be received quicker.
 2. Response

- a. Ensure funds are received no later than 3 hours prior to scheduled arrival of repatriates.
 - b. Disburse funds as necessary in accordance with repatriation process guidelines
3. Recovery
- a. Maintain a case file for all funds disbursed.
 - b. Terminate agency operations at the RPC.
 - c. Conduct financial review and submit expenditures for payment.
 - d. Conduct appropriate After Action Review.
 - e. Publish organization After Action Report; submit to DSS Disaster Response Services for inclusion in final Repatriation After Action Report.
4. Mitigation
- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- D. South Carolina Department of Social Services (Child Care Services)
1. Preparedness
- a. Develop internal procedure manual for Emergency Repatriation Process.
 - b. Coordinate with DSS Disaster Response Services to train all staff involved in Emergency Repatriation Process, specifically in FEMA Incident Command training (IS-700 and ICS-100).
 - c. Coordinate with local county DSS as necessary.
 - d. Participate in Emergency Repatriation Tabletop Exercises.
 - e. Review and revise the Emergency Repatriation Plan as coordinated by SCDSS (when needed)

- f. Identify potential expenses for basic child care in Emergency Repatriation operations.
 - g. Identify and assign staff for Emergency Repatriation operations, and coordinate volunteer efforts.
 - h. Develop a plan to coordinate with VOAD, Salvation Army, Child Care Resource and Referral Agency, etc. to secure basic supplies/items necessary to conduct emergency child care.
 - i. Develop a policy to accompany children outside the child care area when not accompanied by parents/guardians.
2. Response
- a. Consult internal DSS Child Care manual for operation procedures for Emergency Repatriation Process.
 - b. Provide basic child care services for children while parents/guardians access Emergency Repatriation services.
 - c. Provide essential items to infants/toddlers (diapers, formula, clothing, etc.) and older children as necessary.
 - d. Assist local county DSS in the care of unaccompanied minors and other services as needed provided that sufficient DSS Child Care personnel are present to staff the child care area.
 - e. Deploy staff from appropriate Regional and State SCDSS Child Care Offices and secure volunteers with assistance from Child Care Resource and Referral Agency.
 - f. Coordinate with VOAD, Salvation Army, Child Care Resource and Referral Agency, etc. to secure basic supplies/items necessary to conduct emergency child care.
 - g. Implement policy to accompany children outside the child care area when not accompanied by parents/guardians.
3. Recovery
- a. Terminate child care services at the RPC.
 - b. Conduct financial review and submit expenditures for payment.
 - c. Participate in After Action Review with DSS Disaster Response and other agencies.

- d. Submit organization's After Action Report to DSS for inclusion in final Repatriation After Action Report as requested.
4. Mitigation
- a. Emergency Repatriation agencies will work to educate the child care community in disaster preparedness and disaster mitigation activities
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities
 - c. Document matters that may be needed for inclusion on agency or state/federal briefings, situation reports, and action plans.
- D. South Carolina Department of Health and Environmental Control (DHEC)
1. Preparedness
- a. Submit Repatriation phone/name/address changes to Department of Social Services, Disaster Response Services.
 - b. Maintain SCDHEC Emergency Repatriation notification list.
 - c. Review and revise (if needed) the Emergency Repatriation Plan when coordinated by SCDSS.
 - d. Coordinate and participate in annual Repatriation Tabletop exercise.
 - e. As required, provide coordination and consultative services to the American Red Cross, Salvation Army, Adjutant General, Veterans Administration, and the Department of Defense.
 - f. Coordinate Health Region planning to ensure efficient utilization of DHEC resources during an emergency repatriation operation.
2. Response
- a. Establish and manage medical triage at Repatriation Processing Center
 - b. Coordinate deployment of health and environmental resources with State, District, and County officials.
 - c. Staff SEOC ESF 8.

