

*South Carolina Emergency
Management Division
State Assessment Team*



*Standard Operating Procedures
October 2008*

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**South Carolina Emergency Management Division
State Assessment Team Standard Operating Procedures**

I. PURPOSE

The mission of the State Assessment Team (SAT) is to provide the South Carolina Emergency Management Division (SCEMD) with deployable and adaptable response assets capable of providing rapid, on-site assessments of the level of damage and impact to a local jurisdiction following a natural disaster or technological incident within the state. The SAT is designed to assist and augment local government emergency management officials in coordinating appropriate corrective actions. The SAT will provide an operational framework to assist the county in conducting a preliminary assessment of the impact on the local infrastructure, the level of damage to critical facilities, the need for additional resources, and to provide continued technical expertise when requested by the County Emergency Management (EM) Director/Coordinator of the affected county (ies). Assistance by the SAT does not preempt local authority.

The SCEMD SAT Standard Operating Procedures (SOP) will be reviewed and updated on an annual basis at the beginning of each fiscal year. Recommended changes to the SAT SOP will be coordinated through the Primary SAT Team Leader (P-TL) and approved by the Chief, Response, SCEMD.

SCEMD will conduct equipment and communications procedures training for all SAT personnel on an annual basis, prior to the hurricane season (June 1–November 30). Training for personnel newly assigned to the SAT will be conducted as necessary. An emergency deployment exercise will be conducted annually to demonstrate SAT capabilities, ability to deploy in a timely manner and to identify any shortcomings. An actual emergency deployment of the SAT will meet this annual exercise requirement. The SAT member's training records will be maintained by the P-TL and will be subject to review.

II. COMPOSITION

- A. The SAT is a highly mobile and self-sustaining asset that consists of three sub-elements:
1. State Assessment Team Element. This element is designed along the lines of a "tiered response" to afford the Director, SCEMD multiple options in tailoring the SAT composition to be consistent with the magnitude of the natural disaster or technological incident.
 2. Ground Support Element (GSE). Ground tactical vehicle transportation assets will be task organized by the South Carolina Army National Guard (SCARNG) to provide transportation from the SCEMD to the incident area.

These assets would also be utilized to transport SAT personnel to remote areas to facilitate damage assessments. Limited SAT deployments, such as a Level-A response, may be conducted with SCEMD internal transportation assets alone.

3. Air Support Element (ASE). This element will usually consist of one or two rotary-wing aircraft (UH-60) and will be task-organized assets belonging to the SCARNG. Additionally, a UH-1H from the Anderson County Regional Search and Rescue team may be available for transport. The Governor of South Carolina will prioritize the use of any SCARNG rotary-wing assets.
- B. Each SAT TL will be a staff member assigned to the SCEMD and selected to serve in the position by the Chief, Response, SCEMD. State agencies will identify by name and duty position their representatives for the SAT.
 - C. The SAT P-TL will maintain a current Alert Roster of available and deployable SAT personnel, taking into account all personnel who may be on leave, attending training, business travel, etc. Status updates to the SAT Alert Roster will be conducted:
 1. Monthly.
 2. Prior to an impending event (predicted hurricane or winter storm).
 3. Following a response to an unforecasted event.
 4. At the direction of the Chief, Response.
 5. Use of alternate SAT personnel, or reassignment of personnel from one SAT to another will be coordinated by the P-TL.
 - D. The following levels of response have been designated SAT Levels-A through D; however, this should not be construed as a static model nor is it designed to limit the SCEMD Director's discretion in adapting the composition of the SAT to fit the specific emergency.
 1. SAT Level-A Response (See Figure 1).

SAT FUNCTION	AGENCY DERIVED	SUBJECT AREA
SAT Team Leader (TL)	SCEMD	State-County Liaison
Regional Emergency Manager (REM)	SCEMD	SME (County EOP)
SAT Transportation Specialist (SAT ESF-1)	SCDOT	Highways, Bridges, Ports, etc.
SAT External Communications Specialist (ECS)	DSIT (B&CB)	External Communications

(Figure 1)

- a. The SAT Level-A represents the state's most rapid response capability, once a need has been identified. This level of response is also designed to limit the degree of impact to the local emergency infrastructure. A Level-A response, at the SCEMD Director's discretion may in fact be limited to two SCEMD personnel: the SAT-TL and the affected county's REM.
- b. The SAT Level-A response may "stand-alone" or be considered an "advance team" to be augmented by a more substantial deployment of state assets within a few hours, or as the requirement has been identified and coordinated by the SAT-TL deployed on-site.
- c. Should the determination be made that further personnel are required, the SAT Level-A should maintain the capability to expand to a Level-B response within a four-hour period.

2. Organization: SAT Level-B Response (See Figure 2).

SAT FUNCTION	AGENCY DERIVED	SUBJECT AREA
SAT Team Leader (TL)	SCEMD	State-County Liaison
Regional Emergency Manager (REM)	SCEMD	SME (County EOP)
SAT Transportation Specialist (SAT ESF-1)	SCDOT	Highways, Bridges, Ports, etc.
SAT Transportation Specialist (SAT ESF-1)	SCDOT	Heavy Equipment Resources
SAT External Communications Specialist (ECS)	DSIT (B&CB)	External Communications
SAT Internal Communications Specialist (ICS)	DSIT (B&CB)	Internal Communications
SAT Communications Specialist (SAT ESF-2)	DSIT (B&CB)	Telephones, 911, Cellular
SAT Law Enforcement Specialist (SAT EFS-13)	SLED	Security, Law Enforcement

(Figure 2)

- a. The SAT Level-B response represents the state's ability to deploy a much more robust SAT, consistent with the disaster or incident, once the need has been identified. This level of response is also designed to limit the degree of impact to the local emergency preparedness infrastructure.
- b. The SAT Level-B response may also be deployed to augment (ramp-up) a SAT Level-A already deployed to the incident site. Figure 2 above is only an example, representing a Level-B response that might be tailored for an earthquake-type scenario where the transportation infrastructure may be heavily impacted. The actual composition of a SAT Level-B deployment might be far different for a hurricane or technological incident than for an earthquake.
- c. A SAT Level-B response is designed to utilize a selected mix of

subject matter expert (SME) personnel from both SAT One and SAT Two. In the case of multi-county incidents, following an initial assessment, the SAT Level-B has the capability to re-deploy from county "A" to county "B" or is capable of dividing the team into two smaller elements to accomplish the multi-jurisdictional assessment.

- d. The option of dividing a SAT into smaller sub-elements should be based on the presence of sufficient resources (i.e. personnel, vehicles, fuel, communications capabilities, etc.) that are available and only when safety, accountability and control of the SAT elements and the GSE can be assured.

3. Organization: SAT Level-C Response (See Figure 3).

SAT FUNCTION	AGENCY DERIVED	SUBJECT AREA
SAT Team Leader (TL)	SCEMD	State-County Liaison
Regional Emergency Manager (REM)	SCEMD	SME (County EOP)
SAT Transportation Specialist (SAT ESF-1)	SCDOT	Highways, Bridges, Ports, etc.
SAT Communications Specialist (SAT ESF-2)	DSIT (B&CB)	Telephones, 911, Cellular
SAT External Communications Specialist (ECS)	DSIT (B&CB)	External Communications
SAT Internal Communications Specialist (ICS)	DSIT (B&CB)	Internal Communications
SAT Utilities and Engineering Specialist (SAT ESF-3)	SCDHEC	Utilities / Wastewater
SAT Mass Care Specialist (SAT ESF-6)	SCDSS	Shelters
SAT Healthcare Resources Specialist (SAT ESF-8)	SCDHEC	Medical / Disease Status
SAT Search and Rescue Specialist (SAT ESF-9)	SCDNR	Urban Search and Rescue
SAT Energy Resources Specialist (SAT ESF-12)	SCPSC	Electrical, Gas, Petroleum
SAT Law Enforcement Specialist (SAT ESF-13)	SLED	Security, Law Enforcement

(Figure 3)

- a. A SAT Level-C response represents the state's ability to deploy a SAT, fully staffed with SMEs, to a local jurisdiction suffering significant damage requiring on-site assessment and technical expertise. The Level-C response should be considered when substantial state and/or follow-on federal resources are anticipated.
- b. In the case of multi-county/municipality incidents, following the completion of an initial assessment in the most severely affected county, the SAT Level-C could easily re-deploy to another impacted county within a few hours to assist that jurisdiction.

4. Organization: SAT Level-D Response (See Figure 4).

SAT FUNCTION	#	AGENCY DERIVED	SUBJECT AREA
SAT Team Leader (TL)	X 2	SCEMD	State-County Liaison
Regional Emergency Manager (REM)	X 2	SCEMD	SME (County EOP)
SAT Transportation Specialist (SAT ESF-1)	X 2	SCDOT	Highways, Bridges, Ports, etc.
SAT Communications Specialist (SAT ESF-2)	X 2	DSIT (B&CB)	Telephones, 911, Cellular
SAT External Communications Specialist (ECS)	X 2	DSIT (B&CB)	External Communications
SAT Internal Communications Specialist (ICS)	X 2	DSIT (B&CB)	Internal Communications
SAT Utilities and Engineering Specialist (SAT ESF-3)	X 2	SCDHEC	Utilities / Wastewater
SAT Mass Care Specialist (SAT ESF-6)	X 2	SCDSS	Shelters
SAT Healthcare Resources Specialist (SAT ESF-8)	X 2	SCDHEC	Medical / Disease Status
SAT Search and Rescue Specialist (SAT ESF-9)	X 2	SCDNR	Rural Search and Rescue
SAT Energy Resources Specialist (SAT ESF-12)	X 2	SCPSC	Electrical, Gas, Petroleum
SAT Law Enforcement Specialist (SAT ESF-13)	X 2	SLED	Security, Law Enforcement

(Figure 4)

- a. The SAT Level-D response represents the state's ability to deploy two independent SATs (Level-C) to a single, widely affected county or to multiple jurisdictions. As with a Level-C response, each SAT will be fully staffed with SMEs able to assess the full spectrum of impact to the county(ies) and to articulate these assessments back to their specific Emergency Support Functions (ESFs), via the Chief of Operations, State Emergency Response Team (SERT) operating within the activated State Emergency Operations Center (SEOC).
- b. The ability to deploy both SAT One and SAT Two assets in a Level-D response will be based on the degree of impact to the area(s) involved and the availability of transportation assets.

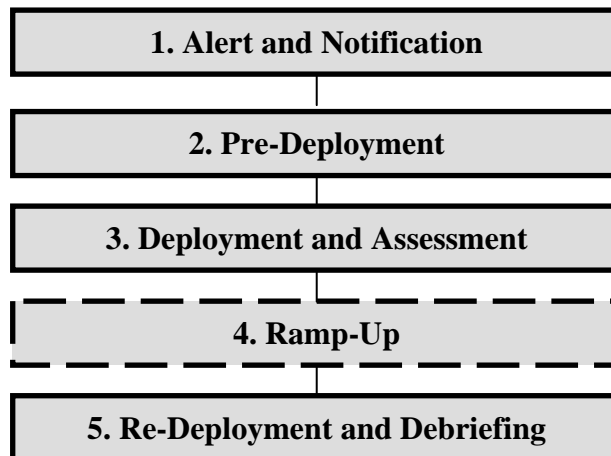
III. CONCEPT OF OPERATIONS

- A. Ideally the SAT will deploy with sufficient equipment, supplies and transportation assets to be as self-sustaining as possible. It is critical for the SAT members, both individually and as a team, to make every effort to limit their impact on already overtaxed local resources. While utilizing state vehicle assets (State Motor Pool, DNR and Law Enforcement vehicles, etc.), all personnel should attempt to utilize the Department of Transportation (DOT) fuel points, if operational. GSE vehicles will also have access to these DOT facilities, or may opt to utilize forward-deployed SCARNG refueling capabilities. Refueling procedures for the SAT deployment should be pre-coordinated by the SAT TL and LNO with ESF-1, Transportation and ESF-15, Military Support.
- B. All SAT members will be issued, and will utilize Personal Protective Equipment (PPE) during deployments (safety helmets, work gloves, eye protection, dust masks,

etc.). This equipment will meet OSHA standards and guidelines for emergency worker personnel. Additionally, SAT members will be issued Hazardous Materials (HAZMAT) Chemical Protective Equipment (CPE) (respirators, Tyvek® coveralls, Self-Reading Dosimeters, etc.).

- C. The P-TL will ensure all SAT members receive annual training on the wear and use of all PPE, CPE and the tight-fitting respirators will be FIT-tested (quantitative). Additionally all SCARNG personnel designated as GSE drivers to assist in transportation of the SAT(s) will have CPE identified for their use (See Attachment 1, Communications and Equipment). SCARNG personnel will deploy with their applicable TA-50 field equipment and individually issued and fitted M-40 Chemical Protective Masks.
- D. The issuance of HAZMAT protective equipment is not meant to imply in any way that SAT personnel will be expected to perform assessments in a hazardous environment. On the contrary, CPE (Protection Level-C) is issued to afford SAT personnel a capability to safely evacuate a hazardous environment once it has been identified. Note: Protection Level C CPE is never to be used while operating in enclosed spaces.
- E. Depending on the level of response and availability of assets, the SAT will either utilize SCEMD vehicle assets, SCARNG GSE or ASE. Normally, ground vehicle deployments will begin and terminate in the SCEMD parking lot. Given a high priority for deployment, the SAT may be transported to an area affected by a disaster or incident by air; however, redeployment to the SEOC will likely be assigned a much lower priority. Once the SAT operation has been terminated, all SAT personnel should expect to return to the SCEMD by ground assets. All SAT personnel should anticipate and be prepared to remain in the affected area for an extended period of time (12-24 hours).
- F. A SAT deploying by SCARNG ASE or other air assets, may depart from:
 - 1. The SCEMD parking lot (Pine Ridge Armory). UH-60 aircraft may utilize the parking area in the front (northwest side) of the armory ($33^{\circ}54'63''N$ - $81^{\circ}06'05''W$). This parking area will accommodate two UH-60 Blackhawk helicopters landing in trail, or one aircraft may be landed at a time for hot loading while the other continues to orbit the SCEMD facility. Utilization of this airspace will require prior coordination with the Columbia Metropolitan Airport traffic control tower. SCEMD personnel will conduct a foreign object damage (FOD) walkthrough of the designated landing area prior to the arrival of rotary-wing assets.
 - 2. The Columbia Metropolitan Airport, off Airport Blvd., Highway I-26 (exit 113), West Columbia ($33^{\circ}56'26''N$ - $81^{\circ}07'10''W$).

3. Columbia-Owens Downtown Airport (Owens Field), off Shop Road, Columbia (*33°58'15"N-80°59'45"W*).
 4. The SAT may utilize other regional airports and surveyed landing zones throughout the state (See Attachment 2, Staging Areas).
- G. Should sufficient resources be available at the local level, it may be decided to link-up SAT members with their local counterparts to facilitate "joint" assessments. Once again, all attempts to limit SAT impact on the local jurisdiction should be made.
- H. Once initial assessments have been accomplished and transmitted to the SEOC, selected (SCEMD) SAT personnel may be called upon to remain in the incident area to participate in or perform follow-on Local Initial Damage Assessments (quick windshield surveys) to determine if the level of damage meets the criteria to qualify for Federal Disaster Assistance and/or a Small Business Administration (SBA) declaration.
- I. Media inquiries encountered by the SAT during the deployment and assessment activities should be referred to the local Public Information Officer (PIO) or to the Public Information Director (PID), SCEMD. SAT personnel must avoid becoming involved in discussions with the local population concerning the likelihood of future governmental financial assistance; questions of this nature should be referred to local government officials.
- J. The five phases that may comprise a SAT mission are:



1. Alert and Notification Phase. This initial phase involves telephonically alerting SAT members that the Director, SCEMD may exercise the option of deploying a SAT response to an affected area.

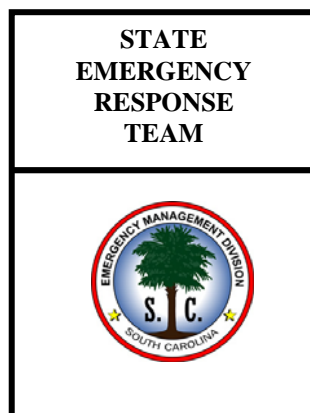
- a. The SAT P-TL is responsible to ensure the SAT Personnel Roster, Section D: State Agencies, of the SCEMD Telephone Directory is current. Additionally, the P-TL will maintain a current SAT Alert Roster and will regularly issue a current (dated) roster to each SAT member. The SAT P-TL will also ensure the SWP has the most current roster in each of the “Quick Reference Phone Number” books located at each of the four (4) consoles. SAT Alert Rosters will be stamped with “Alert Roster, dated XXX-XX, and supercedes all previous editions.”
 - b. When directed to activate a SAT, the TL will initiate the telephonic alert. Once the SAT is fully assembled, the TL will notify the Chief of Operations, SERT, if the SEOC is activated. If the SEOC is not yet activated, the TL will notify the Chief, Response, SCEMD.
 - (1) Once the telephonic alert has been initiated, a SAT Level-A response team should have the capability of assembling at the SCEMD within a two (2) hour period.
 - (2) SAT Levels B through D are required to maintain the capability of fully mobilizing and assembling at the SCEMD within a four (4) hour period.
 - (3) The goal is to have all SAT teams deploy from the SCEMD and arrive in the affected area within six (6) hours following notification.
 - c. Following the telephonic alert, all SAT members will assemble in the vicinity of the Emergency Communications Vehicle (ECV) storage facility (rear of SCEMD building, adjacent to the SCEMD Radiological Laboratory) for accountability and equipment issue.
 - d. The TL will ensure all SAT members have arrived at the SCEMD with clothing appropriate to the season, any required prescription medications, personal hygiene items, and are properly equipped for a 12-24 hour deployment to the disaster area and are capable of performing under austere conditions. If a SAT member arrives unprepared to perform the mission in a safe manner, the TL should replace the individual with an alternate immediately.
2. Pre-Deployment Phase.
 - a. The SAT TL will conduct a pre-deployment briefing based on the most current information from the incident site(s). The TL will supervise SAT individual and communications equipment issue and the loading of team equipment (generator, fuel, deployment kits, etc.)

onto the designated SCEMD vehicle(s) or SCARNG GSE and/or ASE (See Attachment 1, Communications and Equipment).

- b. The SAT Liaison Officer (LNO), utilizing the pre-deployment checklist, will assist the TL in issuing all equipment and will list and maintain all equipment issued on the SAT Equipment Issue Report (See Attachment 4, Forms). This report will be maintained by the SAT LNO for the duration of the deployment. Prior to loading the designated vehicles, a roster of personnel vehicles assignments will be created, and also maintained by the SAT LNO.
- c. The LNO will supervise a communications check of the 800 MHz radios, spare batteries, and the cellular telephones. The communications check will be performed by tuning the radios to a common frequency as determined by the LNO. Frequencies utilized during movement to the affected area will be designated and briefed by the Internal Communications Specialist (ICS) prior to departure. SAT personnel will also be issued maps of the affected area(s) prior to departure. An outline of the affected county's EP organization, local ESF points of contact and local contact numbers will also be supplied to SAT personnel.
- d. The LNO, along with the TL and ICS will coordinate with the Civil Air Patrol (CAP), Mission Coordinator regarding possible "High Bird" 800 MHz repeater support requirements for the duration of the SAT deployment.

