

**ATTACHMENT A**  
**SOUTH CAROLINA LOGISTICS PLAN**

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**PRIMARY:** South Carolina Emergency Management Division

**SUPPORT:** SC Forestry Commission, Department of Education, Department of Transportation, SC National Guard, Budget and Control Board (Material Management Office and Real Property Office)

**I. INTRODUCTION**

- A. The policy of the State of South Carolina is to be prepared for any emergency or disaster.
- B. Recognizing the difficulties and impediments to providing incident resources, the South Carolina Emergency Management Division (SCEMD) has developed the Logistical Operations Plan as Attachment A to the SCEOP.

**II. PURPOSE**

Provide State-level logistical support to disaster impacted areas.

**III. SCOPE**

- A. Establishes the policies and procedures by which the State will coordinate post-incident logistical operations including needs assessment, receiving supplies, staging/warehousing supplies, supply distribution, ordering, processing, and transporting supplies requested by county emergency management departments and other relief entities supported by the State.
- B. Describes the functions and operations necessary to provide a comprehensive logistics system for commodities, equipment and personnel, beginning at the State level and continuing through County receiving and distribution.
- C. Utilizes State resources whenever possible to conduct operations and describes how and where private sector resources will assist or assume responsibility for operations.

**IV. ASSUMPTIONS**

- A. Normal retail availability and supply routes for everyday use and specialty products will be interrupted.
- B. Counties have prepared for logistical operations through the development of a Logistics Plans that interface with the state Logistics Plan.
- C. County logistics plans will be implemented to the maximum extent possible.
- D. The SCEMD Regional Staging Areas (RSA), post-disaster transportation services, county logistics operations, as well as FEMA logistics operations and the Donated

Goods System will function in a coordinated effort in order to supply the residents of affected areas with resources until the capability to locally acquire goods and services is restored.

## **V. SITUATION**

- A. Following an incident, the State will need resources for sustaining the health and welfare of its citizens, as well as reducing damage and beginning the process of recovery.
- B. Depending on the type, size, location, and duration of an incident, normal trade and commerce will be interrupted resulting in high demand for limited resources.
- C. Labor forces will be disrupted due to evacuation, relocation, restrictions, or unavailability due to family or personal recovery activities. The State may be required to provide life sustaining resources and equipment to damaged communities.
- D. To support the logistical requirements, the State will utilize Regional Staging Areas (RSA) and Base Camps (BC) to stage resources and equipment to facilitate response and recovery operations.

## **VI. CONCEPT OF OPERATIONS**

- A. SCEMD is the Lead Agency for this Annex and responsible for the coordination of logistical plans and activities in support of the State's response to disaster operations.
- B. The State will begin logistical operations either prior to a known incident or immediately following the occurrence of an unexpected incident.
- C. The State will act to provide a logistics system of reception, transportation and distribution of resources through the use of State resources whenever possible, as well as commercially available equipment, supplies, services, and manpower.
- D. Activation of the Logistics Operations Plan
  - 1. When State resources are required to support response and recovery operations, the Executive Group will activate this plan to support logistical operations.
  - 2. The Chief of Logistics will activate the Logistics Section (LS) within the State Emergency Operations Center (SEOC) and will staff the Section appropriately for the anticipated logistical response.

3. The Chief of Logistics will direct the activation of the Logistics Section as required when the Logistics Operations Plan is activated or any time thereafter.

**E. Incident Facilities**

1. Incident Support Bases (ISB)

- a. For events that occur with advanced warning, the Federal government may establish an ISB. Otherwise, after an incident with no notice; FEMA will identify an area for the ISB.
- b. The ISB will serve as the Federal government's area to receive stage and distribute resources to the State. Currently Ft. Bragg NC and Ft Gordon Ga. have been identified as ISBs for SC.
- c. The SC Forestry Commission is the ESFs/agency responsible for supporting continuous 24-hour ISB operations.

2. Regional Staging Areas (RSA)

- a. RSAs are locations established in four regions of the State where resources and disaster response equipment contractors are staged pending distribution to the Counties.
- b. Pre-designated RSA locations within the State are identified in the Logistics SOP.
- c. The State will attempt to establish RSAs to stage equipment in the region of the State most impacted by the event. The State may establish multiple RSAs for large scale incidents.
- d. The State may establish RSAs on State, County or private properties capable of supporting daily shipments equipment. Where RSAs are on private properties, the State and or County will establish an MOA to operate the site.