- d. Provide a liaison with the Charleston County Emergency Management Division.
 - e. Provide for the retention of vital records.
 - f. Through the Health Region Medical Director, coordinate with county coroner to provide emergency mortuary services emergency mortuary.
 - g. Provide medical supplies, as required.
 - h. Provide appropriate public health notices by augmenting the state public information services.
 - i. Coordinate with the SC Department of Mental Health to provide mental health counseling as needed.
3. Recovery
- a. Terminate agency operations at the RPC.
 - b. Conduct financial review and submit expenditures for payment.
 - c. Conduct After Action Review.
 - d. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
4. Mitigation
- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- E. South Carolina Probation, Pardon, and Parole Services
- See ESF-13 under ESF Actions Section.
- F. Clemson University Livestock-Poultry Health (CULPH)
1. Preparedness

- a. Submit agency Repatriation phone/name/address changes to the Department of Social Services, Disaster Response Services.
- b. Maintain agency/organization Repatriation Notification Phone list.
- c. Participate in annual Repatriation Tabletop exercise.
- d. Review and revise (as needed) Repatriation Plan when coordinated by DSS.
- e. Coordinate with Charleston County Emergency Management Division in the recruitment of volunteers for the Pet Repatriation Center.

2. Response

- a. Provide a liaison at the SEOC to coordinate with local, state and federal agencies and organizations involved in the EPPC during the emergency repatriation.
- b. Coordinate resources for short term care (and long-term care, where indicated) of evacuees' pets, at or near the RPC, while awaiting onward transport. Additional veterinary personnel may be requested from the Department of Defense (DOD) if needed.
- c. Assist with implementation of guidance provided by Federal animal health officials, such as the examination and screening of evacuees' animals for evidence of diseases and/or pests. Assist with coordination of resources necessary for the appropriate handling of animals found to be harboring diseases and/or pests that are not present in the U.S.
- d. In collaboration with SC DHEC, assist with coordination of pet screening process to ensure proper rabies immunization status before returning to homes in the U. S.
- e. See Attachment C: Charleston County Animal Repatriation Plan.

3. Recovery

- a. Terminate agency operations at the RPC.
- b. Conduct financial review and submit expenditures for payment.
- c. Conduct appropriate After Action Review.
- d. Publish organizational After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.

4. Mitigation

- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
- b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

G. American Red Cross

1. Preparedness

- a. In accordance with the National Memorandum between DHHS/ACF and the American National Red Cross (ANRC); and the Statement of Understanding between the State of South Carolina and the ARC, the ARC assists in the temporary care and processing of evacuees as requested by the State.
- b. The ARC will provide services that include, but are not limited to:
 - 1). Congregate shelter management
 - 2). Mass feeding at congregate shelters
 - 3). Registration and Inquiry
 - 4). First Aid
 - 5). Individual Assistance
- c. Submit Repatriation phone/name/address changes to Department of Social Services, Disaster Response Services.
- d. Maintain Emergency Repatriation notification list.
- e. Review and revise (if needed) the Emergency Repatriation Plan when coordinated by SCDSS.
- f. Coordinate and participate in annual Repatriation Tabletop exercise.
- g. Identify, train, and assign staff for Emergency Repatriation Center operations.

- h. Provide coordination and consultative services as needed to the Department of Health and Environmental Control, Salvation Army, Adjutant General, Veterans Administration, and the Department of Defense.
2. Response
- a. Provide and coordinate provision of mobile and fixed feeding facilities at the Emergency Repatriation Center and mass care shelters.
 - b. Provide first aid in support of emergency medical service personnel, if required.
 - c. Manage congregate care shelters, when required.
 - d. Assist with registration and family inquiry for evacuees housed in congregate shelters.
 - e. Provide referrals and follow-up assistance for evacuees who claim residency in South Carolina.
 - f. Coordinate assistance provided by other voluntary organizations.
 - g. Assist Charleston County DSS in providing childcare services for evacuees, if necessary.
 - h. Assist evacuees in procuring interpreters, or language cards.
 - i. Assist evacuees in notifying next of kin.
 - j. Provide comfort items in rest stations.
 - k. Coordinate with other agencies to provide mental health counseling to evacuees.
 - l. Provide emergency financial assistance for clothing, prescriptions, or other medical needs.
3. Recovery
- a. Terminate agency operations at the RPC.
 - b. Conduct financial review and submit expenditures for payment.
 - c. Conduct appropriate After Action Review.
4. Mitigation

- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
- b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

H. The Salvation Army

1. Preparedness

- a. Per the Memorandum of Understanding (MOU) between The Salvation Army North and South Carolina Division (SA) and the South Carolina Emergency Management Division (SCEMD), The Salvation Army will coordinate with local, state and federal entities accordingly.
- b. Identify, train, and assign staff for Repatriation Processing Center operations.
- c. Coordinate with Department of Social Services, Disaster Response Services.
- d. Participate in the review and revision of the Repatriation Plan.
- e. Participate in annual Repatriation Tabletop exercise.
- f. Coordinate with other agencies and organizations.

2. Response

- a. Provide basic social services religious and crisis counseling.
- b. Based on available resources, provide evacuees with clothing and personal items.
- c. Provide mobile & fixed feeding support as required and/or requested.
- d. Provide trained personnel to conduct interviews for basic assistance, when requested.
- e. Assist in the care of unaccompanied children.

- f. Provide appropriate referrals and information for potential follow-up by a Salvation Army unit nearest the evacuee's final destination.
 - 3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct financial review and submit expenditures for payment, if applicable.
 - c. Conduct appropriate After Action Review.
 - 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation, and action plans.
- I. South Carolina Voluntary Organizations Active in Disasters (SCVOAD)
 - 1. The South Carolina Voluntary Organizations Active in Disaster (SCVOAD) is a coordinating body associated with the National Voluntary Organizations Active in Disaster (NVOAD). SCVOAD membership is composed of South Carolina voluntary relief organizations that have organized to foster more effective service to people in emergency situation. SCVOAD volunteers will assist in the temporary care and processing of evacuees as requested by the State in keeping with the Statement of Understanding between the State of South Carolina and SCVOAD.
 - 2. Acquire Translators (more than minimal) since many Americans Citizens being repatriated, did not speak English and took a lot of time. Also ensure the most current listing is available.
- J. South Carolina National Guard

Provide National Guard representative in County EOC/State EOC, and Airport to determine and report flight manifests.
- K. Charleston Animal Society (CAS)

1. This volunteer organization will coordinate with Charleston County Emergency Management Department (EMD) and Charleston County Sheriff's Office Animal Control (county ESF-17) to activate the Emergency Pet Processing Center and will receive assigned duties by Charleston County EMD or designee at the Command Post.
2. Assist in the care and processing of pets to the extent that resources allow.
3. Receive pets at the CAS facility; evaluate, bathe, and treat animals as necessary.
4. House and feed pets until they can be returned to the owner for onward travel. Clean and disinfect pet transport kennels as needed.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Program Funding

a. Available Funds

Section 1113 of the Social Security Act authorizes DHHS to provide Federal funds to States for the reception, temporary care, and onward transportation of U.S. citizens and their dependents returned from a foreign country due to destitution, illness, war, threat of war, or similar crisis. If implementation of the National Emergency Repatriation Plan appears imminent, DHHS will request an emergency apportionment from the Office of Management and Budget. In such an emergency situation, funds will be made available to DHHS/ACF for advance to States to cover emergency repatriation operations.

b. Cost Estimate

The cost estimate for the total implementation of this plan totals \$96,049,000. This figure was derived by multiplying the total number of evacuees planned to arrive at the Charleston International Airport Repatriate Processing Center, (139,000 worst case) by the national average cost of \$691 per case. See Annex VI. A., National Emergency Repatriation Plan.

c. Request for Advanced Funds

At the time of notification to the State of an impending emergency repatriation operation, the State may request an advance of funds from DHHS/ACF to cover estimated program expenses. Upon receipt of the State's request, DHHS/ACF will coordinate funds

transfer to the state via The U.S. Treasury's Financial Communication System (TFCS).

d. Reimbursable Expenses

Repatriation program funds account for all temporary assistance provided to evacuees. Temporary assistance includes money payments, medical care, temporary lodging, transportation, pet care, and other goods and services necessary for the health and welfare of individuals, including guidance, counseling and other social services. In addition, the State can claim administrative expenses, provided that the State (1) identifies the time spent, (2) converts identified time into an equivalent amount of money, (3) deducts this amount from staff providing services in connection with other programs, and (4) follows regular procedures for allocation of joint expenses.

