

ANNEX 5
EMERGENCY MANAGEMENT

PRIMARY: South Carolina Emergency Management Division

SUPPORT: State, County and municipal governments, non-governmental agencies and the private sector.

I. INTRODUCTION

- A. The State Emergency Operations Center (SEOC) utilizes the Incident Command System (ICS). As an element of the National Incident Management Systems (NIMS), emergency response necessitates the use of ICS.
- B. State Emergency Response Team (SERT) members operating in the SEOC will adhere to ICS protocol.
- C. The SEOC is organized and functions as a Multi-Agency Coordination (MAC) Group utilizing five (5) major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration.

II. PURPOSE

- A. Manage and facilitate a coordinated emergency operation through collecting, processing, and disseminating emergency information, developing Incident Action Plans, and recommending solutions to anticipated shortfalls and resources.
- B. Coordinate a smooth transition from response to recovery in conjunction with the Federal Emergency Management Agency (FEMA)/Incident Management Assist Teams (IMATs) and the Joint Field Office (JFO).

III. CONCEPT OF OPERATIONS

- A. The State must respond quickly and effectively to events on a 24-hour basis. When an event or potential event is first detected, the SEOC will activate to a level appropriate to the threat.
- B. The State's response effort is managed through the State Emergency Response Team (SERT), which is organized in 20 Emergency Support Functions (ESF). Primary (Lead) and support organizations are designated for each ESF.
- C. All personnel functioning in the SEOC and members of the SERT must be trained on the principles of the National Incident Management System (NIMS) and Incident Command, and integrate those principles into planning and operations.
- D. Personnel operating in the SEOC will be familiar with the National Response Framework and the corresponding FEMA Annexes with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the structure, organization, functions and responsibilities of the Incident

Management Assist Teams (IMATs), Interagency Incident Management Groups (IIMG) and the Joint Field Office (JFO).

E. State Emergency Operations Center (SEOC)

1. The SEOC serves as the central clearinghouse for disaster-related information, and requests for deployment of state resources. As the situation dictates, an alternate EOC may be activated.
2. Activation
 - a. The SEOC will activate and staff in accordance with the SEOC Standard Operating Procedures (SOP).
 - b. The primary agency (Lead Agency) for an ESF is responsible for informing and coordinating with their supporting agencies.
 - c. In the absence of the SCEMD Director, the Chief of Staff is authorized to make decision and take actions in his place.

F. Organization and Responsibilities

1. SEOC/ICS duties and responsibilities are stated in general terms to facilitate an all-hazard approach on processes regarding direction and control. There are, however, some tasks unique to specific hazard responses which are in the SEOC SOP and the hazard specific plans.
2. Command Section (Policy Group/Executive Group)
 - a. The Command Section (Policy Group) will consist of the Governor, the Attorney General, the State Treasurer, the Comptroller General and the agency directors/representatives of selected State Agencies representing the lead ESFs.
 - b. The Governor or the Governor’s representative may add or delete members of the Group based on the event or expertise needed.
 - c. The Command Section (Policy Group) will advise and assist the Governor in executive-level decision making.
 - d. The Lead Agency/ESF Lead members of the Command Section are as follow:

AGENCY	ESF	TITLE
Department of Transportation	ESF-1	Transportation

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

3. Operations Section

- Assists the Director, SCEMD with the activation, operation and demobilization of the State Emergency Operations Center (SEOC).
- Conducts emergency response operations in conjunction with the State Emergency Response Team (SERT) and in accordance with appropriate plans and procedures.
- Facilitates the support and coordination with the county level emergency response operations.
- Coordinates with appropriate Federal response organizations to facilitate the employment of Federal resources and their support to State and local government.

4. Planning Section:

- Coordinates, develops and distributes Incident Action Plans (IAP) and Contingency Plans
- Conducts action planning/situation meetings with selected ESF/Command Section (Policy Group) representatives to coordinate multi-agency response to situations
- Conducts planning meetings with the ESFs and Logistics to identify and coordinate required resources to support plans and contingency plans
- Plans and coordinates with FEMA for transition to and from a Joint Field Office (JFO)
- Maintains and conducts documentation and distribution to support SEOC operations
- Provides Weather, GIS, Hazus, Risk Analysis, and other specialized data

5. Logistics Section

- a. Provides resources and services to support the achievement of the incident objectives, and for all logistical functions within the SEOC.
- b. The Chief of Logistics organizes, staffs and supervises the Logistics Section as appropriate to ensure timely and adequate resource support to the impacted areas.
- c. Service Branch.
 - (1) The Service Branch Director serves as the Deputy Chief of Logistics and is responsible for the Supply Unit, Resource Unit, EMAC, Transportation and Equipment Coordinators.
 - (2) Supply Unit:
 - Receives, processes and assigns resource requests from Counties and State agencies
 - Processes FEMA Action Request Forms (ARF)
 - Facilitates the donated goods interface with Logistics resource request process
 - (3) Transportation Coordinator. Arranges transportation of commodities and other resources (both warehoused and received from outside sources) to impacted areas of the State.