3. Deployment and Assessment Phase.

- a. Unless otherwise directed by the TL, ground vehicles conducting the SAT deployment will move as a convoy to the affected area. Should a break in contact occur between vehicles during the convoy, the TL will attempt to establish contact via the 800 MHz radio (utilizing pre-briefed frequencies). Intermediate and final (county EOC) rally points will be designated during the pre-deployment briefing and utilized as required.
- b. Vehicles utilized for the deployment will display the SAT Vehicle Pass (Figure 5) on the rear-view mirror throughout the conduct of the SAT operation. Vehicle passes will be obtained through SCEMD.



**S.C. EMERGENCY
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(Figure 5)

- c. Immediately following the SAT's arrival to the affected area, a briefing of the current overall situation will be conducted by the County EP Director/Coordinator. All SAT personnel should be present at this initial brief.
- d. Upon deployment to the affected area, SAT members will assess the incident scene and provide assessment data to the Internal Communications Specialist (ICS), who will in turn provide the information to the External Communications Specialist (ECS) for transmittal to the SEOC, if activated, or to the State Warning Point (SWP) in the event the SEOC is not activated. The SAT will determine the jurisdiction's primary needs (food, water, shelters, medical, etc.), the immediate impact to the local infrastructure (utilities, communications, transportation, etc.) and the TL will incorporate this information in the Initial Situation Report (See Attachment 4, Forms) and ensure this information is transmitted to the SEOC (SWP) by the most expeditious means (See Attachment 1, Communications and Equipment).
- e. It is unlikely the SAT will be deployed during a technological incident occurring at one of the state's Nuclear Power Plants (NPP), unless the radiological incident occurs in conjunction with a natural disaster which precipitates the incident. If the SAT is deployed during an NPP incident, each individual SAT member will be issued a (0-5 R) Self-Reading Dosimeter (SRD), which the SAT member will read every 15-30 minutes. While deployed during an NPP incident, the SAT member will adhere to the radiation exposure limits South Carolina has established for emergency workers:
 - (1) 0.1 R: Call back dose
 - (2) 1 R: Turn back dose

- (3) The TL will ensure proper record keeping procedures are followed for each SAT member operating within the radiological incident area (10-mile Emergency Planning Zone), to include entering all information on the “Radiation Exposure Record” (See Attachment 3-F).
 - f. Appropriate routing (SERT-ESF) and the disposition of all transmitted assessment reports will be determined by the Operations Tasking Group (OTG), SERT. Following the initial transmission of assessment reports from the field via ICS/ECS, each assessor may opt to make direct contact with their specific SEOC ESF counterpart to elaborate on information, to provide additional information regarding previously transmitted material, or to make further coordination regarding the delivery of requested resources. It is imperative that all initial assessments be transmitted via the ICS/ECS routing, i.e., if a SAT ESF visits eight different locations to conduct eight assessments, then eight “initial” assessments are required prior to making direct coordination with the SAT member’s ESF counterpart operating in the SEOC. If a SAT member makes direct coordination with their specific ESF operating within the activated SEOC, the SEOC ESF member must forward all coordination activities and pertinent information to the Operations Information Officer (OIO), SERT. The SEOC ESF must also note the direct coordination and enter the information into the WebEOC program. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 - g. During the Deployment and Assessment Phase, hourly scheduled communications checks will be conducted between the SAT members and the TL (generally, to be located at the county’s EOC). Naturally, if the SAT member has transmitted an assessment report to the ICS within the last hour, an additional communications check during that hour is not required. Should a loss of communications between these two entities occur (greater than three hours), and the SAT member is unable to facilitate communications by any other means, it is imperative the SAT member return to the county EOC and make face-to-face contact with the TL.
4. Ramp-Up Phase.
- a. The Ramp-Up Phase is an option available to the Director, SCEMD should a determination be made that the SAT Level-A should be augmented to a Level-B response. Additionally, a second SAT deployment may be initiated should it be determined a more robust response (Level-D) is required.

- b. Augmentation personnel (Level-B) will perform all pre-deployment procedures, initiated and supervised by the LNO, prior to departing the SCEMD area. The LNO will inform the SAT of any prior coordination conducted with the impacted jurisdiction and any other specific requirements or instructions.
 - c. Level-B personnel (augmentees) will link-up with the SAT Level-A (primary team) already on-site. A link-up time and place will be coordinated with the primary SAT prior to departing the SCEMD. In certain cases, a redundant SAT response (Level-D) may deploy autonomously to another portion of the county/adjacent jurisdiction or may elect to link-up with the SAT already deployed on site.
5. Re-Deployment and Debriefing Phase.
- a. Once it is determined by the Director, SCEMD (in consultation with County EP Director/Coordinator and the TL) to re-deploy the SAT, the TL will terminate operations and transmit a recall to all SAT members. Unless otherwise directed by the TL, SAT assets will return to the county EOC and will re-deploy to SCEMD as a convoy. When a SAT has been transported to the incident area by rotary-wing aircraft, the SAT will return to the county EOC and rendezvous with state or GSE vehicles for transport back to the SCEMD. If a SAT member is delayed in returning, or is out of contact for more than three hours, the SAT member will return to the local EOC. The TL may proceed with the redeployment of the SAT should this situation exist; however, the TL will remain behind until all SAT members have been safely accounted for.
 - b. As with the initial deployment to the affected area, the TL will establish VHF contact should a break in contact between vehicles occur during movement. Intermediate rally points will be designated for the re-deployment convoy as well.
 - c. Upon return to the SCEMD, once all SAT personnel, equipment and vehicles have been accounted for, a debriefing session for all SAT members will be conducted as soon as possible. At a minimum, the session will be attended by the Chief of Operations, SERT.
 - d. The debriefing outline can be found in Attachment 5, Debriefing Format. A transcript of the debriefing will be compiled and an After Action Report (AAR), "lessons learned" document will be written by the SAT TL and distributed to all SAT members in a timely manner.

IV. RESPONSIBILITIES

- A. Team Leader (TL). TLs for each SAT will be SCEMD personnel. Personnel to occupy TL position will be recommended by the Chief, Response, SCEMD and approved by the Director, SCEMD. The SCEMD will maintain two complete SATs (SAT One and SAT Two), each mirroring the other. One TL will be designated the Primary SAT TL (P-TL).
1. The TL will ensure all equipment designated for their SAT is inventoried and ready for deployment at all times.
 2. The P-TL will coordinate and schedule equipment and communications procedures training with the SCEMD Training and Exercise Manager. The P-TL will review and maintain all training records, ensuring all SAT members continue to participate in annual and periodic SAT training. The P-TL will also ensure all training records are complete and ready for review.
 3. During activations, prior to departing the SEOC, the SAT TL will attempt to establish telephonic contact with the affected county(ies) to receive an update on the situation and to coordinate arrival time and a link-up location to facilitate the initial briefing by the County EP Director/Coordinator(s).
 4. The TL will ensure all SAT personnel have completed communications checks prior to departure (See paragraph III.F.2.c.). As necessary, the TL, LNO and ICS will coordinate with the CAP Mission Coordinator regarding 800 MHz repeater support (High Bird) for the SAT deployment.
 5. The TL will maintain accountability for all SAT members and all GSE (SCARNG) personnel supporting the mission during pre-deployment activities and for the duration of the deployment. The TL will ensure frequent communications checks are scheduled and conducted between the ICS, ideally co-located with the TL, and other SAT members conducting remote assessments.
 6. Once the SAT is deployed, the TL will link up with the County EP Director/Coordinator and receive an initial briefing on the county's most immediate and critical requirements. In coordination with the County EP Director/Coordinator, the TL will determine the best method to cover the impacted area(s). The TL will inform the Director, SCEMD (or the Chief of Operations, SERT) of the initial assessment and whether an immediate ramp-up is recommended. The TL will incorporate this information into the SAT Initial Situation Report (B/TLA) (See Page 4-5, Attachment 4-Forms). This report should be transmitted to the SEOC within 30 minutes (or as soon as practical) following arrival to the affected county.
 7. The TL and County EP Director/Coordinator will formulate an assessment

plan to determine the most effective means to cover the impacted area(s). Known damage and priorities of effort should be plotted on county maps and included in the assessment plan.

8. Based on the initial assessment, the TL may recommend release of the SCARNG air asset(s) to a pre-designated staging area or release them for SERT re-tasking. Immediately following the arrival of the SAT on-site, the SCARNG air assets may be utilized (along with the County EP Director/Coordinator) to facilitate a limited aerial assessment within the impacted area. GSE tactical vehicles will normally be retained to facilitate on-site damage assessments.
9. The TL and/or the REM will assist the County EP Director/Coordinator as required and may assume direct-state liaison functions, coordinating communications and requests between the affected count(ies) and the state. In the performance of state liaison activities, the TL should be considerate of the political sensitivities and economic capabilities present within the county at all times.
10. The TL will ensure all SAT members have resources available to perform an assessment in their particular subject area(s), have the capability to readily transmit this information to the ICS, located at/near the county EOC, and are performing these functions with a "safety-first" mindset.
11. The TL will provide periodic/as required status reports to the SEOC (SWP) using the SAT Situation Reports (B/TLb) (See Page 4-7, Attachment 4, Forms). As necessary, the TL may make direct coordination via cellular telephone with the OTG, SERT (803-737-8540), the OIO, SERT (803-737-8551) or Assistant Operations Information Officer (AOIO), SERT (803-737-8550) operating within the SEOC to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. The TL must ensure the SEOC source is noting the contacts and entering the information into the WebEOC computer program. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
12. Following consultation with the County EP Director/Coordinator and the Director, SCEMD (or the Chief of Operations, SERT) the TL will coordinate re-deployment of the SAT to the SCEMD.
13. It is possible the TL may not re-deploy with the SAT, and remain with the County EP Director/Coordinator to continue state liaison activities, assist local government officials in taking appropriate corrective action(s), or to prepare for an anticipated follow-on of state/federal response agencies and personnel such as FEMA Rapid Needs Assessment (RNA) teams or Emergency Response Team Advance (ERT-A). In this case, the TL will

designate a SAT member to supervise the redeployment convoy.

14. The TL (or designee, should the TL remain with the County EP Director/Coordinator) will ensure all SAT and GSE personnel are safely re-deployed to the SCEMD once the mission has been terminated. The TL and LNO will initiate vehicle and equipment accountability procedures immediately after arrival.
 15. The P-TL will ensure proper maintenance is performed on all SAT equipment and communications systems, assessment forms are reproduced and placed in the SAT Deployment Kits, and all equipment is properly stored and ready for deployment. The TL for each SAT will conduct periodic equipment inventories and serviceability checks, and forward a copy of the inventory results to the Critical Incident Management Group (CIMG), SCEMD.
 16. As soon as possible following re-deployment, the TL will facilitate a SAT debriefing session (See Attachment 5, Debriefing Format) and will initiate a written (draft) AAR.
- B. Liaison Officer (LNO). SCEMD will identify, by name and duty position, a representative to be utilized as an LNO, assigned to the deploying SAT team(s). The LNO will be selected from available SCEMD REMs to "shadow" the SAT deployment during the alert and notification phase, and will monitor the SAT from the SEOC during the actual deployment, as an invaluable SAT subject matter expert (SME). As such, the LNO must be thoroughly familiar with all aspects of this SOP, special instructions briefed to the SAT by the TL during pre-deployment, all equipment departing with the SAT, and any additional aspects of the deployment.
1. The LNO must be familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. The LNO will initiate the Pre-Deployment Checklist (See 3-B, page 3-3, Attachment 3, Checklists) once the SAT activation has been initiated, and will assist the TL throughout all phases of the SAT operation.
 3. The LNO will participate in all briefings given to, and attended by, the deploying SAT. The LNO will ensure he/she has a clear and concise understanding of all aspects of the mission.
 4. During pre-deployment procedures, the LNO will supervise and assist the SAT members with:
 - a. Equipment issue and utilization of the SAT Equipment Issue Report (A/LNO, See Page 4-3, Attachment 4, Forms). Note: electronic equipment utilized by the SAT is maintained in the SCEMD Storage

Closet, Key # 34, maintained in the SWP Key Box.

- b. Along with the ICS, the LNO will ensure all SAT members have accomplished successful VHF (intra-team) radio checks (See paragraph III.F.2.c and Attachment 1, Communications and Equipment).
 - c. The creation of SAT personnel and vehicle assignment rosters to be utilized for movement; this roster will be maintained in the SEOC (SWP) during the operation.
 5. The LNO will remain in or near the SEOC, if activated or the SWP throughout the duration of the deployment as a readily available advisor and SME on the SAT's mission, intentions, capabilities, and limitations. If the primary method of SAT communications with the SEOC is being utilized (internet data transmission), the LNO will observe these transmissions at either of the consoles listed below:
 - a. Operations Information Officer station (OIO), telephone: 803-737-8551, and/or email: opsinfo@emd.state.sc.us.
 - b. Information and Planning (ESF-5) station, telephone: 803-737-8505, and/or esf5@emd.state.sc.us.
 6. Once the SAT mission has been terminated, the LNO will collect copies of all assessment reports that were received at the SEOC (SWP). As the SAT re-deploys to the SEOC, the LNO will collect all assessment worksheet materials from the External Communications Specialist (ECS) and a copy of the SAT Communications Report (C/ECS) (See Page 4-9, Attachment 4, Forms). The LNO will assemble these documents in preparation for the debriefing session and subsequent AAR.
 7. The LNO will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- C. Regional Emergency Manager (REM). The SCEMD has twelve REMs assigned for each of the six regions established in the state. REMs have the responsibility for coordinating and assisting the local governmental organization with developing and maintaining emergency preparedness plans and training. As such, the REM brings a unique knowledge of the county's emergency preparedness structure, capabilities and limitations, as well as the EM Director/Coordinator's personality and preferences. The REM of the affected area would deploy with the SAT and function as an invaluable SME on the affected county.
1. The REM will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.

2. Upon arriving at the affected county, the REM and TL will link-up with the County EP Director/Coordinator to assist with state liaison activities as required. The REM will actively assist the TL and EP Director/Coordinator in determining the most efficient means to cover the impacted area(s) to facilitate the assessments.
 3. The REM will coordinate with the EP Director/Coordinator and Fire Services supervisor personnel to determine the status of local firefighting and hazardous materials (Hazmat) incidents efforts. The REM will (coordinating with the SAT ESF-9, Search and Rescue Specialist)) initiate and coordinate transmission of the Firefighting Assessment (*Urban*) (G/ESF-4a) Hazardous Materials Assessment (K/ESF-10) reports (See Pages 4-29 and 4-41, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, the REM may opt to make direct contact via cellular telephone with ESF-4 (803-737-8504) and ESF-10 (803-737-8510), operating within the SEOC to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. If the REM makes direct coordination with these specific ESFs operating within the SEOC, the REM must ensure the ESFs forward all coordination activities and pertinent information to the OTG. The SAT member must also ensure the ESFs are noting the contacts and entering the information into WEBEOC. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. Along with the TL, the REM may remain with the County EP Director/Coordinator while the SAT redeploys in order to continue state liaison activities or to prepare for an anticipated follow-on of state/federal response agencies and personnel. Additionally, at the discretion of the Director, SCEMD, the REM may remain in the county to actively participate in the county's EOC emergency activities (as requested by the County EP Director/Coordinator).
 6. The REM will assist the TL in compiling data for the AAR (to be completed by the TL following SAT re-deployment). The REM will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- D. Transportation Specialist (SAT ESF-1). The SC Department of Transportation (DOT) will identify, by name and duty position, representatives to be utilized as "Transportation Specialists" (SAT ESF-1), assigned to one of the SAT teams.
1. The SAT ESF-1 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training

annually.

2. Upon arriving at the affected jurisdiction, the SAT ESF-1 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Highways (main thoroughfares), with particular attention paid to highways capable of providing access into and out of the county. SAT ESF-1 will determine if alternate access routes are open and viable. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Highway*) (D/ESF-1a) (See Page 4-11, Attachment 4, Forms) as required.
 - b. Airport damage and impediments to normal operation. SAT ESF-1 will assess control towers, runways, taxiways, adjacent facilities, etc. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Airport*) (D/ESF-1b) (See Page 4-13, Attachment 4, Forms) as required.
 - c. Seaport damage and impediments to normal operation. SAT ESF-1 will assess piers, docks, waterways, adjacent facilities, etc. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Seaport*) (D/ESF-1c) (See Page 4-15, Attachment 4, Forms) as required.
 - d. Bridge damage and impediments to normal operation. SAT ESF-1 will assess whether the bridge is damaged or open for vehicular transit and if alternate routes are available and suggested for use. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Bridge*) (D/ESF-1d) (See Page 4-17, Attachment 4, Forms) as required.
 - e. Railroad damage and impediments to normal operation. SAT ESF-1 will note if any hazardous freight is present on the railways or adjacent to the railyard. If hazardous materials are present, SAT ESF-1 will move out of the immediate area and contact the ICS to forward this information to the county EP Director/Coordinator. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Railroad*) (D/ESF-1e) (See Page 4-19, Attachment 4, Forms) as required.
 - f. Debris amounts, locations, major content (type) and the heavy equipment resources required for removal and transport. SAT ESF-1, along with their local counterpart, will formulate an initial priority of effort for debris removal. SAT ESF-1 will initiate and coordinate transmission of the Transportation Assessment (*Debris*) (D/ESF-1f)

(See Page 4-21, Attachment 4, Forms) as required.

3. Obviously any incident requiring an assessment of many or all of the above transportation areas will exceed the capabilities of a single SAT ESF-1 member. Should an incident occur where assessments of this magnitude are required, the Director, SCEMD will likely augment the SAT with as many additional ESF-1 Transportation SME personnel as may be required to perform the multiple-area assessments.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-1 may opt to make direct contact via cellular telephone with SEOC ESF-1 (803-737-8501), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-1 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- E. External Communications Specialist (ECS). The SC Budget and Control Board, Division of State Information Technology (B&CB, DSIT) will identify, by name and duty position, representatives to be utilized as "External Communications Specialists" (ECS), assigned to one of the SAT teams.
1. The ECS will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arrival at the affected local jurisdiction, the ECS will establish and maintain an uninterrupted communications link with the SEOC, if activated, or the SWP. The ECS will establish communications in accordance with the procedures and guidelines found in Attachment 1, Communications and Equipment.
 3. The ECS will coordinate with the TL to facilitate transmission of the SAT Initial Situation Report (B/TLA) (See Page 4-5, Attachment 4, Forms). This report should be transmitted to the SEOC within 30 minutes (or as soon as practical) following arrival to the affected county, by the most viable and efficient means.
 4. The ECS will initiate and maintain the SAT Communications Report (C/ECS). The ECS will ensure all assessment reports that are transmitted to the SEOC (SWP) are logged on this form. Upon redeployment to the SEOC, the ECS will compare this form with the tally of assessment reports received in the SEOC (SWP).