e. All funds provided for assistance to individual evacuees must be repaid. PHS/HRSA will actively pursue collection of monies for all assistance provided through its Accounts Receivable Capability system.

f. Voluntary relief agencies may provide a significant amount of assistance, which is beyond the scope of Federal agencies as defined in Section IV.C. of this Plan. Each agency will be reimbursed for expenses they incur during an emergency repatriation operation.

g. DHHS/ACF will negotiate agreements with national voluntary agencies which will specify procedures for reimbursement. Agreements will require agencies to submit detailed expenditure reports to substantiate each claim for reimbursement.

2 Accounting for Funds - Required Reports

a. Report On Advance Of Funds

1). The South Carolina Department of Social Services (SCDSS) shall submit a summary report of expenditures to DHHS/ACF within 30 days following the completion of repatriation activities. The summary report will show the amount of funds advanced, the amount of funds expended, an estimate of outstanding debts, and the balance to be returned to DHHS/ACF, or the amount due to the State. All applicable processing Check Sheets must be attached to substantiate expenditures.

2). If there is a balance of funds to be returned to DHHS/ACF, the State shall submit a check made payable to the DHHS/PHS/HRSA/Repatriate at the time the report is forwarded to DHHS/ACF.

b. RPC Processing Sheets (DD Form 2585)

Repatriation Processing Center (RPC) Processing Sheet forms (DD Form 2585) shall be completed at the RPC for each individual or family, to record applicable information on the individual/family. Copies will be retained by SCDSS, and the originals forwarded to DHHS/ACF, along with the Summary Report of Expenditures.

c. Report On Referral (Form SSA-2061)

Form SSA-2061 shall be used by SCDSS to report Repatriation expenses incurred subsequent to RPC expenditures -- i.e., expenses not reported on a RPC Processing Sheet, if the State has not received an advance of funds.

The SSA-2061 must be submitted to DHHS/ACF within 5 days of initial contact with the repatriate. The Report on Referral form is the basis for the obligation of repatriation funds, if there has been no advance of funds. The form must be processed by DHHS/ACF before claims for reimbursement can be processed.

For each expenditure reported on an SSA-2061, the State shall submit an Expenditure Statement and Claim for Reimbursement Form SSA-3955.

d. Expenditure Statement And Claim For Reimbursement (Form SSA-3955)

1). Form SSA-3955 serves as the basis for reimbursement to the State and for accounting for funds advanced to the State. Claims are to be submitted monthly, not later than 15 days after the close of the month.

2). Form SSA-3955 shall be used to report expenditures on each case individually, unless, or until, the volume of the cases assisted is such that group reporting is indicated.

3). Case Records

a) An individual or family case record shall be maintained by the Charleston County Department of Social Services (CCDSS) for each individual or family provided cash assistance, medical assistance,

onward transportation or any other assistance for which they must repay the Federal government.

The case record should contain a signed RPC Processing Check Sheet (DD Form 2585) and a Repayment Agreement as a minimum.

- b). Subsequent to RPC processing, County DSS Offices providing further temporary assistance to evacuees who claim county residency will adapt their customary case recording methods for this purpose.

3. Program Eligibility

a. Types Of Assistance

For those U.S. citizens and their dependents who request assistance and are without resources, temporary assistance through the Repatriation Program may be provided. Temporary assistance includes funds payments, medical care, temporary lodging, transportation, pet care and other goods and services necessary for the health and welfare of individuals, including guidance, counseling, and other social services.

b. Eligibility

To qualify for assistance, persons must be U.S. citizens, or their dependents, returned from a foreign country or have been returned because of destitution or illness of such citizens or their dependents, war, threat of war, invasion, or similar crisis. In addition, these citizens must be without resources immediately accessible to them.