3. Base Camps (BC)

- a. When directed by the Chief of Logistics, the Logistics Section will establish BCs. Base Camps are used to provide food, water, rest and sanitary services for responding personnel.
- b. Counties will assist the State in locating suitable locations for BC operations.
- c. Currently SC will use contractor support to setup and manage BC operations.

- d. The LS will be responsible for overall direction of BC operations.
- e. Depending on the size and geographical impact of the event, more than one BC may be needed to accommodate all responding personnel.

F. Interface With County Logistical Operations Plans

- 1. Each County will develop logistics operations and commodity distribution plans for receiving, storing, handling and distribution of resources.
- 2. These plans will identify County personnel responsible for logistical operations.
- 3. SCEMD has provided a template to assist in the development of local commodity distribution plans
- 4. County plans should detail receiving, distribution of commodities and other resources.
- 5. Counties will maintain a current list of Points of Distribution (POD) locations.
- 6. Counties should designate and train staff in Points of Distribution operations.

G. Determination of Commodity Needs

- 1. State
  - a. The State, in coordination with FEMA, will anticipate immediate resources needed by an affected populace and implement procurement and distribution to Counties whenever practical before or as soon as possible following an incident.
  - b. Until more reliable information is available, the State will base the number of affected population and resource needs on estimates of customers without commercial electric power (see Logistics SOP for methodology).
  - c. Once immediate needs have been met, the State will coordinate with County Emergency Management officials to determine the population affected and resource needs within their jurisdictions.
  - d. Once reliable information is available, resource needs will be determined by POD throughput data.

- e. Once Counties have exhausted all of their resources and they begin to request assistance from the State, the State will procure the resources needed and distribute them to County governments based on operational period priorities.

2. County

- a. Counties will conduct an assessment following a disaster. Once initial damage assessments are complete, Counties will determine the number of residents affected by an incident and the type and amount of resources needed.
- b. The County will report to the State the extent of the damage, the population affected within its jurisdiction and request the needed resources.
- c. Through the State Logistics Section, Counties will confirm operability of PODs and transportation routes to the PODs after hazardous conditions have passed.

H. County Resource Requests

- 1. The County determines the needs of its citizens and submits requests to the State.
- 2. Requests are submitted to the State through one of the following methods:
  - a. Directly through a Resource Request in WebEOC.
  - b. Through telephone contact with the assigned supply unit desk. The Supply Unit will enter the request into Resource Manager and task or assign the request.
  - c. All requests must clearly state items and quantities needed, delivery location, and POC with telephone number.

I. State Resource Acquisition

- 1. Before sending a request to ESF-7 (Finance and Administration) to purchase items, the Supply Unit will check with ESF-18 (Donated Goods and Volunteer Services) for available items.
- 2. When possible, the State will use pre-existing contracts to purchase items.
- 3. The State will order resources from FEMA when FEMA is the best and most expedient source for urgent needs.

J. Resource Distribution

1. The provision of commodities will generally follow one of these procedures:
  - a. From the ISB or supplier to the County POD sites utilizing federally contracted transportation assets.
  - b. Provision of other resources will flow from the RSA or directly from the supplier to the requested location.
2. The Logistics Section will conduct a daily conference call at 6:00 PM with all affected Counties to determine commodity needs, daily distribution from Points of Distribution (POD) and shipment deliveries. Following the conference call, Counties should transmit their POD locations, commodity requirements and other related to the Supply Unit.
3. The Logistics Section will process requests for equipment in order of priority and shipped to the requestor as soon as possible.
4. The Logistics will process the requests following the SEOC request processing procedure. [SEOC SOP, section (V) (B)].
5. When an order is shipped, the ISB or RSA will notify the receiving County of the shipments departure and give an expected time of arrival.
6. Counties will receive shipments and be responsible the unloading and distribution of delivered items.
7. Items Not Immediately Available
  - a. If a requested item is not immediately available, the Supply Unit will notify the Supply Unit Leader.
  - b. The Supply Unit Leader will investigate other methods of acquiring the item or task ESF-7 (Finance and Administration) for purchase.
  - c. Once acquired, ESF 7 (Finance and Administration) and the Supply Unit will coordinate for shipment.

**K. Federal Interface**

1. This plan is intended to coordinate and integrate the provision of needed resources to victims between the local (County), State, and Federal levels of government.
2. FEMA and other Federal agencies will provide resources to the State as necessary. The State will determine the distribution of those resources to the affected Counties.

3. The Chief of Logistics or Service Branch Director will coordinate with the FEMA Logistics Coordinator to obtain Federal assistance as required.
4. The ISB that will receive incoming Initial Response Resource (IRR) Kits from FEMA will be selected before or as soon as possible after an event. IRR resources will generally be transported directly to the impacted county's PODs.