5. The ECS will usually be co-located with the TL at the affected county's EOC. The ECS will assist the ICS in maintaining communications with SAT members conducting remote assessments.
 6. The ECS will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- F. Internal Communications Specialist (ICS). SC B&CB, DSIT will identify, by name and duty position, representatives to be utilized as "Internal Communications Specialists" (ICS), assigned to one of the SAT teams.
1. The ICS will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arrival at the affected local jurisdiction, the ICS will establish and maintain communications with the SAT members conducting remote assessments. The ICS will establish communications in accordance with the procedures and guidelines found in Attachment 1, Communications and Equipment.
 3. The ICS will receive assessment reports from the field, transcribe as necessary on the proper form (See Attachment 4, Forms) and forward these forms to the ECS for transmission to the SEOC (SWP).
 4. The ICS will conduct frequent communications checks with all SAT members. Should the ICS be unable to contact a SAT member for a period to exceed three hours, the ICS will advise the TL of the situation.
 5. The ICS will routinely be co-located with the TL and ECS at the affected county's EOC. The ICS will assist the ECS in maintaining an uninterrupted communications link with the SEOC (SWP).
 6. The ICS will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- G. Communications Specialist (SAT ESF-2). SC B&CB, DSIT will identify, by name and duty position, representatives to be utilized as "Communications Specialists" (SAT ESF-2), assigned to one of the SAT teams.
1. The SAT ESF-2 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-2 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following communications systems areas of concern:

- a. Local telephone systems, including public safety/911 communications systems. The overall system status will be assessed in terms of usability and/or percentage of homes affected by cessation of service(s). The status of cellular telephone systems should also be assessed.
 - b. The status of local television and radio communications, as well as the status of the Emergency Alert System (EAS).
 - c. Critical communications needs as they relate to public alert, notification and safety.
3. SAT ESF-2 will initiate and coordinate transmission of the Communications Assessment (E/ESF-2) (See Page 4-23, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-2 may opt to make direct contact via cellular telephone with SEOC ESF-2 (803-737-8502), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-2 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- H. Utilities and Engineering Specialist (SAT ESF-3). SC Department of Health and Environmental Control (DHEC) will identify, by name and duty position, representatives to be utilized as "Utilities and Engineering Specialists" (SAT ESF-3), assigned to one of the SAT teams.
1. The SAT ESF-3 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-3 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Potable water supply: the status of ground and surface water supplies, including the functionality of pumping and piping systems. Identify if contaminants and other safety factors requiring public notification are present. SAT ESF-3 will determine the percentage of populations and dwellings affected by water supply contamination or the interruption of potable water delivery service.

- b. SAT ESF-3 will determine alternate sources of potable water for the affected populace, and/or required resources to deliver potable water based on the population affected.
 - c. Wastewater: the status of wastewater facilities and treatment in the affected area, the population and dwellings affected and the power resources required to sustain wastewater collection/treatment operations.
 3. SAT ESF-3 will initiate and coordinate transmission of the Utilities / Engineering Assessment (*Potable Water*) (E/ESF-3a) and the Utilities / Engineering Assessment (*Wastewater*) (E/ESF-3b) (See Pages 4-25 and 4-27, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-3 may opt to make direct contact via cellular telephone with SEOC ESF-3 (803-737-8503), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-3 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- I. Mass Care Specialist (SAT ESF-6). The SC Department of Social Services (DSS) will identify, by name and duty position, representatives to be utilized as "Mass Care Specialists" (SAT ESF-6), assigned to one of the SAT teams.
 1. The SAT ESF-6 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-6 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Status of shelters currently being utilized in the affected jurisdiction. Status reporting will include:
 - (1) The status of overflow shelters within the jurisdiction and/or adjacent to the jurisdiction should they become necessary.
 - (2) Total number of ARC shelters open, shelter name, location and status of the facilities.

- (3) Shelter staffing and transient population.
 - b. Further shelter requirements and resource shortfalls.
 - c. Coordinate a limited exchange of information with ESF-12, SAT Energy Resources Specialist of the immediate shelter power requirements and outages.
 3. SAT ESF-6 will initiate and coordinate the transmission of the Mass Care Assessment (H/ESF-6 or H/ESF-6/Earthquakes) (See Page 4-31 and 4-33, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-6 may opt to make direct contact via cellular telephone with SEOC ESF-6 (803-737-8506), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-6 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- J. Healthcare Resources Specialist (SAT ESF-8). SC DHEC will identify, by name and duty position, representatives to be utilized as "Healthcare Resources Specialists" (SAT ESF-8), assigned to one of the SAT teams.
1. The SAT ESF-8 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-8 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Status of hospitals and primary care clinics in the affected area: type and availability for receiving trauma patients, beds available and physicians/nursing staff on duty.
 - b. Status of nursing homes and special needs shelters in the affected area and recommendations regarding evacuation of these facilities.
 - c. Status/availability of EMS units in the affected area, suggested use of statewide mutual aid, and suggested outside resources to sustain EMS immediate and long-term efforts.

3. SAT ESF-8 will forward assessment reports with current and timely statistics on injuries and fatalities occurring within the jurisdiction. SAT ESF-8 should coordinate efforts with SAT ESF-6 to assess current statistics on injuries and fatalities occurring within the jurisdiction.
 4. SAT ESF-8 will initiate and coordinate transmission of the Health and Medical Assessment (I/ESF-8) (See Page 4-35, Attachment 4, Forms) as required.
 5. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-8 may opt to make direct contact via cellular telephone with SEOC ESF-8 (803-737-8508), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 6. The SAT ESF-8 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- K. Search and Rescue Specialist (SAT ESF-9). The SC Department of Natural Resources (Law Enforcement Division) will identify, by name and duty position, representatives to be utilized as "Search and Rescue Specialists" (SAT ESF-9), assigned to one of the SAT teams.
1. The SAT ESF-9 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-9 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Status of the Search and Rescue (SAR) (rural) effort: estimated numbers of victims missing and unaccounted for vs. estimated number of victims known lost/injured. Types of injuries encountered (rural/industrial). Estimated state resources required to augment local SAR (rural) efforts. Accessibility of victims, access roads, trails, etc.
 - b. Status of the SAR (urban) effort: estimated numbers of victims missing and unaccounted for vs. estimated number of victims known trapped/injured; Types of injuries encountered (urban/rural); Estimated state resources required to augment local SAR (rural)

efforts; Accessibility of highways and side roads, etc.

- c. Immediate and long-term resource requirements.
3. SAT ESF-9 will initiate and coordinate transmission of Search and Rescue Assessment (J/ESF-9a) (See Page 4-37, Attachment 4, Forms) as required. SAT ESF-9 will also coordinate with local fire service personnel to obtain the status on rural wildfire firefighting efforts and will initiate and coordinate transmission of the Wildfires Assessment (J/ESF-9b) (See Page 4-39, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-9 may opt to make direct contact via cellular telephone with SEOC ESF-9 (803-737-8509) and SEOC ESF-4 (803-737-8504) to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-9 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- L. Energy Resources Specialist (SAT ESF-12). The SC Public Service Commission (PSC) will identify, by name and duty position, representatives to be utilized as "Energy Specialists" (SAT ESF-12), assigned to one of the SAT teams.
1. The SAT ESF-12 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-12 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Gas utility outages (urban/rural): percentage of population affected, nature of damage/causes(s) of interruption of services, facilities involved, and estimated time and resources required to restore service. Estimations of state level/utility resources required both short-term and long-term to ensure gas service to affected population.
 - b. Electric utility outages (urban/rural): percentage of population affected, nature of damage/causes(s) of interruption of services, facilities involved (generation, substation, transmission, distribution), and estimated time and resources required to restore service. Estimations of state level/utility resources required both short-term and long-term to ensure electrical service to affected customers.

- c. The overall assessment of the affected area's immediate concerns to provide power to shelters and emergency services and for the immediate safety of the public. This limited assessment of immediate shelter power requirements may best be accomplished by exchanging information and data with SAT ESF-6, Mass Care Specialist.
 - d. In the cases of a technological incident at an NPP, ESF-12 will coordinate all assessment activities through the SERT, which will be responsible for coordinating activities with DHEC, the NPP utility, the Nuclear Regulatory Commission (NRC), and the Federal Emergency Management Agency (FEMA).
 3. SAT ESF-12 will initiate and coordinate transmission of the Energy Resources Assessment (Gas) (L/ESF-12a) and the Energy Resources Assessment (Electric) (L/ESF-12b) (See Pages 4-43 and 4-45, Attachment 4, Forms) as required.
 4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-12 may opt to make direct contact via cellular telephone with SEOC ESF-12 (803-737-8512), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
 5. The SAT ESF-12 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).
- M. Law Enforcement Specialist (SAT ESF-13). The SC State Law Enforcement Division (SLED) will identify, by name and duty position, representatives to be utilized as "Law Enforcement Specialists" (SAT ESF-13), assigned to one of the SAT teams.
 1. The SAT ESF-13 will ensure they are familiar with the SAT SOP and, as a minimum, will attend equipment and communications procedures training annually.
 2. Upon arriving at the affected jurisdiction, SAT ESF-13 will coordinate with their local counterparts to initiate damage assessments to determine the status of the following areas of concern:
 - a. Law enforcement requirements: immediate security concerns, specific locations requiring immediate security/law enforcement presence and long-term security resources.

- b. Destruction (or vandalism) involving local vital governmental facilities or large private industry (where public safety may be impacted).
 - c. SAT ESF-13 should link-up with the local police and/or sheriff's department to ensure they have the most current and reliable information regarding the status of law enforcement in the affected jurisdiction.
3. SAT ESF-13 will initiate and coordinate transmission of the Law Enforcement / Security Assessment (M/ESF-13) (See Page 4-47, Attachment 4, Forms) as required.
4. Following successful transmission of these assessments through the formal ICS/ECS process, SAT ESF-13 may opt to make direct contact via cellular telephone with SEOC ESF-13 (803-737-8513), to elaborate on and provide additional information regarding previously transmitted material or to make further coordination regarding the delivery of requested resources. Specific ESF contact information is found in Attachment 1, Communications and Equipment.
5. The SAT ESF-13 will actively participate in the SAT debriefing session (See Attachment 5, Debriefing Format).

V. ACRONYMS

AAR	After-Action Report
AC	Area Coordinator
AOIO	Assistant Operations Information Officer
ARC	American Red Cross
ASE	Air Support Element
B&CB	Budget and Control Board
CAP	Civil Air Patrol
CIMG	Critical Incident Management Group
DSIT	Chief Information Officer
CPE	Chemical Protective Equipment
EAS	Emergency Alert System
ECN	Emergency Communications Network
ECS	Emergency Communications Specialist
ECV	Emergency Communications Vehicle
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EP	Emergency Preparedness
ERG	Emergency Response Guide
ERT-A	[FEMA] Emergency Response Team – Advance

State Assessment Team (SAT) SOP

ESF	Emergency Support Function
ESF-1	[SEOC] Transportation
ESF-2	[SEOC] Communications
ESF-3	[SEOC] Public Works and Engineering
ESF-4	[SEOC] Firefighting
ESF-5	[SEOC] Information and Planning
ESF-6	[SEOC] Mass Care
ESF-7	[SEOC] Resource Support
ESF-8	[SEOC] Health and Medical Services
ESF-9	[SEOC] Search and Rescue
ESF-10	[SEOC] Hazardous Materials
ESF-11	[SEOC] Food Services
ESF-12	[SEOC] Energy
ESF-13	[SEOC] Law Enforcement
ESF-14	[SEOC] Donated Goods and Volunteer Services
ESF-15	[SEOC] Military Support
ESF-16	[SEOC] Emergency Traffic Management
ESF-17	[SEOC] Animal Emergency Response
FEMA	Federal Emergency Management Agency
FOD	Foreign Object Damage
GPS	Global Positioning System
GSE	Ground Support Element
HAZMAT	Hazardous Materials
ICS	Internal Communications Specialist
LGR	Local Government Radio
LNO	SAT Liaison Officer
NPP	Nuclear Power Plant
NRC	Nuclear Regulatory Commission
OIO	Operations Information Officer
OSHA	Occupational Safety and Health Administration
OTG	Operations Tasking Group
P-A-C	Primary-Alternate-Contingency
PID	Public Information Director
PIO	Public Information Officer
PPE	Personal Protective Equipment
PRD	Permanent-Record Dosimeter
P-TL	Primary Team Leader
PTT	Push-To-Talk
RACES	Radio Amateur Civil Emergency Services
RNA	[FEMA] Rapid Needs Assessment
SAR	Search and Rescue
SAT	State Assessment Team
SAT ESF-1	SAT Transportation Specialist
SAT ESF-2	SAT Communications Specialist
SAT ESF-3	SAT Utilities and Engineering Specialist
SAT ESF-6	SAT Mass Care Specialist

SAT ESF-8	SAT Healthcare Resources Specialist
SAT ESF-9	SAT Search and Rescue Specialist
SAT ESF-12	SAT Energy Resources Specialist
SAT ESF-13	SAT Law Enforcement Specialist
SBA	Small Business Administration
SCARNG	South Carolina Army National Guard
SCDHEC	South Carolina Department of Health and Environmental Control
SCDNR	South Carolina Department of Natural Resources
SCDOT	South Carolina Department Of Transportation
SCDSS	South Carolina Department of Social Services
SCEMD	South Carolina Emergency Management Division
SCPSC	South Carolina Public Service Commission
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SLED	State Law Enforcement Division
SME	Subject Matter Expert
SOP	Standard Operating Procedures
SRD	Self-Reading Dosimeter
STS	State Telephone System
SWP	State Warning Point
WebEOC	Web Based Emergency Operations Coordination program
TL	Team Leader

VI. ATTACHMENTS

Attachment 1. Communications and Equipment

Attachment 2. Staging Areas

Attachment 3. Checklists

Attachment 4. Forms

Attachment 5. Debriefing Format

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Attachment 1: Communications and Equipment

I. COMMUNICATIONS PLAN

A. Purpose.

To provide the State Assessment Team (SAT) with a set of guidelines and procedures regarding the utilization of communications and telecommunications systems during SAT deployments. This attachment to the SAT Standard Operating Procedures (SOP) encompasses both internal and external communications and information resource systems. This communications plan does not include any other interagency communications systems utilized by individual SAT personnel or agencies.

B. Internal Communications Procedures.

During the deployment period that SAT members are operating remotely, conducting their individual local assessments and during all convoy operations, the primary means of communication between the individual SAT members and the Internal Communications Specialist (ICS) who ideally will be located at the affected county's EOC, will be via the VHF - Motorola MTS 2000 Portable Radio. Note: The SAT is tentatively scheduled to transition to the 700/800 MHz radio system in the summer of 2003.

1. It is imperative that each SAT member become familiar with routine radio communications procedures and remain technically proficient with the VHF radio system they will be utilizing during deployments. For this reason, each SAT member is required to attend SAT equipment and communications procedures training annually.
2. Once the SAT member completes an assessment report, he/she will utilize the following procedures to forward the assessment data to the ICS.
 - a. The SAT member will already have a working draft of the assessment report they wish to submit. This will serve to limit the transmission time required for the submission and should help eliminate mistakes and transmission interruptions.
 - b. Wait until a break in communications occurs. It is important the SAT member does not "step" on someone else's communication while attempting transmission as this routinely results in both communications canceling each other out. Once there has been a sufficient lull in communications, the SAT member may depress the push-to-talk (PTT) switch and initiate transmission by providing the receiving station's call sign followed by the SAT member's call sign.

- c. A complete SAT call sign will consist of a four elements (*number-letter-letter-number* or *number-letter-number-number*). A list of the SAT member call signs is listed in Figure 1 below.

SAT-One Functions	Call Sign	Phonetics
SAT Team Leader (TL)	1-T-L-1	WUN-TANGO-LIMA-WUN
Area Coordinator (AC)	1-A-C-1	WUN-ALPHA-CHARLIE-WUN
Transportation Specialist (SAT ESF-1)	1-E-S-1	WUN-ECHO-SIERRA-WUN
Communications Specialist (SAT ESF-2)	1-E-S-2	WUN-ECHO-SIERRA-TOO
External Communications Specialist (ECS)	1-E-C-1	WUN-ECHO-CHARLIE-WUN
Internal Communications Specialist (ICS)	1-I-C-1	WUN-INDIA-CHARLIE-WUN
Utilities and Engineering Specialist (SAT ESF-3)	1-E-S-3	WUN-ECHO-SIERRA-TREE
Mass Care Specialist (SAT ESF-6)	1-E-S-6	WUN-ECHO-SIERRA-SEX
Healthcare Resources Specialist (SAT ESF-8)	1-E-S-8	WUN-ECHO-SIERRA-ATE
Search and Rescue Specialist (SAT ESF-9)	1-E-S-9	WUN-ECHO-SIERRA-NINE
Energy Resources Specialist (SAT ESF-12)	1-E-1-2	WUN-ECHO-WUN-TOO
Law Enforcement Specialist (SAT ESF-13)	1-E-1-3	WUN-ECHO-WUN-TREE
SAT-Two Functions	Call Sign	Phonetics
SAT Team Leader (TL)	2-T-L-2	TOO-TANGO-LIMA-TOO
Area Coordinator (AC)	2-A-C-2	TOO-ALPHA-CHARLIE-TOO
Transportation Specialist (SAT ESF-1)	2-E-S-1	TOO-ECHO-SIERRA-WUN
Communications Specialist (SAT ESF-2)	2-E-S-2	TOO-ECHO-SIERRA-TOO
External Communications Specialist (ECS)	2-E-C-1	TOO-ECHO-CHARLIE-WUN
Internal Communications Specialist (ICS)	2-I-C-1	TOO-INDIA-CHARLIE-WUN
Utilities and Engineering Specialist (SAT ESF-3)	2-E-S-3	TOO-ECHO-SIERRA-TREE
Mass Care Specialist (SAT ESF-6)	2-E-S-6	TOO-ECHO-SIERRA-SEX
Healthcare Resources Specialist (SAT ESF-8)	2-E-S-8	TOO-ECHO-SIERRA-ATE
Search and Rescue Specialist (SAT ESF-9)	2-E-S-9	TOO-ECHO-SIERRA-NINE
Energy Resources Specialist (SAT ESF-12)	2-E-1-2	TOO-ECHO-WUN-TOO
Law Enforcement Specialist (SAT ESF-13)	2-E-1-3	TOO-ECHO-WUN-TREE

(Figure 1)

- d. Utilize the phonetic alphabet and phonetic numbers when initiating communications and while transmitting the data. This will help facilitate a clear communication of the information being dictated at one location and being transcribed at another (See Figure 2 on the following page).