c. Citizenship Defined

- 1). Immigration and Naturalization Service (INS) will verify citizenship. Dependents of U.S. citizens include spouse, parents, unmarried minor children, including adopted and stepchildren, unmarried adult handicapped whose dependency is related to the handicap, grandparents, spouse's parents, and minor siblings of the U.S. citizen or spouse.
- 2). Parents and siblings who are not U.S. citizens may be the dependents of an unmarried minor child who is a U.S. citizen, who is being repatriated to the United States along with the family unit.

d. Identification By The State Department

Under normal conditions, cases are referred to DHHS/ACF on an individual basis. In an emergency situation, notification from the State Department that an evacuation has been ordered serves as the basis for State Department identification.

e. Personal Resources Considered

- 1). Personal resources to be considered will be only those which are immediately accessible to the evacuee at the time temporary assistance and services are required at the RPC, or when arrangements are made for onward transportation to final destination.
- 2). Resources are considered as immediately accessible only when they are in the possession of, and under the control of, the evacuee, and he/she can draw upon them to meet immediate or temporary needs.
- 3). The individual's declaration that he/she is without available resources will be accepted, unless the interview reveals that resources are available.
- 4). Many of the evacuees will have their own resources at their final destination, or through public private employing organizations or agencies, but are not immediately accessible to them at the RPC. Such persons shall be eligible for temporary assistance as needed for onward transportation. However, these individuals shall be required to repay to the United States the cost of such assistance and services once their own resources become accessible to them.

4. Temporary Assistance at the RPC

a. Cash Assistance

- 1). Cash shall be provided to evacuees at the RPC when it is determined that they have no such resources immediately available to them. Cash requirements will be nominal if the evacuee's needs for temporary shelter and food are being met on a congregate basis, with cash provided only for personal items.
- 2). If it is necessary to use commercial facilities for lodging and food, the State may negotiate payments directly to these facilities, or may provide the evacuee with cash to

cover these costs. Cash needed for meals and lodging while enroute to final destination shall also be provided to such eligible evacuees.

b. Medical Assistance

It is expected that most evacuees will have insurance which will pay for any medical care needed at the RPC. However, if an evacuee does not have medical insurance, and does not have sufficient available resources to pay for medical care, arrangements for medical care shall be made by DHEC, and paid by for by DHHS. Individuals receiving medical care will be required to repay the United States for the medical care costs.

c. Airline Transportation

- 1). The Onward Transportation Section at the Charleston International Airport (IAP) Repatriate Processing Center (RPC) shall coordinate with the franchised travel agency to arrange the evacuees' transportation. Onward Transportation Section staff shall complete a Request for Transportation and refer the evacuees to the franchised travel agency.
- 2). If an evacuee is without available resources, the franchised travel agency shall complete the transportation arrangements section of the Request for Transportation Form and forward copies of the completed forms to DHHS/ACF as documentation to support the direct billing. DHHS/ACF shall reimburse the travel agency directly.
- 3). Evacuees able to pay for the requested transportation shall do so using cash or credit card. The RPC worker shall use Section III, Item 26 of the DD Form 8525 to state that the evacuee will pay for his/her transportation.

d. Surface Transportation

Arrangements for evacuee travel by surface shall be made by the onward Transportation Section staff, in coordination with local travel agencies.

5. Pet Veterinary Treatment

Evacuees will be asked to reimburse costs of veterinary medical supplies used in veterinary treatment, if any is performed. Reimbursement may not be required for certain import/regulatory test requirements carried out by federal animal health officials.

6. Temporary Assistance and Social Services at Community of Final Destination
 - a. When an eligible evacuee claims residency in South Carolina, temporary cash assistance, medical assistance, and related social services shall be provided under established standards and policies of the South Carolina Department of Social Services in the community in which the evacuee establishes residence
 - b. Current established SC Department of Social Services State standards for the Temporary Assistance for Needy Families (TANF) shall be applied in determining the amount of financial assistance payments, with such adaptations as may be necessary due to the composition of the family.
 - c. Temporary assistance shall be provided to all individuals without sufficient resources under the State standard, without regard to age, disability, or single disabled parental status. Such temporary assistance may be continued for a period of 90 days following arrival in the United States.
 - d. If an evacuee still has insufficient resources after 90 days, and is incapable of self-support/self-care and does not qualify for aid under any Federal, State or local assistance program, SCDSS shall refer the case to DHHS/ACF for authorization to continue temporary assistance for up to an additional nine months.
 - e. All requests for extensions of assistance beyond 90 days must be submitted to DHHS/ACF prior to the expiration of the initial 90-day period.