L. Post-Incident Transportation Services

1. Transportation services are available on a contingency contract. Those contracts will be activated as required to support logistics operations.
2. The transportation services contractor will provide a Transportation Coordinator (TC) to the SEOC and the RSA if required. The TC will coordinate all pick-ups, deliveries and transportation needs as required.
3. The TC will track shipments, including deliveries at their point of destination and provide reports to the Chief of Logistics as required.

M. Emergency Management Assistance Compact (EMAC)

1. EMAC requires the Governor to declare a State of Emergency prior to invoking the compact.
2. South Carolina is a signatory to the EMAC Interstate Mutual-Aid Compact Agreement.
3. EMAC can provide resources and personnel to assist the State in response to an incident.
4. EMAC and the A-Team will function within of the Logistics Section under the Service Branch Director.
5. South Carolina will utilize EMAC whenever it is the most expedient method of acquiring assistance during an incident response.
6. The Logistics Section will be responsible for coordinating the receiving, staging and integration of incoming EMAC supported resources. The EMAC Support Plan is located in the Logistics SOP.

**N. Accounting and Administration and Finance****1. State**

- a. See Section IX (Administration, Logistics and Finance) and Annex 7 (Finance and Administration) of the State Emergency Operations Plan (SC EOP).
- b. Expenditures and record keeping for State funds will be in accordance with State policies and regulations as well as with SC EOP.
- c. The Resource Unit in coordination with the Finance Section will track all items provided to local governments for billing purposes.
- d. ESF-7 (Finance and Administration) will generate bills with an itemized list of costs for those Counties receiving assistance.
- e. Counties will not be charged for the value of donated items. However, there may be charges for transporting the donated goods.
- f. The State will seek Federal Public Assistance reimbursement for the cost of logistical operations:
  - (1) The TC will submit a bill to SCEMD for all transportation and related costs.
  - (2) Costs of related items procured not billed to a County will be captured by ESF-7 (Finance and Administration) and submitted to SCEMD.

**2. County**

- a. Expenditures and record keeping for county funds will be in accordance with State and local policies and regulations.
- b. Counties receiving resources from the State will track costs and distribution.
- c. Counties will receive an itemized bill from the State listing all items provided. The County will include the values of all resources in any local Federal reimbursement request.

**VII. RESPONSIBILITIES****A. South Carolina Emergency Management Division**

- 1. Provide Logistics Section staff in the SEOC, RSA or as required.



2. Maintain the SC Logistics Plan and related Standard Operating Procedures.
  3. Ensure all SCEMD assigned logistics personnel are trained in their position and NIMS.
- B. SC Forestry Commission
1. Provide personnel to have signature authority in the ISB.
  2. Support the Forestry ISB Team during activation and operation including administrative office supplies and equipment; financial and accounting support; personnel support, including transportation, lodging and feeding.
- C. SC Department of Education
1. If required, provide yard space for RSA operations.
  2. Provide liaison for RSA management team to each agency provided RSA activated.
  3. Support State vehicle fueling operations as coordinated.
- D. SC Department of Transportation
1. Provide transportation support as needed to the Transportation Coordinator.
  2. Support State vehicle fueling operations as coordinated.
- E. SC National Guard
1. Support County POD operations throughout the State, as needed.
  2. Provide transportation assets as needed.
  3. Provide MHE equipment and operators as needed.
  4. Provide personnel to perform EMAC support duties.
- F. SC Budget and Control Board
1. Develop and implement contingency contracts for support and implementation of this plan.
  2. Maintain contact with contractors regarding commodity availability before and during an event.

3. Coordinate with Department of Commerce and Commercial Real Estate Brokers to acquire an appropriate space for the donated goods warehouse as required.
4. Track the cost of relief resources to Counties, and develop a bill for commodities and resources sent to each County.

**G. County Emergency Management Offices**

1. Utilizing the template provided by SCEMD as a guide, develop a local Commodity Distribution Plan.
2. As a part of the County Logistics Plan, identify Points of Distribution (POD). POD location information will include Type, address, managers' name, phone number and GPS coordinates.
3. Develop and annually update Points of Distribution SOPs.
4. Prepare to assist the State in identifying RSA and Base Camp locations when needed.
5. Assign responsibilities for implementing the plan to local government or support groups, and train those with responsibilities for operations within the plan.

**VIII. PLAN MAINTENANCE**

- A. This plan is maintained by SCEMD with assistance from supporting agencies.
- B. The SCEMD Logistics Section will review this plan annually and update as necessary.