Phonetic Alphabet					
A	Alpha	AL-FAH	N	November	NO-VEM-BURR
B	Bravo	BRAH-VOH	O	Oscar	OSS-CAH
C	Charlie	CHAR-LEE	P	Poppa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-MEE-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLFF	T	Tango	TANG-GO
H	Hotel	HOH-TELL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-TAH
J	Juliet	JOO-LEE-ETT	W	Whiskey	WISS-KEE
K	Kilo	KEY-LOW	X	X-Ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEE
M	Mike	MIKE	Z	Zulu	ZOO-LOO
Phonetic Numbers					
0	Zero	ZEE-ROW	5	Five	FIFE
1	One	WUN	6	Six	SEX
2	Two	TOO	7	Seven	SEVEN
3	Three	TREE	8	Eight	ATE
4	Four	FO-WER	9	Nine	NINER

Figure 2)

- e. If for instance, the SAT-Two Utilities and Engineering Specialist (SAT ESF-3) is attempting to establish communications with the ICS, the following technique would be utilized:

“TOO-INDIA-CHARLIE-WUN, this is TOO-ECHO-SIERRA-TREE, over”

“TOO-ECHO-SIERRA-TREE, this is TOO-INDIA-CHARLIE-WUN, over”

“TOO-INDIA-CHARLIE-WUN, this is TOO-ECHO-SIERRA-TREE, prepare to copy assessment report, over”

Once the ICS has pulled the proper assessment report form, and is ready to transcribe the information....,

“TOO-ECHO-SIERRA-TREE, this is TOO-INDIA-CHARLIE-WUN, send your traffic, over”

“TOO-INDIA-CHARLIE-WUN, this is TOO-ECHO-SIERRA-TREE, Line One....Alpha...”

- 3. During all communications between SAT members and the ICS or TL,

common courtesy will always be implied, i.e., the words “please” and “thank-you” are simply not required as this tends to draw out the transmission time. Additionally, as a general rule, whomever initiates the communication, terminates the conversation. In other words, if “*TOO-ECHO-SIERRA-SEX*” contacts the ICS, then “*TOO-ECHO-SIERRA-SEX*” should have the final word (see the example in paragraph 5).

4. Frequent communications checks will be conducted between SAT members and the TL. SAT members will generally perform a communications check hourly (or as briefed), unless for instance, an assessment report is transmitted within the last hour. In such a case, a redundant communications check will not be required in the same hour period. Should a loss of communications between these two entities occur (greater than three hours), and the SAT member is unable to facilitate communications by any other means, it is imperative the SAT member return to the TL’s location and make face-to-face contact with the TL. Should the SAT member be unable to transmit an assessment to the ICS, the SAT member should consider (unless prohibited by time or distance) providing the data to the ICS/ECS in person.

5. An example of a concise communications check between a SAT-One member and the ICS is depicted here. For instance, when the Mass Care Specialist (SAT ESF-6) is performing a communications check with the ICS, the following technique should be utilized:

“WUN-INDIA-CHARLIE-WUN, this is WUN-ECHO-SIERRA-SEX, commo check, over”

“WUN-ECHO-SIERRA-SEX, this is WUN-INDIA-CHARLIE-WUN, I have you loud and clear, over”

“WUN-INDIA-CHARLIE-WUN, this is WUN-ECHO-SIERRA-SEX, I have you the same (or you are garbled), out”

6. The VHF radios utilized for intra-team communications will be programmed to operate from *point to point* and *point to repeater*. Each SAT member will re-test their equipment prior to departing the affected county’s EOC to perform their individual assessment duties.

7. To enhance VHF intra-team communication, the Civil Air Patrol (CAP) may provide an airborne “High-Bird” VHF repeater platform if available, to loiter the affected area and support SAT VHF communications. The CAP is also capable of providing (scheduled/on-call) video, slow-scan television and still photography as required for the mission. The SAT may also utilize various ground repeaters (tower-mounted antenna) systems established by the S.C. Forestry Department and/or the S.C. Department of Natural Resources,

whichever system provides the best coverage during the SAT operation.

Repeater frequencies will be programmed into the VHF radios by the Budget & Control Board (B&CB) Division of the State Chief Information Officer (CIO) personnel. Figures 3 and 4, below and on the following page depict repeater options that may be available to the SAT.

S.C. Forestry Department			
Repeater Name	Channel Number	Transmit	Receive
Andrews	2	151.1900/118.8	159.2250/118.9
Beaufort	3	151.1900/127.3	159.4500/127.3
Big Knob	4	151.2650/173.8	159.3750/173.8
Brittons Neck	5	151.1900/131.8	159.4500/131.8
Catchall	6	151.2350/156.7	159.4050/156.7
Cottageville	7	151.2350/167.9	159.4050/167.9
Florence	8	151.2650/114.8	159.3750/114.8
Hampton	9	151.2650/186.2	159.3750/186.2
Huger	10	151.2650/192.8	159.3750/192.8
Johnston	11	151.2350/151.4	159.4050/151.4
Lake Murray	12	151.2200/127.3	159.3399/127.3
Leslie	13	151.2350/179.9	159.2550/179.9
Liberty Hill	14	151.1900/141.3	159.4500/141.3
Long Mountain	15	151.1000/110.9	159.2250/110.9
McBee	16	151.1750/162.2	159.2250/162.2
Neeses	17	151.1900/123.0	159.4500/123.0
Paris Mountain	18	151.1900/100.0	159.4500/100.0
Russell	19	151.2350/107.2	159.3150/107.2
Silverton	20	151.3850/131.8	159.2550/131.8
Union	21	151.3850/179.9	159.3450/179.9
Vance	22	151.3850/146.2	159.3450/146.2
Wallace	23	151.2350/103.5	159.4050/103.5

(Figure 3)

S.C. Department of Natural Resources			
Repeater Name	Channel Number	Transmit	Receive
Aiken	28	159.4350/146.2	151.3250/146.2
Anderson	29	159.0000/100.0	151.4300/100.0
Bear Island	30	159.1650/156.7	151.3100/156.7
Caesar's Head	31	159.0150/203.5	151.4150/203.5
Charleston	32	159.4650/123.0	151.4300/123.0
Chesterfield	33	159.4650/186.2	151.4150/186.2
Columbia	34	159.4650/110.9	151.4150/110.9
Conway / Aynor	35	158.9850/203.5	151.4300/203.5
Georgetown	36	159.4350/167.9	151.4450/167.9
Greenwood	37	159.1650/77.0	151.2950/77.0
Hampton	38	158.9850/203.5	151.1600/203.5
Kershaw	39	159.0150/151.4	151.4450/151.4
Latta	40	159.1650/110.9	151.1600/110.9
Little Mountain	41	159.1350/167.9	151.1600/167.9
Long Mountain	42	159.4350/127.3	151.3250/127.3
Orangeburg	43	159.0150/100.0	151.2950/136.5
Ridgeland	44	159.1350/77.0	151.4150/77.0
Rock Hill	45	159.4350/100.0	151.3700/100.0
Santee	46	159.0750/186.2	151.3250/110.9
Spartansburg	47	158.9850/123.0	151.4450/123.0
Sumter	48	159.1200/123.0	151.3400/123.0

(Figure 4)

8. It should also be noted, The SC Forestry Commission (ESF-4) has ten (10) fixed-wing aircraft that may be available for State Emergency Response Team (SERT) tasking.

9. Should the County EOC be sufficiently removed from the incident area, commercial telephone lines and the local cellular system may be fully functional. In this instance, individual SAT members may utilize both to transmit assessment reports to the county EOC where the ICS, who will be monitoring both if operational, will be located. County EOC telephone and FAX numbers will be disseminated during the initial briefing once on site. SAT members may also elect to use these systems, by voice or FAX (followed by confirmation of receipt) when making direct coordination contact with their State Emergency Operations Center (SEOC) Emergency Support Function (ESF) counterparts (See Page 1-7, Figure 5, SEOC Contact Numbers).

10. If a limited SAT (Level-A response) deploys with SCEMD vehicular assets alone (Mobile 8 and 9), each of these vehicles is equipped with a cellular telephone, Local Government Radio (LGR) (45.08 MHz - transmit / 45.48

MHz–receive) and a satellite telephone and radio. Note: Satellite telephones, while available, should be used as a last resort due to the associated cost.

11. When utilizing GSE (SCARNG) tactical vehicles to conduct remote assessments, each of these vehicles will be capable of communicating between vehicles, airborne (ASE) assets and the Emergency Communications Vehicle (ECV) by radio: 41.80 (primary) / 41.90 or 41.850 (secondary) (FM) frequencies.

SEOC Contact Numbers		
	Telephone #	FAX #
ESF-1: Transportation	803-737-8501	803-737-8690
ESF-2: Communications	803-737-8502	803-737-8690
ESF-3: Public Works and Engineering	803-737-8503	803-737-8690
ESF-4: Firefighting	803-737-8504	803-737-8690
ESF-5: Information and Planning	803-737-8505	803-737-8689
ESF-6: Mass Care	803-737-8506	803-737-8689
ESF-7: Resource Support	803-737-8507	803-737-8689
ESF-8: Health and Medical Services	803-737-8508	803-737-8690
ESF-9: Search and Rescue	803-737-8509	803-737-8690
ESF-10: Hazardous Materials	803-737-8510	803-737-8689
ESF-11: Food Services	803-737-8511	803-737-8689
ESF-12: Energy	803-737-8512	803-737-8690
ESF-13: Law Enforcement	803-737-8513	803-737-8690
ESF-14: Donated Goods and Volunteer Services	803-737-8514	803-737-8689
ESF-15: Military Support	803-737-8515	803-737-8689
ESF-16: Emergency Traffic Management	803-737-8516	803-737-8690
ESF-17: Animal Emergency Response	803-737-8517	803-737-8689
Operations Tasking Group (OTG)	803-737-8540	803-737-8570
Operations Information Officer (OIO)	803-737-8551	803-737-8570
Assistant Operations Information Officer (AOIO)	803-737-8550	803-737-8570
FEMA Liaison	803-737-8629	803-737-8570
Radio Room / CAP-Search and Rescue	803-737-8723	803-737-8570
State Warning Point (SWP)	803-737-8500	803-737-8570

(Figure 5)

12. ASE (SCARNG) aircraft will monitor the frequency of 41.30 (VHF) during take-off and while operating within range (50 miles) of McEntire SCARNG Base Flight Operations. Beyond this 50-mile limit, rotary wing aircraft will be capable of communicating with the SAT by ECV relay on the primary HF frequency 122.9 or 123.1 (ground-to-air) or the GSE may contact the aircraft directly (line-of-sight) by FM frequency 41.80.

13. The ICS will receive assessment reports from SAT members operating in the field by VHF radio, transcribe as necessary on the proper form (See Attachment 4, Forms) and provide these assessment reports to the ECS. The ECS will log all assessment reports received from the ICS on the SAT Communications Report. This report form is designed to keep a running tally of reports received/transmitted.

C. External Communications Procedures.

During SAT deployments, all assessment reports transmitted to the ICS, will in turn be re-transmitted by the ECS to the SEOC, if activated or the S.C. State Warning Point (SWP) if the SEOC is not yet activated.

1. The SAT has established a “P-A-C” (Primary, Alternate and Contingency) system for communicating assessment information from the affected area to the SEOC (SWP).
2. The two primary methods for transmitting these assessment reports are described (in descending order of preference) below.
 - a. Primary Method-1: Transmission of the assessment report by data link via notebook computer (internet connection). This method would be utilized in a “best case” scenario where the affected area continues to have electrical power, or sufficient electrical power by fixed (EOC) backup generator or by the SAT portable generator, and when an intact local commercial telephone system exists.
 - b. Primary Method-2: Transmission of the assessment report by data link via notebook computer (internet connection) via one of the SAT mobile satellite telephones or one of the SCEMD vehicle installed satellite telephones. This method would be utilized in a scenario where the affected area continues to have electrical power, sufficient electrical power by fixed (EOC) backup generator or by the SAT portable generator; however, the local commercial telephone system is not operational.
 - (1) Portable Satellite Telephone (SAT-1): 888-715-9686
 - (2) Portable Satellite Telephone (SAT-2): 888-715-9688
 - (3) Satellite Telephone (SCEMD Mobile 8): 877-663-0544
 - (4) Satellite Telephone (SCEMD Mobile 9): 877-664-0545
 - c. If any of these primary means is utilized by the SAT, the ECS will contact the SEOC from an established internet account,

[SAT1@emd.state.sc.us]; [SAT2@emd.state.sc.us], accessing the SCEMD Local Area Network (LAN) and transmitting the data to the addresses (SEOC) listed.

- (1) Operations Information Officer (OIO), SERT at [OpsInfo@emd.state.sc.us], (803-737-8551) and
 - (2) ESF-5 (Information and Planning), SERT at [ESF5@emd.state.sc.us], (803-737-8505)
3. The two alternate methods for transmitting these assessment reports are described (in descending order of preference) below.
- a. Alternate Method-1: Transmission of the Assessment Report by direct-data link via notebook or desktop PC (internet connection) via the nearest activated county EOC. This method would entail identifying the jurisdiction nearest to the affected county, but not affected by an interruption of commercial telephone service. Alternately, the county EOC's Emergency Communications Network (ECN) telephone could be activated through the SEOC ESF-2 to obtain an "out of area dial tone" to transmit assessment data or by utilizing the State Telephone System (STS) to establish priority line restoration.
 - (1) If reliable commercial or satellite telephone communications can be established from this location, the ECS may opt to FAX the front side of the assessment report form directly to the SWP (803-737-8570). The SWP operator would then hand-carry the FAX report to the OIO.
 - (2) This functioning neighboring county EOC would be activated by statewide mutual aid to assist the SAT effort in the neighboring jurisdiction.
 - (3) Ideally, this neighboring EOC would be within a 30-45 minute ground movement from the affected area and in a direction where the antenna-mounted repeater systems remain operational and fully capable of retransmitting inter-SAT VHF communications between the SAT member and the ICS.
 - (4) Alternately, this method may entail individual SAT members completing their assessment(s) and moving to the neighboring EOC location and hand delivering the report to the ECS, for retransmission to the SEOC by one of the above means.

- b. Alternate Method-2: Transmission of the Assessment Report via the Emergency Communications Vehicle (ECV).
 - (1) The ECV is capable of two-way satellite transmission, direct-data (internet) microwave transmission, and delivery of assessment reports by FAX. The ECV can also accommodate state and county Radio Amateur Civil Emergency Services (RACES) communication personnel.
 - (a) ECV Main PBX: 803-608-5012
 - (b) ECV Alternate PBX (satellite): 888-564-9419
 - (c) ECV Commercial telephone: 803-896-0122
 - (d) ECV Driver (cellular) telephone: 803-331-2708
 - (e) ECV FAX (cellular): 803-608-5028 to the SWP FAX: 803-737-8570
 - (2) Alternate Method-2 would entail activation of the ECV and delivery to the affected area, positioned in an area where time and distance from the assessment area(s) would not make this method prohibitive.
- 4. The two contingency methods for transmitting these assessment reports are described (in descending order of preference) below.
 - a. Contingency Method-1: Voice transmission of the assessment report data by mobile (SAT) satellite telephone from the affected area to the SEOC (SWP). This less than ideal method would only be utilized when forwarding assessment data in an area where local commercial telephone and cellular service are not operational and only a limited internet capability exists.
 - (1) Portable Satellite telephone (SAT) to Satellite Telephone (SWP), 888-266-7221.
 - (2) Portable Satellite telephone (SAT) to commercial telephone (SWP), 803-737-8500.
 - (3) Any combination of the above.
 - b. This would entail the ECS dictating the assessment data to the SWP operator who would in turn, transcribe the data on the applicable assessment form. The SWP operator would then hand-carry the

transcribed assessment form to the OIO.

- c. Contingency Method-2: Transmission of assessment report data from the county RACES station (County EOC) to the state RACES station (SWP). This method would only be utilized where the local commercial telephone and cellular service are completely inoperable throughout the local area. Again, this method would entail the ECS forwarding the assessment data by voice dictation to the RACES communications operator, located in the Radio Room, SWP (803-737-8723) who would then transcribe the data on the applicable assessment form and deliver the transcribed form to the Operations Information Officer (OIO).

II. EQUIPMENT

A. Purpose.

To provide guidelines regarding the location, disposition and maintenance of SAT- specific individual equipment, SAT team equipment, Personal Protective Equipment (PPE), Chemical protective Equipment (CPE), and additional state assets that will be available to a deploying SAT.

B. SAT individual Equipment.

1. Most SAT individual equipment, once properly fitted, will routinely be stored in the SCEMD Storage Closet (Key #34, maintained in the SWP Key Box). Each item of individual equipment will be marked with an administrative number (SAT 0001-0999).
2. Currently, the SAT Individual Equipment List consists of the items listed in Figure 6 on the following page. Locations are designated as follows:
 - a. **SCEMD SC**: SCEMD Storage Closet (Key #34)
 - b. **SCEMD TR**: SCEMD Training Room (Key #3)
 - c. **SCEMD RL**: SCEMD Radiological Laboratory (Key #33)
 - d. **CIO**: Chief Information Office (B&CB)
 - e. **PI**: Pre-Issued to the individual SAT member to maintain.

SAT Individual Equipment		
Item of Issue	Unit of Issue	Location
Hardhat, White, Bullard Rat Suspension w/Chin Strap	1 each	SCEMD SC
Gloves, Work, Pigskin	1 pair	SCEMD SC
Glasses, Safety, Crew, Storm Crest 110 w/ Side Shields	1 pair	SCEMD SC
Flashlight, Sabre, 2xD Cell	1 each	SCEMD SC
Respirator, Particulate, 3M P95, Disposable	2 each	SCEMD SC
Coverall, Tyvek® SL (individually fitted)	1 set	SCEMD SC
Bootcovers, Tyvek® SL	2 pair	SCEMD SC
Gloves, Nitrile, Disposable	2 pair	SCEMD SC
Dosimeter, Radiological, Arrow-Tech, 725-0-56	1 each	SCEMD SC
Respirator (6000DIN-Series) w/ FR-64 Cartridge (individually fitted)	1 each	SCEMD SC
Backpack, Blue, Medium	1 each	SCEMD SC
State Assessment Team SOP	1 each	PI

(Figure 6)

C. SAT Team Equipment.

1. Currently, the SAT Team Equipment List consists of the items listed in Figure 7 below.

SAT Team Equipment		
Item of Issue	On Hand /UI	Location
Laptop, Computer, Ruggedized	2 each	SCEMD TR
GPS Receiver, Hand-held, Garmin, eMap	15 each	SCEMD TR
GPS, Adapter, Cigarette	15 each	SCEMD TR
Laser-Finder, Bushnell, Yardage-Pro 500	2 each	SCEMD TR
Camera, Digital, Sony, MVC-FD91	2 each	SCEMD TR
SAT Deployment Kit – A	1 kit	SCEMD SC
SAT Deployment Kit – B	1 kit	SCEMD SC
Generator, Portable, Unleaded Gasoline, 2.5 KVA	2 each	SCEMD RL

(Figure 7)

2. All SAT team equipment will be inventoried and maintained on a monthly basis and immediately following all exercises and deployments.