7. Repayment

Repayment is required for all assistance provided evacuees through the Emergency Repatriation Program. The State is responsible for informing the individual of the repayment requirement and the amount of the repayment. In addition, the State shall recommend to DHHS/ACF whether repayment or a waiver is warranted. DHHS/ACF is responsible for seeking repayment.

8. Safeguarding Information

The operation of this plan as well as the Repatriation Program, under normal conditions, are subject to the provisions of the Privacy Act of 1974 (Public Law 93-579). The use of information concerning persons who receive temporary assistance under this Program must be strictly limited to the purposes for which such information was received.

9. Non-discrimination

No eligible persons shall be excluded from participation, or be denied any benefits or otherwise be subjected to discrimination under this Plan, because of their race, color, religion, sex, age, handicap, or national origin.

B. Logistics

In general, each affected agency operates with agency resources, and seeks assistance through the State Emergency Operations Center (SEOC) when its resources are exhausted.

VII. FEDERAL INTERFACE

A. The US Department of State (DOS)

1. Preparedness

- a. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.
- b. Maintain agency/organizational Repatriation Notification Phone List.
- c. Participate in annual Repatriation Tabletop exercise, as scheduled by DSS.
- d. Review and revise (if needed) Repatriation Plan when coordinated by DSS.
- e. Notify the U.S. Department of Health and Human Services (DHHS) of an escalating crisis, natural disaster, or other event which may require the evacuation of American citizens from a foreign country.
- f. Notifies DHHS when an evacuation is ordered. Provides all pertinent information, to include evacuation, date operations will begin, actual numbers of evacuees, and specific arrival times and destinations.

2. Response

- a. Provide updates to DHHS.
- b. Informs DHHS when the evacuation will be completed.

3. Recovery

- a. Terminate agency operations at the RPC.

- b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
 - 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
 - B. The U. S. Department of Health and Human Services Division of Emergency Coordination, Office of the Secretary:
 - 1. Assist as overall coordinator of DHHS emergency preparedness planning and operations.
 - 2. When notified by DOS to implement emergency repatriation, goes on alert status, and ensures that coordinated FEMA-DHHS communications are activated.
 - C. The US Department of Health and Human Services, Administrator for Children and Family Services:
 - 1. Preparedness
 - a. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.
 - b. Maintain agency/organizational Repatriation Notification Phone List.
 - c. Participate in annual Repatriation Tabletop Exercise, as scheduled by DSS.
 - d. Review and revise (if needed) Repatriation Plan when coordinated by DSS.
 - e. Assists States in the development of emergency repatriation plans, training, and exercises. Reviews State plans.

- f. Receive information from the Department of State regarding potential evacuations and the necessity to implement emergency repatriation plans.
- 2. Response
 - a. Coordinate with FEMA Communications Center; transmit information to Federal agencies, States, and national volunteer agencies.
 - b. Provide funds to States for planning and implementation of emergency repatriation.
 - c. Perform as lead Federal agency to plan and under Executive Order 12656, execute of emergency repatriation operations.
 - d. Assume lead responsibility for public affairs.
 - 3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
 - 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- C. Federal Emergency Management Agency (FEMA)
 - 1. Preparedness
 - a. Coordinate with DHHS/ACF in the review of state emergency repatriation plans.
 - b. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.