- (4) Equipment Coordinator. Manages requests for equipment not available from State resources.
 - (5) EMAC A-Team. Coordinates the support of EMAC operations. (See Tab C to the SC Logistics Plans).
 - (6) Resource Unit. Compiles and maintains a comprehensive list of all incident resources.
- d. Support Branch
- (1) The Support Branch Director is responsible for maintaining all aspects of the SEOC facility operations and oversees the Food/Facilities Unit, Communications Unit and the Technology Unit.
 - (2) Facilities/Food Unit provides and coordinates:
 - SEOC facility operations
 - SEOC security
 - SEOC safety
 - SEOC food services
 - (3) Communications Unit. Provides communication resources to SERT and the SEOC.
 - (4) Technology Unit. Provides data system resources including WebEOC.
- e. The duties and responsibilities of the Logistics Section are further detailed in Attachment A (South Carolina Logistics Plan) and the Logistics Section Standard Operating Procedures.
6. Finance/Administration Section
- a. The Finance and Administration Section:
 - Monitors costs related to the incident
 - Provides accounting, procurement, time recording, and cost analysis assistance
 - Supports the SEOC in areas of administrative record keeping (time/cost tracking), internal resource management and communications
 - b. Coordinates financial support with ESF-7 (Resource Support) and the SC Budget and Control personnel.

7. Public Information Section

The duties and responsibilities of the Public Information Section are detailed in Annex 15 (Public Information) of the SC EOP, and the ESF-15 (Public Information) Standard Operating Procedures.

IV. FEDERAL ASSISTANCE

- A. Federal ESF-5 (Emergency Management) is responsible for supporting overall activities of the Federal Government for domestic incident management.
- B. Federal ESF-5 provides the core management and administrative functions in support of National Response Coordination Center (NRCC), Regional Response Coordination Center (RRCC), and JFO operations.
- C. The Federal Coordinating Officer (FCO), under the direction of the Principal Federal Official (PFO) if assigned, will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO). These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities.
- D. Regional Disaster Operations and Assistance staff members make initial contact with the affected State(s) and identify capabilities and shortfalls as a means of determining initial response requirements for Federal support.
- E. Federal ESF-5 will normally deploy to the State as a part of the IMATs and later staff the JFO. When feasible Federal ESF-5 will co-locate with State Emergency Management. Once established in the JFO, Federal ESF-5 executes five key functions:
 1. Command:
 - Provides Incident Action Planning
 - Information coordination
 - Administrative, logistics, and financial support.
 2. Operations:
 - Provides staff supervision for ESFs activated for:
 - Human Services
 - Infrastructure Support
 - Emergency Services
 - Mitigation and Community Recovery branches
 - Processes requests for assistance

- Initiates and manages the mission assignment process.

3. Planning:

- Leads the planning function to include the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources.
- Coordinates and develops the initial Incident Action Plan at the JFO based on objectives established by the Unified Coordination Group and Staff
- Coordinates with other staff sections to implement the plan.

4. Logistics:

a. Provides staff supervision for managing the control and accountability for:

- Supplies and equipment
- Resource ordering
- Delivery of equipment
- Supplies, and services
- Resource tracking
- Facility location and operations
- Transportation coordination
- Information technology services
- Other administrative services

b. Through the RRCC, coordinates the resourcing and delivery of required resources to the State(s).

5. Finance/Administration. Provides staff supervision for monitoring:

- Funding requirements
- Incident costs
- Security of personnel, facilities, and assets.

F. The NRCC, staffed by Federal ESF-5 and other Federal ESFs when activated, monitors potential or developing incidents and supports the efforts of regional and field operations.

G. During a no-notice event, the Secretary of Homeland Security or his or her designee may direct execution of the Catastrophic Incident Supplement depending on the size of the incident.

- H. Federal ESF-5 supports the activation and deployment of emergency response teams.
- I. Joint Field Office (JFO)
 - 1. The RRCC, staffed by Federal ESF-5 and other Federal ESFs as required, coordinates operations and situational reporting to the NRCC until the JFO is operational. Once JFO is operational, the RRCC assumes a monitoring role.
 - 2. Federal ESF-5 operations transition from the RRCC to the JFO when a JFO is established.
 - 3. When the JFO begins to stand down operations, Federal ESF-5 operations will transition back to the RRCC, as required.