D. SAT Communications Equipment.

1. Currently, the SAT Communications Equipment List consists of the items listed in Figure 8 on the following page. Note: Many of these items of equipment are pooled for general use.

SAT Communications Equipment		
Item of Issue	On Hand /UI	Location
Portable Satellite Telephone, Mitsubishi, Omniquest	2 each	CIO
Motorola, MTS 2000 Portable (VHF) Radio	22 each	CIO
Telephone, Cellular	22 each	CIO

(Figure 8)

2. Individual SAT members will utilize agency specific pagers, issued by their parent organizations (and listed on the SAT Alert Roster) during the conduct of SAT operations.

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Attachment 2: Staging Areas

COUNTY	LOCATION	LATITUDE	LONGITUDE
Abbeville	Hester Memorial Airport, Calhoun Falls	34° 05' 25" N	82° 34' 05" W
Aiken	Aiken Municipal Airport, Aiken	33° 38' 58" N	81° 41' 04" W
Allendale	Allendale County Airport, Allendale	32° 59' 42" N	81° 16' 04" W
Anderson	Anderson County Airport, Anderson	34° 29' 42" N	82° 42' 32" W
Bamberg	Bamberg County Airport, Bamberg	33° 18' 19" N	81° 06' 32" W
Barnwell	Barnwell County Airport, Barnwell	33° 15' 28" N	81° 23' 18" W
Beaufort	Beaufort County Airport, Beaufort	32° 24' 44" N	80° 38' 04" W
Beaufort	Beaufort MCAS, Beaufort	32° 29' 00" N	80° 43' 00" W
Beaufort	Laurel Hill Plantation, Beaufort	32° 29' 28" N	80° 36' 55" W
Berkeley	Berkeley County Airport, Monks Corner	33° 11' 10" N	80° 02' 08" W
Calhoun	Saint Matthews Airport, St. Matthews	33° 41' 12" N	90° 41' 22" W
Charleston	Charleston AFB/INT Airport, Charleston	32° 53' 55" N	80° 02' 27" W
Charleston	Charleston Executive Airport, Charleston	32° 42' 03" N	80° 00' 10" W
Chester	Chester Municipal Airport, Chester	34° 47' 22" N	81° 11' 45" W
Chesterfield	Cheraw Municipal Airport, Cheraw	34° 42' 44" N	79° 57' 34" W
Clarendon	Santee Cooper Regional Airport, Manning	33° 44' 32" N	80° 12' 31" W
Colleton	Walterboro Municipal Airport, Walterboro	32° 55' 14" N	80° 38' 29" W
Darlington	Darlington County Airport, Darlington	34° 26' 57" N	79° 53' 25" W
Dillon	Dillon County Airport, Dillon	34° 26' 56" N	79° 22' 07" W
Dorchester	Dorchester County Airport, Summerville	33° 03' 49" N	80° 16' 46" W
Edgefield	Edgefield County Airport, Trenton	33° 44' 12" N	81° 49' 11" W
Fairfield	Winnsboro/Fairfield Cty Airport, Winnsboro	34° 18' 56" N	81° 06' 32" W
Florence	Florence Regional Airport, Florence	34° 11' 07" N	79° 43' 26" W
Georgetown	Georgetown County Airport, Georgetown	34° 18' 43" N	79° 19' 01" W
Greenville	Greenville Downtown Airport, Greenville	34° 50' 52" N	82° 21' 00" W
Greenville	Greenville-Spartanburg Airport, Greer	34° 53' 47" N	82° 13' 06" W
Greenwood	Greenwood County Airport, Greenwood	34° 15' 01" N	82° 09' 29" W
Hampton	Hampton-Varnville Airport, Hampton	32° 52' 04" N	81° 05' 00" W
Horry	Conway-Horry County Airport, Conway	33° 49' 42" N	79° 07' 20" W
Jasper	Ridgeland Airport, Ridgeland	32° 29' 33" N	80° 50' 33" W
Kershaw	Woodard Field, Camden	34° 17' 01" N	80° 33' 53" W
Lancaster	Kirk Air Base, Lancaster	34° 40' 27" N	80° 40' 56" W
Lancaster	Lancaster County Airport, Lancaster	34° 43' 22" N	80° 51' 17" W
Laurens	Laurens County Airport, Laurens	34° 30' 24" N	81° 56' 54" W
Lee	Lee County Airport, Bishopville	34° 14' 40" N	80° 14' 15" W
Lexington	Lexington County Airport, Gaston	33° 47' 12" N	81° 05' 42" W
Marion	Marion County Airport, Marion	34° 47' 12" N	79° 20' 05" W
Marlboro	Marlboro County Airport, Bennettsville	34° 37' 21" N	79° 44' 06" W
McCormick	McCormick County Airport, McCormick	33° 54' 29" N	82° 16' 01" W

State Assessment Team (SAT) SOP

COUNTY	LOCATION	LATITUDE	LONGITUDE
Newberry	Newberry Municipal Airport, Newberry	34° 18' 38" N	81° 38' 24" W
Oconee	Clemson-Oconee County Airport, Clemson	34° 40' 19" N	83° 52' 11" W
Orangeburg	Orangeburg Municipal Airport, Orangeburg	33° 27' 42" N	80° 51' 28" W
Pickens	Pickens County Airport, Pickens	34° 48' 36" N	82° 42' 10" W
Richland	Columbia-Metro Airport, West Columbia	33° 56' 26" N	81° 07' 10" W
Richland	Columbia-Owens Downtown Apt, Columbia	33° 58' 15" N	80° 59' 45" W
Richland	McEntire SCANGB, Columbia	33° 55' 06" N	80° 47' 59" W
Saluda	Saluda County Airport, Saluda	33° 55' 36" N	81° 47' 42" W
Spartanburg	Spartanburg Downtown Airport, Spartanburg	34° 54' 58" N	81° 57' 23" W
Sumter	Sumter Municipal Airport, Sumter	33° 59' 42" N	80° 21' 40" W
Sumter	Shaw Air Force Base, Sumter	33° 58' 22" N	80° 28' 23" W
Union	Union County-Shelton Field, Union	34° 41' 12" N	81° 38' 28" W
Williamsburg	Williamsburg County Airport, Williamsburg	33° 43' 00" N	79° 51' 23" W
York	Rock Hill-York County Airport, Rock Hill	34° 59' 13" N	81° 03' 27" W

Attachment 3: Checklists

	<u>CHECKLIST</u>	<u>PAGE</u>
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B.	Pre-Deployment	3-3
C.	Deployment /Assessment Planning	3-4
D.	Re-Deployment	3-6
E.	SAT Deployment Kits	3-7
F.	Radiation Exposure Record	3-9
G.	Contact Information Cards	3-10

- _____ 1. Contact County EP Director/Coordinator - affected area Time: _____
- _____ 2. Conduct transportation (GSE/ASE) coordination meeting with SCARNG / ESF-15 (if applicable) Time: _____
- _____ 3. Conduct coordination meeting with CAP Mission Coordinator Time: _____
- _____ 4. Produce Contact Information Cards (one to every SAT members deploying). (See 3g. Contact Information Card).
- _____ 5. Conduct pre-deployment briefing for all SAT members Time: _____

Remarks: (personnel shortfalls, identified problem areas, etc.)

- _____ 6. SAT individual equipment issued / SAT Equipment Issue Report initiated by the SAT LNO Time: _____
- _____ 7. Distribute Self-Reading Dosimeters (SRD) to all personnel; initiate the Radiation Exposure Record (attachment 3f)
- _____ 8. Communications checks performed (ICS) Time: _____
- _____ 9. Load SAT Team Equipment (GSE / SAT Vehicles) Time: _____
- _____ 10. Issue maps of affected area (SAT LNO) Time: _____
- _____ 11. Intermediate convoy rally points established and briefed Time: _____
- _____ 12. Roster of personnel/vehicles created and given to the SAT LNO Time: _____
- _____ 13. Load vehicles - depart for the affected area Time: _____
- _____ 14. Initiate the Deployment Checklist (3c)

NOTE: Provide completed checklist to SAT LNO.

Attachment 3-C: Deployment / Assessment Planning Checklist

State Assessment Team (SAT) SOP

_____ 1. Arrival of all SAT personnel in affected area Time: _____

Remarks: (noteworthy incidents during convoy, etc.)

_____ 2. Conduct a limited aerial assessment with ASE assets (if applicable)

> Coordinate follow-on activities of air asset (if applicable)

_____ 3. Coordinate with County EP Director/Coordinator

_____ > Initial on-site briefing

_____ > Development of assessment plan / breakdown assessment areas

_____ > Coordinate with local officials for joint assessments (if applicable)

_____ > Plot known damage and priorities of effort on assessment maps

_____ > Coordinate vehicle refueling procedures

_____ > Establish timeline (return to local EOC time, overnight activities)

_____ > Reiterate communications procedures (communications checks)

_____ 4. Off-load SAT Team Equipment

_____ 5. TL briefs SCARNG (GSE) personnel (if applicable)

_____ 6. Release SAT members to conduct assessments Time: _____

Remarks: (instructions to GSE, etc.)

_____ 7. ECS establishes communications with SEOC (SWP) Time: _____

Attachment 3-C: Deployment / Assessment Planning Checklist (continued)

_____ 8. TL initiates "SAT Initial Situation Report" (within 30 min) Time: _____

_____ 9. ICS performs frequent communications checks with all SAT personnel

_____ 10. ICS begins receiving the transmitted assessment reports from SAT personnel
Time: _____

_____ 11. ECS initiates the "SAT Communications Report"

Remarks: (loss of contact with SAT personnel, unable to contact SEOC, etc.)

_____ 12. Coordinate redeployment decision with Director, SCEMD Time: _____

_____ 13. Initiate recall of all SAT personnel to the county EOC Time: _____

_____ 14. All SAT personnel present at county EOC Time: _____

_____ 15. Brief redeployment convoy operation

_____ > establish intermediate rally points

_____ > brief redeployment convoy communications plan (ICS)

NOTE: If the TL and/or AC are to remain in the affected area to continue state liaison functions with local officials, the TL will coordinate redeployment accountability procedures with the ICS. The ICS will report to the SAT LNO upon returning to the SEOC.

_____ 16. Initiate the Re-Deployment Checklist (3d)

_____ 17. TL departs area (last vehicle to depart) Time: _____

NOTE: Provide completed checklist to SAT LNO (upon return to the SEOC)

Attachment 3-D: Re-Deployment Checklist

_____ 1. Redeployment coordinated with Director, SCEMD Time: _____

_____ 2. TL coordinates personnel to remain in area with the County EP Director/Coordinator

Remarks: (guidance provided to remaining personnel, etc.)

_____ 3. All SAT vehicles / GSE accounted for at SEOC Time: _____

_____ 4. All SAT personnel accounted for at SEOC Time: _____

_____ 5. All SAT Team Equipment accounted for at SEOC Time: _____

_____ 6. All SAT Individual Equipment turned in (LNO to utilize the SAT Equipment Issue Report) Time: _____

_____ 7. Equipment maintenance performed.

Remarks: (deficiencies, corrective action required, etc.)

_____ 8. TL and LNO initiate debriefing session (See Attachment 5, Debriefing Format) Time: _____

_____ > ECS: SAT Communications Reports

_____ > LNO: copies of assessment reports (received, SEOC); assessment worksheets (received, ICS)

_____ 9. Timeline for After Action Report (AAR) established: _____

Attachment 3-E: SAT Deployment Kit Checklist

DEPLOYMENT KIT – A

<u>PRESENT</u>	<u>ITEM</u>	<u>AMOUNT / UI</u>
_____	SAT Deployment Book (SAT SOP, Telephone Directory, Checklists, Time Sheets, Miscellaneous Forms)	1 EA.
_____	File, Accordion, Assessment Forms (20/ESF)	1 EA.
_____	DOT Emergency Response Guide (ERG)	2 EA.
_____	Stapler (w/Refill Staples)	2 EA.
_____	Pencils, # 2	1 BX.
_____	Sharpener, Pencil	1 EA.
_____	Pens, Ink (Blue/Black)	1 BX.
_____	Highlighters (Assorted Colors)	1 BX.
_____	Pens, Marker (Assorted Colors)	1 BX
_____	Scissors, Large	1 PR.
_____	File Folders, Manila, Letter	36 EA.
_____	File Folders, Manila, Legal	24 EA.
_____	Note Pad, Yellow, Small	3 EA.
_____	Note Pad, White, Letter	3 EA.
_____	Note Pad, Yellow, Legal	3 EA.
_____	Scotch Tape (w/2 Refills)	1 EA.
_____	Paper Clips, Medium	1 BX.
_____	Paper Clips, Large	1 BX.
_____	Binder Clips, Large	1 BX
_____	Computer Disks, 3.5, HD	12 EA.

Attachment 3-E: SAT Deployment Kit Checklist (continued)

DEPLOYMENT KIT – B

<u>PRESENT</u>	<u>ITEM</u>	<u>AMOUNT / UI</u>
----------------	-------------	--------------------

State Assessment Team (SAT) SOP

_____	Extension Cord, Orange, 50 foot	1 EA.
_____	Power Strip, anti-surge	1 EA.
_____	First-Aid Kit	1 EA.
_____	Duct Tape	1 RO.
_____	Masking Tape	1 RO.
_____	Binoculars, Bushnell (7-15x35)	1 EA.
_____	Flashlight, Yellow (2xC-Cell)	1 EA.
_____	Batteries, D-Cell	8 EA.
_____	Batteries, C-Cell	8 EA.
_____	Batteries, AA	8 EA.
_____	Batteries, AAA	8 EA.
_____	First Aid Kit	1 KIT
_____	Insect/snake bite kit	1 KIT

Attachment 3-F: Radiation Exposure Record

RADIATION EXPOSURE RECORD

NAME _____

AGE _____

HOME ADDRESS _____

SOCIAL SECURITY NUMBER _____

AGENCY/ORGANIZATION NAME _____

PRD NUMBER _____

CAUTION: RAD EXPOSURE LIMITS	
Call Back Value	0.1R
Turn Back Value	1R
Protecting Valuable Property	2R
Life Saving	5R

DATE	DOSIMETRY SERIAL NUMBER	INITIAL READING	FINAL READING	TOTAL SHIFT EXPOSURE

<p>Dosimetry instructions</p> <ol style="list-style-type: none"> 1. Charge dosimetry prior to initial use. 2. Keep dosimetry on your person while on duty. 3. Read dosimetry every 15-30 minutes. 4. Report immediately any reading greater than 0.1R (100 mR). 	<p>Record Keeping</p> <ol style="list-style-type: none"> 1. Record initial and final dosimetry reading at end of each shift. 2. Calculate exposure by subtracting the initial from the final reading. Record exposure. 3. Recharge dosimetry and complete steps 1 & 2 for each successive shift. Add accumulated exposures and record total. 4. At end of incident turn in Radiation Exposure Record to supervisor or parent organization.
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DATE _____ TOTAL EXPOSURE _____

SIGNATURE _____

Attachment 3-G: Contact Information Card

CONTACT INFORMATION CARD COUNTY:

	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
EP Director/Coordinator:	_____ / _____	_____
	FAX:	_____
	Cellular:	_____
EP Deputy:	_____ / _____	_____
24-HR WP:	_____ / _____	_____
County Sheriff's Dept:	_____ / _____	_____
County EMS:	_____ / _____	_____

Municipality:

_____	Police:	_____ / _____
_____	Police:	_____ / _____
_____	Police:	_____ / _____
_____	EMS:	_____ / _____
_____	EMS:	_____ / _____
_____	EMS:	_____ / _____
_____	FIRE:	_____ / _____
_____	FIRE:	_____ / _____
_____	FIRE:	_____ / _____
_____	DOT:	_____ / _____
_____	Utility:	_____ / _____
_____	Utility:	_____ / _____
_____	Hospital:	_____ / _____
_____	Hospital:	_____ / _____
_____	SAR:	_____ / _____

REMARKS:

Attachment 4: Forms

INDEX OF SAT REPORTING FORMS

<u>FORM</u>	<u>COMPLETED BY</u>	<u>ASSESSMENT</u>	<u>PAGE</u>
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B/TLb	Team Leader	SAT Situation Assessment	4-7
C/ECS	External Communications Specialist	SAT Communications Report	4-9
D/ESF-1a	Transportation Specialist	Transportation Assessment (<i>Highway</i>)	4-11
D/ESF-1b	Transportation Specialist	Transportation Assessment (<i>Airport</i>)	4-13
D/ESF-1c	Transportation Specialist	Transportation Assessment (<i>Seaport</i>)	4-15
D/ESF-1d 4-17	Transportation Specialist	Transportation Assessment (<i>Bridge</i>)	
D/ESF-1e	Transportation Specialist	Transportation Assessment (<i>Railroad</i>)	4-19
D/ESF-1f 4-21	Transportation Specialist	Transportation Assessment (<i>Debris</i>)	
E/ESF-2	Communications Specialist	Communications Assessment	4-23
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G/ESF-4	Area Coordinator	Firefighting Assessment (<i>Urban</i>)	4-29
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Attachment 4: Forms (continued)

INDEX OF SAT REPORTING FORMS

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K/ESF-10	Area Coordinator	Hazardous Materials Assessment	4-41
L/ESF-12a	Energy Resources Specialist	Energy Resources Assessment (<i>Gas</i>)	4-43
L/ESF-12b	Energy Resources Specialist	Energy Resources Assessment (<i>Electric</i>)	4-45
M/ESF-13	Law Enforcement Specialist	Law Enforcement / Security Assessment	4-47

EQUIPMENT ISSUED BY: _____	PG ___ OF ___
----------------------------	---------------

A/LNO: SAT EQUIPMENT ISSUE REPORT

The SAT Equipment Issue Report is designed to be initiated and completed prior to the SAT departing the vicinity of the SCEMD. This report is to be utilized for accountability of equipment issued the SAT members for the duration of the deployment. The SAT Liaison Officer (LNO) is primarily responsible for maintaining this report; this form will not require transmission.

Instructions for filling out this form:

SAT: Circle the applicable SAT number.

EQUIPMENT (DATE/TIME) ISSUED: Enter the date and time the equipment was issued. Use the 24-hour clock for this entry.

Example: 013103/0900

EQUIPMENT ITEM: Enter the equipment by name and model.

Example: 1-Radio, VHF, Motorola 2000

ISSUED TO: Last name, first name of the SAT member.