- c. Maintain agency/organizational Repatriation Notification Phone List.
 - d. Participate in annual Repatriation Tabletop Exercise, as scheduled by DSS.
 - 2. Response
 - a. Coordinate the provision of emergency communication services to Point of Entry States. The Southeast Regional Office will coordinate with South Carolina.
 - b. Provides communications services to notify Federal, State, and voluntary agency officials concerning emergency repatriation.
 - 3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
 - 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- D. Department of Defense (DOD)
 - 1. Under the FORSCOM Plan for Non-emergency DOD Noncombatant Repatriation, Fort Jackson (ATZJ-AG) will provide personnel for Joint Service Processing Support Teams at RPC.
 - 2. Under non-emergency conditions, the Air Force will provide facility and personnel support, as available.
 - 3. In the event of a declared National Emergency, DOD support may not be available.
- E. The US Department of Homeland Security, U.S. Customs and Border Protection

1. Preparedness
 - a. Coordinate with DHHS/ACF in the review of state emergency repatriation plans.
 - b. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.
 - c. Maintain agency/organizational Repatriation Notification Phone List.
 - d. Participate in annual Repatriation Tabletop exercise, as scheduled by DSS.
2. Response
 - a. Arrange for, and perform, customs clearances at the Repatriation Processing Center (RPC), Charleston International Airport, Concourse B.
 - b. Provides security plane-side and within the Federal Inspection Area of the Repatriation Processing Center.
 - c. Assist with approval of flights as well as the location and manner of clearance.
 - d. Initiate contact with arriving passengers and conveyances
3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

- F. The US Department of Justice (Immigration and Naturalization Service (INS))
1. Preparedness
 - a. Coordinate with DHHS/ACF in the review of state emergency repatriation plans.
 - b. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.
 - c. Maintain agency/organizational Repatriation Notification Phone List.
 - d. Participate in annual Repatriation Tabletop exercise in Charleston (as scheduled by DSS).
 2. Response
 - a. Process evacuees at the Repatriation Processing Center (RPC), Charleston International Airport, Concourse B.
 - b. Issues clearances so that U.S. citizens and their alien dependents may proceed to their final destination.
 3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- G. Department of Justice - Federal Bureau of Investigation (FBI)
- Perform required security investigations and awards clearances at the Repatriate Processing Center.

H. General Services Administration (GSA)

1. Provides facility support services (building space, communications, protection, supplies, motor pool, and contractual services) to requesting agencies on a reimbursable basis. The GSA Regional Emergency Coordinator is the contact for all support services except as noted in 10. b. and c, below.
2. In accordance with the "National Plan for Communications Support in Emergencies and Disasters", the GSA Regional Federal Emergency Communications Coordinator serves as the sole communications coordinator to receive and process requests for emergency communications services from all agencies and major private relief organizations.
3. The Federal Emergency Communications Officer is the GSA action communications carriers to provide the needed communications services.

I. Department of Transportation (DOT)

1. Upon notification from DHHS/ACF of the need for priority transportation for evacuees, adds "Evacuees" to the transportation priority listing.
2. Advises the Federal Aviation Administration (FAA), the Interstate Commerce Commission (ICC), and the Federal Railroad Administration (FRA) of the priority of movement for evacuees. These Federal agencies inform the concerned civil carrier, i.e., FAA for air service, FRA for rail service and ICC for all rail services other than AMTRAK and for intercity motor services; that preference shall be afforded all evacuees to their final destination, including allocation of equipment, when essential, to expedite movement.

J. Department of Housing and Urban Development (HUD)

1. Identifies available HUD-assisted housing, or motels/hotels, at, or near, the point of entry which may be used to house those evacuees whose move to final destination is delayed.
2. Identifies commercial housing facilities which could be used to provide emergency shelter if needed in addition to congregate facilities.

K. The US Public Health Service

1. Preparedness
 - a. Coordinate with DHHS/ACF in the review of state emergency repatriation plans.

- b. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.
- c. Maintain agency/organizational Repatriation Notification Phone List.
- d. Participate in annual Repatriation Tabletop exercise, as scheduled by DSS.
- e. Assist State in developing plans for providing medical services and transportation to medical facilities.

2. Response

Arrange for medical teams at the Repatriate Processing Center (RPC), to provide medical screening for alien dependents of U.S citizens, and for U.S. citizens who may have a contagious disease.

3. Recovery

- a. Terminate agency operations at the RPC.
- b. Conduct appropriate After Action Review.
- c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.

4. Mitigation

- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
- b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

L. The US Department of Agriculture

1. Preparedness

- a. Coordinate with DHHS/ACF in the review of state emergency repatriation plans.
- b. Submit Repatriation name/phone/address changes to SC Department of Social Services, Disaster Response Services.