Example: Doe, John J.

ESF: Enter the Emergency Support Function the issued individual represents.

Example: 1-ESF-13or 2-TL-2

SERIAL NUMBER / ADMIN NUMBER: Enter the full serial number of the item issued. In the case of non-serial numbered (but accountable) item, enter the administrative number assigned to the piece of equipment.

Example: MS00039678 or SAT 0042

DATE/TIME RETURNED: Enter the date and time the equipment was returned. Use the 24-hour clock for this entry.

Example: 020103/0900

EQUIPMENT ISSUED BY: Print your name (legibly)

Example: Steven A. Tanner

PG ___ OF ___: If only one page is utilized, so state.

Example: PG 1 OF 1

B/TLa: SAT INITIAL SITUATION REPORT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____ 3. TIME ARRIVED: _____

4. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

5. PERSONNEL ACCOUNTABILITY STATUS: A B
(A: All Accounted For / B: Unable To Account For All SAT/GSE Personnel)

6. VEHICLE ACCOUNTABILITY STATUS: A B
(A: All Accounted For / B: Unable To Account For All SAT/GSE Vehicles)

7. COMMENTS: *(Incidents occurred during convoy?, status of highway access, aerial assessment)*

8. VEHICLE / FUEL STATUS: _____
(Ongoing Availability Of Fuel)

9. FUEL SOURCE: _____

10. SAT DEPLOYMENT RECOMMENDATION: A B C D E
(Time On Ground: A: 6-12 Hours / B: 12-24 Hours / C: 24-48 Hours / D: 48 + Hours / E: Indefinite)

11. RECOMMENDED MODIFICATIONS TO DEPLOYED SAT: *(If none, so state)*

COUNTY EMERGENCY OPERATIONS CENTER (EOC):

12. FACILITY DAMAGE: A B C D E
(A: None – Fully Intact / B: Minor / C: Moderate / D: Severe / E: Destroyed)

13. COMMENTS: _____
(FACILITY VIABILITY / POWER STATUS / COMMUNICATIONS)

14. EOC MANNING: A B C D E
(Personnel Status: A: None Present / B: 25% / C: 50% / D: 75% / E: Fully Manned)

15. COMMENTS: _____

16. EOC COMMUNICATIONS:

A B C D E

(A: No Independent Capability / B: 50% Functional / C: Functional Via SAT Commo / D: Functional But Degraded / E: Fully Functional)

B/TLa: SAT INITIAL SITUATION REPORT

The SAT Initial Situation Report should be initiated by the SAT TL and transmitted to the SEOC (SWP) within 30 minutes after arriving at the affected area.

Instructions for filling out this form:

SAT: Circle the applicable SAT number.

1. TRANSMITTAL DATE/TIME/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number assigned this report by the ICS.

Example: 013103/0900/001

2. LOCATION: _____ **3. TIME ARRIVED:** Enter the location and time the SAT arrived.

Example: Charleston County EOC; 0935

4. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

5. PERSONNEL ACCOUNTABILITY STATUS: Enter the level at which you are capable of accounting of all SAT personnel. *Example: A: All Accounted For*

6. VEHICLE ACCOUNTABILITY STATUS: Enter the level at which you are capable of accounting of all SAT vehicles. *Example: B: Unable to Account For all SAT/GSE vehicles*

7. COMMENTS: Briefly describe any incidents that occurred during the convoy. *Example: SC 52 blocked by debris, alternate route SC 61 utilized to reach Charleston EOC.*

8. VEHICLE / FUEL STATUS: Describe fuel availability status. *Example: Fuel available to all SAT vehicles, 24-hour basis.*

9. FUEL SOURCE: State fuel source(s). *Example: DOT Fuel Point, North Charleston, available for SAT vehicles; fuel available for GSE, Charleston SCARNG Armory*

10. SAT DEPLOYMENT RECOMMENDATION: Initial estimate of how long the SAT may be required on site. *Example: C: 24-48 Hours*

11. RECOMMENDED MODIFICATIONS TO DEPLOYED SAT: Describe any recommended additions, deletions, and/or changes to the SAT on site. *Example: Suggest immediate ramp-up to Level-B.*

12. FACILITY DAMAGE: Describe any damage to the county EOC. *Example: B: Minor.*

13. COMMENTS: Briefly describe any damage to the EOC, if none state N/A. *Example: Flooding to main EOC room, adjacent conference rooms, EOC still functional.*

14. EOC MANNING: Describe (percentage) the EOC's personnel staffing level. *Example: C: 50%*

15. COMMENTS: Briefly describe any major EOC personnel shortfalls. *Example: RACES personnel unavailable*

16. EOC COMMUNICATIONS: Describe EOC communications status. *Example: C: Functional via SAT commo*

B/TLb: SAT SITUATION ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. PERSONNEL ACCOUNTABILTY STATUS: A B
 (A: All Accounted For / B: Unable To Account For All SAT/GSE Personnel)

5. VEHICLE ACCOUNTABILTY STATUS: A B
 (A: All Accounted For / B: Unable To Account For All SAT/GSE Vehicles)

6. VEHICLE / FUEL STATUS: _____
 (Ongoing Availability Of Fuel)

7. RECOMMENDED MODIFICATIONS TO DEPLOYED SAT:
 (If none, so state)

8. NUMBER OF REPORTS TRANSMITTED TO DATE: _____

9. LAST REPORT TRANSMITTED: _____

10. IMMEDIATE NEEDS:	H	L	PRIORITY
A. _____	H	L	
B. _____	H	L	
C. _____	H	L	
D. _____	H	L	

11. ASSESSMENTS STATUS: A B C D
 (A: 25% Complete / B: 50% Complete / C: 75% Complete / D: Process Complete)

12. SAT DISPOSITION / ETA RETURN TO SEOC: _____

B/TLb: SAT SITUATION ASSESSMENT

The SAT Situation Assessment should be initiated by the SAT TL and transmitted to the SEOC (SWP) as required to update status of the deployed SAT.

Instructions for filling out this form:

SAT: Circle the applicable SAT number.

1. TRANSMITTAL DATE/TIME/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number assigned this report by the ICS.

Example: 013103/0900/001

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. PERSONNEL ACCOUNTABILITY STATUS: Enter the level at which you are capable of maintaining accountability of all SAT personnel. *Example: A: All Accounted For*

5. VEHICLE ACCOUNTABILITY STATUS: Enter the level at which you are capable of maintaining accountability of all SAT vehicles. *Example: B: Unable to Account For all SAT/GSE vehicles*

6. VEHICLE / FUEL STATUS: Describe ongoing fuel availability status. *Example: Fuel remains available to all SAT vehicles, 24-hour basis*

7. RECOMMENDED MODIFICATIONS TO DEPLOYED SAT: Describe any recommended additions, deletions, and/or changes to the SAT on site. *Example: Suggest ramp-up to Level-B within next 8 hours*

8. NUMBER OF REPORTS TRANSMITTED TO DATE: Obtain a current count of reports transmitted from the ECS. *Example: 12 Assessments transmitted as of 013103/1315*

9. LAST REPORT TRANSMITTED: State the time of last assessment transmitted by ECS.

Example: Report H/ESF-6 013103/1200

10. IMMEDIATE NEEDS: List (in descending order) the most immediate requirements assessed by the SAT.

Example: A: Two front end loaders required vic. EOC ASAP; B: 500 gal Water Buffalo needed vic. Ebenezer Baptist Church, south of route 61.

11. ASSESSMENT STATUS: Describe the (percentage) of required assessments completed (best estimate).

Example: C: 75% Complete

12. SAT DISPOSITION / ETA RETURN TO SEOC: Provide your best estimation of when you expect to complete your assessments and when the SAT will be available for redeployment.

Example: Two assessments outstanding; available for redeployment within next 3 hours.

C/ECS: SAT COMMUNICATIONS REPORT

SAT #: 1 2

#	REPORT NUMBER	TYPE REPORT	COMPLETED BY	DATE/TIME RECIEVED	DATE/TIME TRANSMITTED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

State Assessment Team (SAT) SOP

ECS: _____	Pg _____ of _____
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C/ECS: SAT COMMUNICATIONS REPORT

The SAT Communications Report is designed to keep a running tally of reports received/transmitted and should be maintained by the External Communications Specialist (SAT ECS).

Instructions for filling out this form:

SAT: Circle the applicable SAT number.

COLUMN:

1. #: 1-15 (descending order) of report on the sheet.

2. REPORT NUMBER: Assign an administrative number to the report. *Example: 001*

3. TYPE REPORT: List report code. *Example: J/ESF-9b*

4. DATE/TIME RECEIVED: List the date and time the Internal Communications Specialist (ICS) received the assessment report from the SAT member in the field. *Example: 013103/0845*

1. TRANSMITTAL DATE/TIME/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Report # (obtained from Line 1 of each report).
Example: 013103/0900/001

- **ECS:** Print (legibly) the name of the ECS entering the data.

- **Pg ____ of ____ :** *Example: Pg 1 of 3*

Note: This report is not transmitted to the SEOC (SWP).

D/ESF-1a: TRANSPORTATION ASSESSMENT (HIGHWAY)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

HIGHWAYS CLOSED:	
HIGHWAY LOCATION	REASON(S)
5A: _____	5B: _____
6A: _____	6B: _____
7A: _____	7B: _____
8A: _____	8B: _____
9A: _____	9B: _____
10A: _____	10B: _____

11. **OVERALL ASSESSMENT:** (*Highways usable, Truck accessible, alternate route recommendations, etc.*)

12. **IMMEDIATE NEEDS:** (*Heavy equipment, Personnel, Law Enforcement, etc.*)

D/ESF-1a: TRANSPORTATION ASSESSMENT (HIGHWAY)

The SAT Transportation Assessment (Highway) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5-10. HIGHWAYS CLOSED: (5A: – 10B) List the damaged street / cross street affecting access or major transit of emergency services, utility or public service vehicles. List the reason(s) for access impediment or blockage.

Example: HIGHWAY LOCATION: Highway 123/between Jackson St & Hanson Dr.

REASON(S): Multiple uprooted trees/power poles

11. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Local county assets able to clear and open 90% of highways temporarily closed. Will require state-DOT assets for remainder. Will make direct SERT-ESF-1 coordination to list assets within the next 2 hours.

12. IMMEDIATE NEEDS: Describe the priority of effort to restore highway access.

Example: Priority should be on Highway 123 (East & West); should receive state DOT-assets first to enable debris clearance and heavy equipment.

D/ESF-1b: TRANSPORTATION ASSESSMENT (AIRPORT)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

AIRPORT DAMAGES

A: None; B: 25% (Minor); C: 50% (Moderate); D: 75% (Severe); E: 100% (Destroyed)

5. CONTROL TOWER / APPROACH AIDS: <i>(radios, traffic control, radio approach, VOR operational, etc.)</i>	A	B	C	D	E
COMMENT: _____					
6. RUNWAYS/ TAXIWAYS/ APRON: <i>(clear approach, runway surface damage, damaged apron, etc.)</i>	A	B	C	D	E
COMMENT: _____					
7. HANGARS / AIRCRAFT PARKING: <i>(damaged hangar facilities, damaged aircraft, blocked areas, etc.)</i>	A	B	C	D	E
COMMENT: _____					
8. FUEL STORAGE FACILITIES: <i>(leaking or damaged tanks, presence of Hazmat, etc.)</i>	A	B	C	D	E
COMMENT: _____					
9. FUEL DISTRIBUTION VEHICLES: <i>(refueling capability intact, presence of hazmat, etc.)</i>	A	B	C	D	E
COMMENT: _____					
10. ELECTRICAL POWER STATUS: <i>(airfield/runway power, approach lighting, facility lighting, etc.)</i>	A	B	C	D	E
COMMENT: _____					
11. ADJACENT FACILITIES: <i>(terminal, vehicle parking, etc.)</i>	A	B	C	D	E
COMMENT: _____					

12. OVERALL ASSESSMENT: *(Usable for day/night emergency landings, etc.)*

D/ESF-1b: TRANSPORTATION ASSESSMENT (AIRPORT)

The SAT Transportation Assessment (Airport) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. **Example:** 013103/0900/001

2. LOCATION: Transmission site. **Example:** Charleston County EOC

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. CONTROL TOWER / APPROACH AIDS: Describe the current assessment (and %) of the control tower's functionality and ability to control (radio vector, radar control, VOR) incoming air traffic.

Example: A: Control tower fully operational, VOR inoperable - estimated time for repair (ETR) unknown.

6. RUNWAYS / TAXIWAYS / APRON: Provide a physical assessment (and %) of the runway, adjacent aircraft taxiways and airport aprons.

Example: C: Runway 234 fully operational, runway 62 closed for repairs - ETR unknown.

7. HANGARS / AIRCRAFT PARKING: Provide a physical assessment (and %) of the airport's hangar/parking areas.

Example: D: 1 hangar partially damaged, 1 75% destroyed, 9 fully operational with minimal damage.

8. FUEL STORAGE FACILITIES: Provide a current status (and %) of all fuel storage facilities.

Example: C: 1 of 2 fuels storage buildings (south end of runway) damaged and non-functional. No safety hazard.

9. FUEL DISTRIBUTION VEHICLES: Provide a current status (and %) of fuel distribution vehicles and capability to refuel aircraft.

Example: B: Minor damage to 2 fuel trucks. Aircraft refueling capability currently at 75%.

10. ELECTRICAL POWER STATUS: Current assessment (and %) of the airport's electrical power status.

Example: D: No electrical power in terminals, hangar facilities. Control tower is powered by a (fixed) generator.

11. ADJACENT FACILITIES: Provide a physical assessment (and %) of the airport's adjacent facilities.

Example: B: Terminal building partially flooded but inhabitable.

12. OVERALL ASSESSMENT: Provide a current overview of the facility.

Example: Airport open to necessary emergency incoming/outgoing traffic (single runway). Recommend all other traffic be diverted for (estimated) next 36 hours – will reexamine status within next 12 hours.

D/ESF-1c: TRANSPORTATION ASSESSMENT (SEAPORT)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

SEAPORT DAMAGES

A: None; B: 25% (Minor); C: 50% (Moderate); D: 75% (Severe); E: 100% (Destroyed)

5. FACILITIES: <i>(radios, traffic control, structures, etc.)</i>	A	B	C	D	E
COMMENT: _____					
6. DOCKS / PIERS: <i>(blockages, capable of supporting operations, etc.)</i>	A	B	C	D	E
COMMENT: _____					
7. LOADING/UNLOADING EQUIPMENT: <i>(cranes, lifting equipment, transport equipment, etc.)</i>	A	B	C	D	E
COMMENT: _____					
8. PORT - HIGHWAY ACCESS: <i>(blocked, truck/rail access, etc.)</i>	A	B	C	D	E
COMMENT: _____					
9. WATER ACCESS: <i>(navigation channels, harbor markers, etc.)</i>	A	B	C	D	E
COMMENT: _____					
10. ELECTRICAL POWER STATUS: <i>(power to facilities, equipment, safety equipment, etc.)</i>	A	B	C	D	E
COMMENT: _____					
11. FUEL FACILITIES / EQUIPMENT: <i>(refueling capability intact, presence of hazmat, etc.)</i>	A	B	C	D	E
COMMENT: _____					

12. OVERALL ASSESSMENT: *(Available for commercial traffic, harbor patrol required, etc.)*

D/ESF-1c: TRANSPORTATION ASSESSMENT (SEAPORT)

The SAT Transportation Assessment (Seaport) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. FACILITIES: Provide a physical assessment (and %) of the port's structures.

Example: B: Minor damage to 2 of port's 5 buildings (equipment storage and pump house).

6. DOCKS / PIERS: Provide a physical and functional assessment (and %) of port's docks and piers.

Example: B: Docks fully functional, three piers still being inspected (assessments due in 2 hours).

7. LOADING/UNLOADING EQUIPMENT: Describe the status (and %) of the cranes, heavy lifting and transport (fork-lift) capabilities.

Example: C: Both (2) cranes undamaged and fully operational. 2 of 7 lift vehicles damaged by fire.

8. PORT – HIGHWAY ACCESS: Provide an assessment (and %) of port's highway accessibility (vehicular).

Example: A: All access highways open and undamaged. Traffic signal on south highway out.

9. WATER ACCESS: Provide an assessment (and %) of port's waterway accessibility.

Example: Unknown: Suggest all but emergency water traffic delay 2 hours, pending docks assessment –will advise.

10. ELECTRICAL POWER STATUS: Current assessment (and %) of the seaport's electrical power status.

Example: A: Power currently available to all port facilities and pier/dock external lighting.

11. FUEL FACILITIES / EQUIPMENT: Provide a current assessment (and %) of the port's fuel facilities and fuel distribution equipment.

Example: D: 1 of 2 fuel trucks burned, large pool of fuel has leaked into water along south dock (amount unknown), fuel leak has slowed to a trickle.

12. OVERALL ASSESSMENT: Provide a current overview of the facility.

Example: Pending pier inspection (due in two hours), all but emergency water traffic should be re-routed south to Seabrook Island – will advise as status changes.

D/ESF-1d: TRANSPORTATION ASSESSMENT (BRIDGE)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

BRIDGE CLOSED:	
BRIDGE LOCATION	REASON(S)
5A: _____	5B: _____
6A: _____	6B: _____
7A: _____	7B: _____
8A: _____	8B: _____
9A: _____	9B: _____
10A: _____	10B: _____

11. **OVERALL ASSESSMENT:** *(Open to traffic, Truck accessible, alternate route recommendations, etc.)*

12. **IMMEDIATE NEEDS:** *(Equipment, Personnel, Law Enforcement, etc.)*

D/ESF-1d: TRANSPORTATION ASSESSMENT (BRIDGE)

The SAT Transportation Assessment (Bridge) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5-10. BRIDGE CLOSED: (5A: – 10B) List the damaged bridge affecting access or major transit of emergency services, utility or public service vehicles. List the reason(s) for access impediment or blockage.

Example: BRIDGE LOCATION: Bridge (Highway 526) over Cooper River.

REASON(S): Large bus struck west bridge abutment – inspection pending (3 hours).

11. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Major inspection required of bridge and east and west abutments - closed until completed.

12. IMMEDIATE NEEDS: Describe the priority of effort to restore highway access.

Example: Will require rerouting traffic(at Highway 26, exit 17) south to SC Highway 17 until further notice. Will make direct coordination with SERT-ESF-1 for bridge inspection.

D/ESF-1e: TRANSPORTATION ASSESSMENT (RAILROAD)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

RAILROAD CLOSED:	
RAILROAD LOCATION	REASON(S)
5A: _____	5B: _____
6A: _____	6B: _____
7A: _____	7B: _____
8A: _____	8B: _____
9A: _____	9B: _____
10A: _____	10B: _____

11. **OVERALL ASSESSMENT:** *(Tracks open to traffic, Track/switch damage, alternate route recommendations, etc.)*

12. **IMMEDIATE NEEDS:** *(Equipment, Personnel, Law Enforcement, etc.)*

D/ESF-1e: TRANSPORTATION ASSESSMENT (RAILROAD)

The SAT Transportation Assessment (Railroad) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5-10. RAILROAD CLOSED: (5A: – 10B) List the damaged rail affecting access or major transit of commercial traffic. List the reason(s) for access impediment or blockage.

Example: RAILROAD LOCATION: Rail section between Highway 26 and the Goose Creek Reservoir (32°51'00"N - 80°01'12"W).

REASON(S): Large Hazmat spill (Low-pressure tank car, Liquid: Acetyl methyl carbine, ID# 2621). UN

11. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Major Hazmat cleanup/ inspection required of rail section –north/south transit closed until completed.

12. IMMEDIATE NEEDS: Describe the priority of effort to restore rail access.

Example: Will require rerouting rail traffic until further notice. Local Hazmat assets will handle.

D/ESF-1f: TRANSPORTATION ASSESSMENT (DEBRIS)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

5. LOCAL PUBLIC WORKS POC: _____ PHONE: _____

DEBRIS:

LOCATION	DESCRIPTION	ESTIMATED TIME TO REMOVE
6A: _____	6B: _____	6C: _____
7A: _____	7B: _____	7C: _____
8A: _____	8B: _____	8C: _____
9A: _____	9B: _____	9C: _____
10A: _____	10B: _____	10C: _____
11A: _____	11B: _____	11C: _____
10A: _____	10B: _____	10C: _____
12A: _____	12B: _____	12C: _____
13A: _____	13B: _____	13C: _____
14A: _____	14B: _____	14C: _____

15. OVERALL ASSESSMENT: *(Impediment to Sat Mission, Emergency Services, alternate route recommendations, etc.)*

16. IMMEDIATE NEEDS: *(Heavy Equipment, Transport Assets, Personnel, Law Enforcement, etc.)*

D/ESF-1f: TRANSPORTATION ASSESSMENT (DEBRIS)

The SAT Transportation Assessment (Debris) should be initiated by the Transportation Specialist (SAT ESF-1) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. LOCAL PUBLIC WORKS POC: Print the name of the local public works or DOT contact you are coordinating debris removal activities with.

6-14. DEBRIS: (6A: – 14C:) Outline the location of the physical location of the debris, a brief description and the estimated time it will take to remove with local assets.

Example: LOCATION: 6A: Calhoun St., in front of Veteran's Hosp.

DESCRIPTION: 6B: 5-6 uprooted trees.

ESTIMATED TIME TO REMOVE: 6C: 4-5 hrs (County DOT)

11. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Lines 6-11 can be accomplished with local DOT assets; Lines 12 & 13 will require state DOT heavy equipment and transport.

12. IMMEDIATE NEEDS: Describe the priority of effort to remove debris and restore access.

Example: Will require rerouting bringing state DOT assets to remove debris (#6) for access to this emergency facility, will make direct coordination with SERT-ESF-1 for expediting DOT equipment.

E/ESF-2: COMMUNICATIONS ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: INFORMATIONAL ONLY B: ACTION REQUIRED

4. LOCAL COUNTY POC: _____ PHONE: _____

5. TYPE SYSTEM: A B C D E
(A: 911-Public Safety / B: Telephone / C: Cellular / D: Television / E: Radio)

6. UTILITY (or call letters): _____

7. LOCATION: _____

8. LEVEL OF DAMAGE: A B C D E
(A: 0% / B: 25% / C: 50% / D: 75% / E: 100%)

9. REMARKS: _____

10. TYPE SYSTEM: A B C D E
(A: 911-PUBLIC SAFETY / B: TELEPHONE / C: CELLULAR / D: TELEVISION / E: RADIO)

11. UTILITY (or call letters): _____

12. LOCATION: _____

13. LEVEL OF DAMAGE: A B C D E
(A: 0% / B: 25% / C: 50% / D: 75% / E: 100%)

12. REMARKS: _____

13. OVERALL ASSESSMENT: (Public Safety, Generator requirements, etc.)

14. IMMEDIATE NEEDS: (Restoration priorities, overall system status, etc.)

E/ESF-2: COMMUNICATIONS ASSESSMENT

The SAT Communications Assessment should be initiated by the Communications Specialist (SAT ESF-2) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. TYPE SYSTEM: Designate the type system you are assessing (911 emergency system, telephone, cellular phone, television, radio).

Example: B: Telephone

6. UTILITY (or call letters): State which utility company has coverage for the system(s) you are assessing.

Example: BellSouth

7. LOCATION: Provide the location of the assessed system.

Example: Grid 0732-A (South Charleston)

8. LEVEL OF DAMAGE: Provide an overall degree of damage (percentage) to the system you are assessing.

Example: C: (as only the southern portion of the city is affected)

9. REMARKS: Provide brief remarks regarding the communications system assessed.

Example: Outage appears to have resulted from numerous telephone poles snapped along Highway SC 17.

10-12. Utilized for assessing a different system, See 5-9 above.

13. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Half of city's telephone service is disrupted, utilities effecting repairs – estimated time to repair: 5 hrs.

14. IMMEDIATE NEEDS: Describe the priority of effort to restore communications system assessed.

Example: Should not require additional statewide mutual aid; SERT-ESF-2 to coordinate directly with BellSouth.

E/ESF-3a: UTILITIES / ENGINEERING ASSESSMENT (POTABLE WATER)

The SAT Utilities / Engineering Assessment (Potable Water) should be initiated by the Utilities and Engineering Specialist (SAT ESF-3) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. SYSTEM NAME: Designate the name of the water system being assessed. *Example: Rink-Swanson Line*

6. LOCATION: Designate the physical location of the water supply being assessed.
Example: South of SC Highway 17, South Charleston.

7. CLASSIFICATION OF AREA: Describe the area where the water supply is located. *Example: B: Suburban*

8. TYPE WATER: Designate the type of water supply being assessed. *Example: A: Groundwater*

9. PRESENT SYSTEM CAPACITY: Designate the water system's capacity in MGD.

10. DAMAGE: Briefly describe the damage to the water supply (pumping, facilities and structures, disinfection processes, etc.) *Example: Pump House damaged by flooding, mixing with raw sewage*

11. POWER STATUS: Designate the water supply's power status as normal, back-up system in use, or no power currently available. *Example: C: None*

12-15. MAJOR LINE BREAKS: List the major line breaks as location, whether fire flow is available and the immediate needs to restore service. *Example: 12A: 3rd St./7th Ave. 12B: Y 12C: Priority repair*

16. BOIL WATER NOTIFICATION REQUIRED: Designate if the public should be instructed to boil their water before use. *Example: Suggest public notification: boil all water for next 48 hours*

17. SERVICE AREA: Delineate the service area of the affected water supply.
Example: Water supply cut areas east of Highway 26, including Daniel Island

18. POPULATION / % AFFECTED: Population of the local area/ percentage presently affected.
Example: Estimated 2,600 / approx. 65%

19. REQUESTING ALTERNATE WATER SUPPLY: Recommend whether an outside water supply should be diverted or if water should be transported to the affected area.
Example: Request delivery (vic. The Citadel) 2 x 500gal water buffalo within next 6 hours.

20. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: County assets/local utilities able to handle most situations that have arisen.

E/ESF-3b: UTILITIES / ENGINEERING ASSESSMENT (WASTEWATER)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

TREATMENT FACILITIES:

5. SYSTEM LOCATION: _____

6. TYPE SYSTEM: A B C D
(A: Lagoon / B: Trickling Filter / C: Activated Sludge / D: Other)

7. PLANT CAPACITY: _____ MGD _____

8. DAMAGE: _____
(Structures, bypasses, unit processes, pumping, disinfection, etc.)

9. POWER STATUS: A B C D
(A: Normal / B: Back-up / C: None)

10. IMMEDIATE NEEDS: _____

COLLECTION SYSTEM:

11. REMOTE PUMP STATION STATUS: _____

12. DAMAGE / OVERFLOWS: _____

13. IMMEDIATE NEEDS: _____

14. SERVICE AREA: _____

15. POPULATION / % AFFECTED: _____ / _____

16. OVERALL ASSESSMENT: (Sufficient local assets, estimated time to basic operation, etc.)

17. IMMEDIATE NEEDS: (Additional portable toilets required, additional utility personnel, etc.)

E/ESF-3b: UTILITIES / ENGINEERING ASSESSMENT (WASTEWATER)

The SAT Utilities / Engineering Assessment (Wastewater) should be initiated by the Utilities and Engineering Specialist (SAT ESF-3) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. SYSTEM LOCATION: Designate the physical location of the wastewater treatment system plant being assessed. *Example: Plant #21, South of SC Highway 17, South Charleston.*

6. TYPE SYSTEM: Designate the type treatment system you are assessing. *Example: B: Trickling Filter*

7. PLANT CAPACITY: Designate the wastewater treatment plant's capacity in MGD.

8. DAMAGE: Briefly describe the damage to the wastewater treatment facility.

9. POWER STATUS: Designate the water supply's power status as normal, back-up system in use, or no power currently available. *Example: B: Back-up*

10. IMMEDIATE NEEDS: Describe the priority of effort required to restore the wastewater treatment facility to full capacity. *Example: Will coordinate directly with SERT-ESF-3 to divert more utility assets, this location*

11. REMOTE PUMP STATION STATUS: Designate RPS status.
Example: RPS operational at 75% capacity

12. DAMAGE / OVERFLOWS: Describe and delineate the degree of overflow caused by damage(s).
Example: Estimated 3,000 gal overflow due to pump failure

13. IMMEDIATE NEEDS: Describe the priority of effort required to restore the wastewater collection system to full capacity. *Example: Will coordinate directly with SERT-ESF-3 to divert more utility assets, this location*

14. SERVICE AREA: Delineate the service area of the affected wastewater collection-treatment facility.
Example: Facility services areas east of Highway 26, including Daniel Island

15. POPULATION / % AFFECTED: Population of the local area/ percentage presently affected.
Example: Estimated 2,800 / approx. 35%

16. OVERALL ASSESSMENT: Describe the overall current assessment.
Example: Will require additional utility assets, will coordinate directly with SERT-ESF-3.

17. IMMEDIATE NEEDS: Describe the priority of effort to restore services.

G/ESF-4: FIREFIGHTING ASSESSMENT (URBAN)

The SAT Firefighters Assessment (Urban) should be initiated by the Area Coordinator (AC) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. FIRE INCIDENTS EXCEED LOCAL CAPABILITIES: Your best estimate, following consultation with local fire service personnel.

Example: Yes

6. WATER SUPPLY: Make a determination if current conditions have now, or soon will, exceed the capabilities of the local fire service.

Example: B: Insufficient

7-12. FIRES: List the urban facilities being requiring a response by the local fire services by building type (commercial, health care, school, religious, single detached house, town house, apartment, house, mobile/mod. home, industrial, hotel/motel, or rural), whether the incident is currently being attended to, # of victims involved, and any applicable remarks.

Example: 7A: school; 7B: Yes; 7C: none; 7D: evacuated, 90% controlled

13. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Local assets currently are stretched to the limit; county EP Director agrees statewide mutual aid is required at this time

14. IMMEDIATE NEEDS: Describe the priority of effort to bring fires under control.

Example: Sufficient fire assets available currently, additional rescue units and patient transport assets needed immediately

H/ESF-6a: MASS CARE ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: INFORMATIONAL ONLY B: ACTION REQUIRED

4. LOCAL COUNTY POC: _____ PHONE: _____

5a. TOTAL ARC SHELTERS OPEN: _____ 5b. COUNTY SHELTER POPULATION: _____

5c. TOTAL NUMBER SHELTERED: _____ 5d. SPECIAL NEEDS SHELTERS OPEN: _____

5e. TOTAL OTHER SHELTERS OPEN: _____

5f. # SHELTERS REQUIRING ON-SITE ASSESSMENT: _____

6. SAT ACTION PLAN (See remarks): A B C D E
(A: On-site shelter assessments / B: Attached to County EPD/EOC / C: None, attached to SAT TL for other duties at the County EOC / D: None, redeploying to assist another SAT / E: Other)

7. REMARKS: _____

SHELTER ASSESSMENT

8. SHELTER NAME: _____

9. SHELTER STATUS: A B C D
(A: Open to the public / B: Open/Filled / C: Closing / D: Closed (no evacuees))

10. SHELTER POPULATION: a: TOTAL: _____ b: # DEATHS: _____ c: # INJURIES: _____

11. SHELTER STAFFING: A B C D E F G
(A: ARC / B: DSS / C: DHEC / D: School / E: PPP / F: Co Police / G: Other)

12. DAMAGE/FAILURES: A B C D E F
(A: Structural / B: Flooding / C: Debris / D: Power / E: Water / F: Other)

13. STATUS OF OVERFLOW SHELTERS: _____

IMMEDIATE NEEDS / OVERALL ASSESSMENT

PRIORITY

14a. _____ H / L

14b. _____ H / L

14c. _____ H / L

State Assessment Team (SAT) SOP

H/ESF-6a: MASS CARE ASSESSMENT

The Mass Care Assessment should be initiated by the Mass Care Specialist (SAT ESF-6) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5a. TOTAL ARC SHELTERS OPEN: Estimate number of American Red Cross shelters that have been activated or are in the process of activation.

5b. COUNTY SHELTER POPULATION: Estimate the number of county shelters (based on 5a.) that are open.

5c. TOTAL NUMBER SHELTERED: Number of personnel actually occupying the operating shelters at the time of assessment.

5d. SPECIAL NEEDS SHELTERS: Number of special needs shelters in operation at the time of assessment.

5e. TOTAL OTHER SHELTERS OPEN: Estimate the number of county shelters (other than 5d) that are open.

5f. 3 SHELTERS REQUIRING ON-SITE ASSESSMENT: Provide a number that you feel will require an on-site evaluation/assessment.

6. SAT ACTION PLAN: Designate the status of the SAT ESF-6 and/or provide the current/projected plan of action at the time the report is given. *Example: B, Attached to County EPD/EOC*

7. REMARKS: Provide remarks regarding what you indicated in #6 above. *Example: Assessments completed for foreseeable future, will assist at County EOC pending redeployment*

8. SHELTER NAME: Provide name of shelter you will be assessing. *Example: ARC Northwood MS*

9. SHELTER STATUS: Designate the status of the shelter named in #8. *Example: B: Open/Filled*

10. SHELTER POPULATION: # of personnel and status occupying the shelter named in #8.
Example: a: 22 / b: 0 / c: 0

11. SHELTER STAFFING: Designate the staffing resource. *Example: ARC*

12. DAMAGE/FAILURES: State type damage, if any. *Example: D: Power*

13. STATUS OF OVERFLOW SHELTERS: Describe the overflow shelter's status. *Example: None avail.*

14a-c. IMMEDIATE NEEDS / OVERALL ASSESSMENT: Describe the immediate requirements to sustain the shelter listed, and your overall assessment (staff support, utilities, structural damage, generators, portable toilets required, food, blankets, cots, potable water, heaters/fans, medical services, security) of each facility listed.

H/ESF-6b: MASS CARE ASSESSMENT (EARTHQUAKE)

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

5a: EST POULATION DISPLACED: _____ 5b: EST POP REQUIRING SHELTERS: _____

5c: TOTAL ARC SHELTERS OPEN: _____ 5d: SPECIAL NEEDS SHELTERS OPEN: _____

5e. TTL OTHER SHELTERS OPEN: _____ 5f: COUNTY SHELTERED POULATION: _____

5g: EXISTING SHELTERS STRUCTURALLY SOUND? Y N

5h: SHELTERS NEEDED OUTSIDE COUNTY? Y N

5f. # SHELTERS REQUIRING ON-SITE ASSESSMENT: _____

6. SAT ACTION PLAN (See remarks): A B C D E
 (A: *On-site shelter assessments* / B: *Attached to County EPD/EOC* / C: *None, attached to SAT TL for other duties at the County EOC* /
 D: *None, redeploying to assist another SAT* / E: *Other*)

SHELTER ASSESSMENT

8. SHELTER NAME: _____

9. SHELTER STATUS: A B C D
 (A: *Open to the public* / B: *Open/Filled* / C: *Closing* / D: *Closed (no evacuees)*)

10. SHELTER POPULATION: a: TOTAL: _____ b: # DEATHS: _____ c: # INJURIES: _____

11. SHELTER STAFFING: A B C D E F G
 (A: *ARC* / B: *DSS* / C: *DHEC* / D: *School* / E: *PPP* / F: *Co Police* / G: *Other*)

12. DAMAGE/FAILURES: A B C D E F
 (A: *Structural* / B: *Flooding* / C: *Debris* / D: *Power* / E: *Water* / F: *Other*)

13. STATUS OF OVERFLOW SHELTERS: _____

IMMEDIATE NEEDS / OVERALL ASSESSMENT

PRIORITY

14a. _____ H / L

14b. _____ H / L

14c. _____ H / L

State Assessment Team (SAT) SOP

H/ESF-6b: MASS CARE ASSESSMENT (EARTHQUAKE)

The Mass Care Assessment should be initiated by the Mass Care Specialist (SAT ESF-6) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5A. EST. POPULATION DISPLACED: Estimate number of personnel that may require temporary sheltering.

5B. EST. SHELTERS REQUIRED: Estimate number of county shelters (based on 5A.) that may be required.

6A. ARC SHELTERS OPERATING: Provide number of shelters actually in operation at the time of assessment.

6B. SPECIAL NEEDS SHELTERS: Provide number of special needs shelters actually in operation at the time of assessment.

7A. OTHER SHELTERS: Provide number of shelters not fitting in the above (6A, 6B) categories that are in operation at the time of assessment. *Example: 2 SCARNG temporary shelters in operation, 65/shelter*

7B. TOTAL SHELTER POPULATION: Add number of personnel currently sheltered in 6A, 6B and 7A. *Example: 265 personnel*

8. # SHELTERS REQUIRING ON-SITE ASSESSMENTS: Estimate the number of shelters you determine warrant your assessment. *Example: 2 assessments completed, 4 pending*

9A-15E:

A: SHELTER NAME / LOCATION: Provide address, GPS coordinates or if a temporary structure, the nearest cross-street. *Example: 9A: corner of S. 18th St. and Hunter Ave.*

B: CAPACITY (NON-ARC): Provide the total number (if non-ARC) of personnel the shelter can accommodate.

C: TYPE: Describe the type shelter as ARC shelter, non-ARC shelter, temporary shelter (tent), or other.

D: AMENITIES: Describe any amenity issues regarding the shelter (electricity, water, hot water, kitchen, water run-off). *Example: 9D: electricity by 100KW gen.*

E: IMMEDIATE NEEDS / OVERALL ASSESSMENT: Describe the immediate requirements to sustain each shelter you have listed, and your overall assessment (staff support, utilities, structural damage to facility, generators, toilets/portable toilets required, hot/cold food, blankets, cots, potable water, heaters/fans, communications, medical services, security) of each facility listed.