- c. Maintain agency/organizational Repatriation Notification Phone List.
 - d. Participate in annual Repatriation Tabletop exercise in (as scheduled by DSS).
 - 2. Response
 - a. Coordinate with CBP to arrange for, and perform agricultural screening clearances, including those for animals, if needed, at the Repatriation Processing Center (RPC), Charleston International Airport, Concourse B.
 - b. Coordinate with other federal agencies (USFWS, NOAA, CDC/DHHS) regarding animal species-specific or public health issues.
 - 3. Recovery
 - a. Terminate agency operations at the RPC.
 - b. Conduct appropriate After Action Review.
 - c. Publish organization After Action Report; submit to DSS for inclusion in final Repatriation After Action Report.
 - 4. Mitigation
 - a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.
- M. 437th Airlift Wing (Charleston Air Force Base)
 - 1. Preparedness
 - a. Coordinate, an ongoing emergency repatriation training and exercise program with SCDSS, OPR (Office of Primary Responsibility): 437 AW/XP (437th Air Wing Plans); OCR (Office of Collateral Responsibility) 437 AW/1G (437th Air Wing Inspector General).

- b. Develop stand-alone and joint repatriation plans to process personnel arriving at RPC for coordination of onward transportation to a safe haven.
- c. Develop plans to support DSS repatriation operations at the Charleston International Airport. Teams will support all returning repatriation flights. OPR: 437 SPTG/CC; OCR 437 AW/XP.

2. Response

- a. In coordination with SCDSS, act as the primary military coordinating agency for processing the evacuees after they have received Federal Inspection Service clearance. Coordinate with other DOD agencies to reduce duplication of effort and facilitate support to repatriating personnel. OPR: 437 AW/XP.
- b. Provide DOD military and/or civilian personnel to conduct initial briefings, provide information to evacuees, and conduct entry and exit interviews for all repatriation flights arriving at Charleston International Airport. OPR: 437 SPTG/CC; OCR 437 MSS/CC.
- c. In coordination with the Charleston International Airport officials, arrange and provide ticketing for all necessary travel (air and surface) for evacuees. OPR: 437 SPTG/CC; OCR: 437 SVS/CC.
- d. In coordination with SCDSS, provide care for unaccompanied children or assist families with children during repatriation process as required. OPR: 437 SPTG/CC; OCR: 437 SVS/CC.
- e. When onward transportation cannot be immediately arranged, the 437th Services Squadron will coordinate commercial lodging for evacuees requiring overnight accommodation. OPR: 437 SPTG/CC; OCR: 437 SVS/CC.
- f. In coordination with SCDSS, arrange transportation for evacuees, as necessary. OPR: 437 SPTG/CC; OCR 437 SVS/CC.
- g. Assist SCDSS maintain Lodging Rosters, indicating the evacuees by name the hotel/motel where lodged, and the time the evacuees must have local transportation to make their travel connections. Copies of these rosters shall be provided to the Local Transportation Section, and the Records Control Section. OPR: 437 SPTG/CC; OCR: 437 SVS/CC.
- h. Provide personnel to conduct Interview, Temporary Lodging, Medical, Legal, Security, Finance, Personnel, Communications, and Chaplain Services functions of the Emergency Repatriation

Processing Center as requested by SCDSS. OPR: 437 SPTG/CC; OCRs: 437 AW/SD, 437 MDG/CC.

- i. Coordinate US Army Veterinary Services if required. OPR: 437 SPTG/CC; OCRs: 437 SVS/CC, 437 AW/XP.
 - j. Provide exit briefings as required and insure evacuees have been provided all necessary services. OPR: 437 SPTG/CC; OCR: 437 MSS/CC.
3. Recovery
- a. Terminate agency operations at RPC.
 - b. Conduct financial review and submit expenditures for payment.
 - c. Conduct appropriate After Action Review.
 - d. Publish organizational After Action Report; submit to DSS SPTG/CC; OCR: 437 MSS/CC.
4. Mitigation
- a. Emergency Repatriation agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
 - b. Support requests and directives resulting from the Governor and/or Federal Government concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.