Example: 9A: Shelter inadequately staffed (2 personnel); full capacity, suggest 3 more DSS staff personnel

I/ESF-8: HEALTH AND MEDICAL ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: INFORMATIONAL ONLY B: ACTION REQUIRED

4. LOCAL COUNTY POC: _____ PHONE: _____

5. FACILITY: _____

6. TYPE FACILITY: A B C D E
 (A: Hospital / B: Primary Care Clinic / C: Nursing Home / D: EMS / E: Special Needs Shelter)

AVAILABLE STAFFING:

PHYSICIANS	NURSING	OTHER
7A. _____	7B. _____	7C. _____

NON-AVAILABLE (Shortfall):

PHYSICIANS	NURSING	OTHER
8A. _____	8B. _____	8C. _____

EVACUATION REQUIREMENT:

9A. # PATIENTS AMBULATORY: _____ 9B: NON-AMBULATORY: _____

FACILITY	CLOSURES: REASON(S)	IMMEDIATE NEEDS
10A. _____	10B. _____	10C. _____
11A. _____	11B. _____	11C. _____
12A. _____	12B. _____	12C. _____
13A. _____	13B. _____	13C. _____

EMS / RESCUE UNITS:

OPERATIONAL	NON-OPERATIONAL	REASON(S)
15A. _____	10B. _____	10C. _____

16. OVERALL ASSESSMENT: *(Augmentation of hospital/EMS personnel, additional EMS units, etc.)*

I/ESF-8: HEALTH AND MEDICAL ASSESSMENT

The Health and Medical Assessment should be initiated by the Healthcare Resources Specialist (SAT ESF-8) and

State Assessment Team (SAT) SOP

transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. FACILITY: Designate the facility you are currently assessing. *Example: East Cooper Hosp, Charleston*

6. TYPE FACILITY: Designate the type of facility designated in # 5 above. *Example: A (Hospital)*

7. AVAILABLE STAFFING: List the number of physicians present (7A); list the number of nurses present (7B); list any other pertinent personnel (7C). *Example: 7A: 12; 7B: 24; 7C: 6 EMT-P in ER*

8. NON-AVAILABLE (SHORTFALL): List the shortfall (non-availability) of physicians (8A); nurses (8B); any other pertinent personnel (8C). *Example: 8A: 2; 8B: 8; 8C: 2 ER physicians*

9. EVACUATION REQUIREMENT: List the number of ambulatory (9A) and non-ambulatory (9B) (gurney) patients present at the time of the assessment. *Example: 9A: 22; 9B: 18*

10-14. CLOSURES:

A: FACILITY: Designate the local medical facilities that are closed. *Example: 10A: St. Francis Xavier Hospital*

B: REASON(S): Provide a brief explanation for the closure of the medical facility listed in A above.
Example: 10B: Hazmat present within 100 meters of hospital facility

C: IMMEDIATE NEEDS: Provide pertinent data regarding the above information.
Example: 10C: Hazmat team to clear tanker spill

15. EMS / RESCUE UNITS: Provide a brief explanation of the status of the EMS vehicles (rescue units):

A. OPERATIONAL: Provide a number that reflects the number of operational rescue units. *Example: 15A: 12*

B. NON-OPERATIONAL: Provide a number that reflects the number of operational rescue units.
Example: 15B: 3

C. REASON(S): Provide a brief explanation of why the units designated in B above are not operational.
Example: 15C: two units damaged; insufficient staffing for 1 unit

16. OVERALL ASSESSMENT: Describe the overall local hospital and EMS status at the time of the assessment.
Example: Sufficient hospital staffing for incident; suggest initiate mutual aid to augment EMS (rescue) units

J/ESF-9a: SEARCH AND RESCUE ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
(EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: *INFORMATIONAL ONLY* B: *ACTION REQUIRED*

4. LOCAL COUNTY POC: _____ PHONE: _____

5. ASSESSMENT AREA: _____
(SAR Location)

6. CLASSIFICATION OF AREA: A B C D
(A: Urban / B: Suburban / C: Rural / D: Industrial)

7. NUMBER OF VICTIMS: _____

8. ACCESSIBILITY TO AREA: _____

9. IMMEDIATE NEEDS: _____

10. ASSESSMENT AREA: _____
(SAR Location)

11. TYPE AREA: A B C D
(A: Urban / B: Suburban / C: Rural / D: Industrial)

12. NUMBER OF VICTIMS: _____

13. ACCESSIBILITY TO AREA: _____

14. OVERALL ASSESSMENT: (Sufficient equipment and personnel, local assets overwhelmed, etc.)

15. IMMEDIATE NEEDS: (Heavy equipment, personnel, CAP aircraft, etc.)

J/ESF-9a: SEARCH AND RESCUE ASSESSMENT

The Search and Rescue Assessment should be initiated by the Search and Rescue Specialist (SAT ESF-9) and transmitted

State Assessment Team (SAT) SOP

to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. ASSESSMENT AREA: Designate the area being assessed (currently being searched, last known location of the victim(s), etc.)

Example: 3 sq. mile area, south of Highway 17, vicinity of Range Rd. and Six Mile Rd.

6. CLASSIFICATION OF AREA: Designate the search area as urban, suburban, rural or industrial.

Example: B: Suburban

7. NUMBER OF VICTIMS: Designate the reported number of victims in the search.

Example: 5 (3 adults, 2 children)

8. ACCESSIBILITY TO AREA: Provide a brief description of the area and its accessibility to the searchers involved. *Example: All victims last seen in open, wooded area, leading towards water (intra-coastal waterway)*

9. IMMEDIATE NEEDS: Describe the priority requirements to facilitate the search and rescue operation.

Example: Request statewide mutual aid: search dogs and handlers to assist with search

10-14. Utilized the same as 5-9, for assessing an additional search and rescue effort.

15. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: SAR requirements far exceed local capabilities. Suggest statewide mutual aid/EMAC. Request CAP assets to assist in aerial search

J/ESF-9b: WILDFIRE ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

State Assessment Team (SAT) SOP

SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. ASSESSMENT AREA: Designate the wildfire area being assessed.

Example: 3.5 sq. mile area, moving south towards Highway 17, vicinity of Range Rd. and Six Mile Rd.

6. CLASSIFICATION OF AREA: Designate the search area as urban, suburban, rural or industrial. *Example: C: Rural*

7. ACCESSIBILITY TO AREA: Provide a brief description of the area and its accessibility to the firefighters involved. *Example: Fire in open, wooded area moving south towards intra-coastal waterway*

8. WILDFIRES EXCEED LOCAL CAPABILITIES: Your best estimate, following consultation with local fire service personnel. *Example: Yes*

9. WATER SUPPLY: Make a determination if current conditions have now, or soon will, exceed the capabilities of the local fire service. *Example: B: Insufficient*

10-15. WILDFIRES. Describe the areas requiring a response by the local fire services by area (GPS grid coordinates, nearest house address, nearest defining cross streets), whether the wildfire is being attended to or not, # of victims involved, and any applicable remarks.

Example: 10A: 4 sq. mile area, south of Highway 17; 10B: Yes; 10C: Unknown; 10D: fire moving southeast

16. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Local assets engaged elsewhere, advise initiation of statewide mutual

17. IMMEDIATE NEEDS: Describe the priority of effort to bring wildfires under control.

Example: No assets available, request 2 fire trucks with drafting capability

K/ESF-10: HAZARDOUS MATERIALS ASSESSMENT

SAT #: 1 2 **ASSESSOR:** _____

1. TRANSMITTAL DATE/TIME/REPORT #: _____
 (EXAMPLE 101103/0900/001)

2. LOCATION: _____

3. REQUIREMENT: A: INFORMATIONAL ONLY B: ACTION REQUIRED

4. LOCAL COUNTY POC: _____ PHONE: _____

5. SOURCE: A B C D E F G H I
 (A: Highway / B: Air Trans / C: Railway / D: Vessel / E: Pipeline / F: Offshore / G: UST / H: AST / I: Fixed Facility)

6. ASSESSMENT AREA: _____
 (Location of Release)

TYPE MATERIAL(S)		
NAME	EST. QUANTITY	REMARKS
7A. _____	7B. _____	7C. _____
8A. _____	8B. _____	8C. _____
9A. _____	9B. _____	9C. _____
10A. _____	10B. _____	10C. _____

11. SOURCE: A B C D E F G H I
 (A: Highway / B: Air Trans / C: Railway / D: Vessel / E: Pipeline / F: Offshore / G: UST / H: AST / I: Fixed Facility)

12. ASSESSMENT AREA: _____
 (Location of Release)

TYPE MATERIAL(S)		
NAME	EST. QUANTITY	REMARKS
13A. _____	13B. _____	13C. _____
14A. _____	14B. _____	14C. _____
15A. _____	15B. _____	15C. _____
16A. _____	16B. _____	16C. _____

17. OVERALL ASSESSMENT: (Additional equipment, augment Hazmat personnel, etc.)

K/ESF-10: HAZARDOUS MATERIALS ASSESSMENT

The Hazardous Materials Assessment should be initiated by the Area Coordinator (AC) and transmitted to the SEOC

State Assessment Team (SAT) SOP

(SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. SOURCE: Designate the source (spill location) of the hazardous material.

Example: C: Railway

6. ASSESSMENT AREA: Designate the hazardous material spill area being assessed.

Example: 30 meter sq. area, south side of tracks, vicinity of Range Rd. / Six Mile Rd.

7-10. TYPE MATERIAL(S): (7A: - 10C) Designate the name of the hazardous material (Emergency Response Guide), estimated quantity of the material and any applicable remarks (official notifications, media notifications, spill rate).

Example: 7A: Hydrogen Cyanide (1051); 7B: 50 liters; 7C: material leaking 3 liters/min.

11-16. Utilized for assessing an additional hazardous materials incident, See 7-10 above.

17. OVERALL ASSESSMENT. Describe the overall current assessment.

Example: Incident has priority, middle school (3,000 meters north) is in mid-evacuation

L/ESF-12a: ENERGY RESOURCES ASSESSMENT (GAS)

State Assessment Team (SAT) SOP

The Energy Resources Assessment (Gas) should be initiated by the Energy Resources Specialist (SAT ESF-12) and transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. ASSESSMENT AREA: Designate the area being assessed for interruption of gas service.
Example: City Gate #2 System, or entire town of St. Matthews..

6. CLASSIFICATION OF AREA: Designate the search area as urban, suburban, rural or industrial.
Example: D: Industrial

7. EFFECTS OF SERVICE OUTAGE: Designate A-E as applicable.
Example: A: 200+ B: 25 C: 51 D: 191 E: 3

8. EST DURATION OF SERVICE LOSS: Provide an estimation of how long this area has been without gas service. *Example: 7+ hours as of this report; approx. 50% should have restoration by 1700 hours 020203, remaining service restored by 1700 hours 020503.*

9-12. Designate the known damage to a specific area, the location (address, cross-street, GPS grid), known hazards, and whether an evacuation is required.
Example: 9A: meter destroyed; 9B: 356 Owens Road; 9C: none-shut off; 9D: No

13. SYSTEM-WIDE SHUTDOWN REQUIRED: Based on best assessment of the situation with information available, should gas flow to the entire system, or pre-determined sectionalized portion(s) of the system be shut-down? *Example: Yes*

14. OVERALL ASSESSMENT: Describe the overall current assessment.
Example: The utility currently has sufficient personnel (company employees and those of other utility companies) to execute their restoration procedures. These procedures are established based on company assessment of service outage.

15. IMMEDIATE NEEDS: Describe the priority of effort to restore service to affected area.
Example: Four (4) locations where gas main/services were exposed from the ground are being repaired initially due to the hazard of blowing gas; utility company concentrating their efforts there initially. Industrial facility (1200 Range Rd. is the next most immediate threat to public safety at present (chilling towers). Next available crew will be dispatched there.

L/ESF-12b: ENERGY RESOURCES ASSESSMENT (ELECTRIC)

State Assessment Team (SAT) SOP

transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. ASSESSMENT AREA: Designate the area being assessed for interruption of gas service.

Example: 30 sq. mile area, south of Range Rd. /west of Six Mile Rd.

6. CLASSIFICATION OF AREA: Designate the search area as urban, suburban, rural or industrial.

Example: A: Urban

7. EFFECTS OF SERVICE OUTAGE: Designate A-E as applicable.

Example: A: 200+ B: 25 C: 51 D: 191 E: 3

8. EST DURATION OF SERVICE LOSS: Provide an estimation of how long this area has been without electrical power service.

Example: 5.5 hours as of this report; 50% should have restoration by 1700 hours 020203, remaining service restored by 1700 hours 020503.

9-12. Designate the known damage to a specific system (generation, substation, transmission, and distribution) and the immediate needs to restore electrical power.

Example: 12A: 10-12 poles down, 1 tower damaged; 10B: additional utility assets, heavy crane

13. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: State DOT assets are needed to clear access highways to towers (grid.....); will be assessing two more substations, will advise

14. IMMEDIATE NEEDS: Describe the priority of effort to restore electrical service to the affected area.

Example: Substation 31-T is primary effort, will need additional utility assets (personnel)

M/ESF-13: LAW ENFORCEMENT / SECURITY ASSESSMENT

SAT #: 1 2 ASSESSOR: _____

State Assessment Team (SAT) SOP

transmitted to the SEOC (SWP) as required.

Instructions for filling out this form:

SAT: Circle the applicable SAT number. **ASSESSOR:** Print the name of the person conducting the assessment.

1. TRANSMITTAL TIME/DATE/REPORT #: Enter the date and time the report was initiated (use the 24-hour clock for this entry). Enter the administrative number the ICS assigned this report. *Example: 013103/0900/001*

2. LOCATION: Transmission site. *Example: Charleston County EOC*

3. REQUIREMENT: If this report requires no action by the SERT, circle A: for Information Only; If action is required by the SERT (ESF-X), circle B: Action Required

4. LOCAL COUNTY POC/PHONE: Print the name and telephone number of the local contact who's the major source of pertinent information (local jurisdiction).

5. ASSESSMENT AREA: Designate the area being assessed for the status of law enforcement and security. *Example: Mount Pleasant subdivision, east of Charleston*

6. CLASSIFICATION OF AREA: Designate the search area as urban, suburban, rural or industrial. *Example: B: Suburban*

7. LOCAL WEATHER / TEMPERATURE RANGE: Provide a brief description of the local weather conditions and the day/night temperature range.

Example: Overcast and breezy / 48° day - 32° night

8-10. Describe any incidents (situation, location, actions, immediate needs) requiring local and/or state law enforcement and/or private security personnel.

Example: 8A: looting in shopping center; 8B: Highway 17 / Venning Rd.; 8C: two 2-man units present; 8D: requires law enforcement presence through the night

11. OVERALL ASSESSMENT: Describe the overall current assessment.

Example: Scattered looting in South Charleston; calm now, expected to increase tonight (hours of darkness); recommend augment police presence – mutual aid and SCARNG to safeguard property

Attachment 5: Debriefing Format

This debriefing format is to be utilized as a guideline only. Depending on the level of SAT response to the affected area, many of the functions listed below may not be represented.

Ideally, a SAT debriefing session should be conducted as soon as possible after the re-deployment occurs and should not require more than 60 minutes. A detailed After Action Review (AAR) with "lessons learned" from the deployment should be disseminated in a timely manner.

FUNCTION		BRIEFING TOPICS
1.	SAT Team Leader (TL):	Provide opening remarks; introduce the debriefing agenda; provide a brief overview of the SAT deployment highlights, to include: the Alert and Notification, Pre-Deployment, Deployment, Ramp-up, and re-deployment phases; do not introduce any problem areas at this time.
2.	Regional Emergency Manager (REM):	Discuss the initial link-up with County EP Director; provide an overview of firefighting efforts (urban) and hazardous materials assessments; discuss re-deployment activities and provide constructive input; take notes for the written AAR.
3.	SAT Internal Communications Specialist (ICS):	Discuss pre-deployment activities; note any transmission problems or any problems associated with intra-team communications during all deployment phases; discuss re-deployment activities and provide constructive input.
4.	SAT External Communications Specialist (ICS):	Discuss pre-deployment activities; provide an overview of any transmission problems or any problems associated with maintaining contact with SEOC (SWP); discuss re-deployment activities and provide constructive input.
5.	Ground Support Element (GSE):	Discusses pre-deployment activities; note any transportation problems associated with the conduct of assessments; any unforecasted support requirements; discuss re-deployment activities and provide constructive input regarding SAT support plan.
6.	SAT Transportation Specialist (ESF-1):	Discuss pre-deployment activities; provide an overview of road, bridge, air & seaport, and debris clearance assessments; discuss re-deployment activities and provide constructive input.
7.	SAT Communications Specialist (ESF-2):	Discuss pre-deployment activities; provide an overview of telephone, radio, television, 911 service, and public safety communications assessments (to include 800MHz operability); discuss re-deployment activities and provide constructive input.

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FUNCTION		BRIEFING TOPICS
8.	SAT Utilities and Engineering Specialist (ESF-3):	Discuss pre-deployment activities; provide an overview of potable water, sewer, and generator support for water systems assessments; discuss re-deployment activities and provide constructive input.
9.	SAT Mass Care Specialist (ESF-6):	Discuss pre-deployment activities; provide an overview of the local shelters, foodstuffs and perishables, and number of homes affected assessments; provide injury/fatality numbers associated with incident; discuss re-deployment activities and provide constructive input.
10.	SAT Healthcare Resources Specialist (ESF-8):	Discuss pre-deployment activities; provide an overview of local medical requirements, disease and vector control, and (along with ESF-3) alternate water and sewer system(s) assessments; discuss re-deployment activities and provide constructive input.
11.	SAT Search and Rescue Specialist (ESF-9):	Discuss pre-deployment activities; provide an overview of local Search and Rescue (Urban and Rural) efforts and requirements; discuss wildfire activity; discuss re-deployment activities and provide constructive input.
12.	SAT Energy Resource Specialist (ESF-12):	Discuss pre-deployment activities; provide an overview of electrical, natural gas outages, emergency power requirements, and an assessment of petroleum and/or other fuel needs; discuss re-deployment activities and provide constructive input.
13.	SAT Law Enforcement Specialist (ESF-13):	Discuss pre-deployment activities; provide an overview of local security issues, public safety and an assessment of local law enforcement requirements; discuss re-deployment activities and provide constructive input.
14.	Liaison Officer (LNO):	Discuss pre-deployment activities; provide an overview of SEOC (SWP) communications activities; provide a final tally of assessments received/assessments conducted; discuss/announce SAT equipment status; provide constructive input.
15.	SAT Team Leader (TL):	Provide an overview of search and rescue (urban) assessment activities; provide a timeline for the written draft "lessons learned" document; facilitate a discussion of any areas not previously covered (alibis); provide constructive input; terminate the debriefing session.