



James Island Public Service District
Dedicated to Public Service Excellence

The James Island Public Service JIPSD (JIPSD) Emergency Operation Plan (EOP) is developed for use as operating procedures during preparation and mitigation, response, and recovery efforts with regards to various emergency situations and hazards that the JIPSD and its residents may encounter.

This plan includes actions to be taken by all JIPSD departments and outlines specific responsibilities of associates regarding emergency preparedness and response. Efforts have been made to identify internal and external resources that will be utilized in response to emergency and disaster situations.

This plan will be subject to an annual review and approval process by the JIPSD Emergency Command Group prior to the start of hurricane season (June 1). Subsequent reviews and revisions will be made on an as needed basis, even during a disaster situation. Associates are to be trained on the contents of the EOP upon hire and prior to hurricane season each year. Also, training will be conducted when revisions have been made.


Emergency Operations Plan Concurrence 2017-2018

JIPSD Emergency Command Group



JIPSD Administrator

Fire Chief/Emergency Management Coordinator



Chief Financial Officer



Deputy Fire Chief for Operations



Director of Fleet Services



Deputy Fire Chief for Administration & JIPSD Safety



Director of Solid Waste Services



Director of Wastewater Services

09/01/2017

CERTIFICATION OF REVIEW

A regular, bi-annual review of this Emergency Operations Plan has been done by the JIPSD Emergency Command Group and the review is hereby certified by the Fire Chief/Emergency Management Coordinator.

Date	Signature

RECORD OF CHANGES/UPDATES

Change Number	Date of Change	Date Entered	Change made by (Signature or Initials)

JAMES ISLAND PUBLIC SERVICE DISTRICT



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Dedicated to Public Service Excellence

EMERGENCY OPERATIONS PLAN

Originated: September 2017

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I. INTRODUCTION

The policy of the James Island Public Service District (JIPSD) is to be prepared for any emergency or disaster. Emergency response associates, equipment, and facilities will maintain a state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all who are threatened by an emergency or become victims of a disaster.

The JIPSD will coordinate emergency response and recovery operations with Federal, State, and local government organizations, private agencies or organizations.

The Fire Chief, JIPSD Administrator or designees, will determine the level and duration of commitment of JIPSD resources.

II. PURPOSE

Reduce the vulnerability of people and communities of the JIPSD due to loss of life, injury, damage, and loss of property resulting from natural, technological, criminal or hostile acts.

Keep the JIPSD's residents informed about the situation and provide information on how to protect themselves.

Coordinate response and recovery operations with local, state, and federal government.

Assess the needs of the community and request resources through the County Warning point as appropriate.

III. SCOPE

Establishes the policies and procedures by which the JIPSD will coordinate State and Federal response to disasters impacting James Island and its citizens.

Describes how the JIPSD will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation.

Addresses the various types of emergencies likely to occur from local emergencies with minor impact to major or catastrophic disasters.

Describes the responsibilities of JIPSD departments in executing effective response and recovery operations, and assigns specific functions and responsibilities to the appropriate JIPSD departments and associates.

Supports the National Incident Management System (NIMS) and the Incident Command System (ICS).

IV. ASSUMPTIONS

A disaster may occur with little or no warning, and may escalate far more rapidly than the ability of the JIPSD to manage.

When an emergency exceeds our current resources, the JIPSD will request additional resources through Charleston County.

The Federal government will be available with financial and additional resources when Response and Recovery operations exceed the capabilities of JIPSD, County, and State

government in a Presidential declared disaster or emergency. In some instances, Federal agencies may provide direct assistance without a Presidential Declaration.

V. SITUATION

A. Vulnerability Analysis (Demographics)

In 2016, the U.S. Census Bureau estimated James Island's population to be 39,963; an increase of 11.5% since 2010.

The following statistics from the U.S. Census Bureau illustrates the high level of vulnerability of James Island to potential hazards.

There are over 17,000 housing units with an average of 2.27 persons per household and an average family size of 2.85.

Approximately 15% of the population is under 14 years old and 21% of the population is over 60 years old.

Approximately 12% of the residents on James Island live below the poverty level and the unemployment rate is approximately 9%.

The proximity to the coast and the large amount of tourists passing through James Island creates the potential for a catastrophic loss of life and property due to an array of hazards.

B. Hazard Analysis

James Island is threatened by natural and man-made hazards. The Fire Department researched and reviewed the risks of many hazards against the potential impact to the Island.

The Hazard Analysis research and review included but was not limited to: geological, meteorological, health, human-caused (accidental and intentional), and energy failures.

The Fire Department conducted planning based on a hazard's relative frequency, potential severity, and historic information available.

The analysis identified hazards as posing a threat both immediate (hazardous material incident, hurricane, tornado, fire, etc.) and long-term (earthquake, extreme heat, public health emergency, etc.).

Given the growing population and infrastructure expansion, the risk assessment and planning process for James Island is a continuous program.

Historically, the greatest risk is from natural hazards caused by fire, tornado, flood, hurricane, and earthquake. However, the continuing civil, political, and economic changes have created other hazards including terrorist acts, active shooter, and other civil disturbances.

For a detailed hazard analysis, see the [Charleston County Hazard Mitigation Plan](#).

C. Significant Natural and Man-made hazards on James Island

The following hazardous situations are listed here. For further details see [Appendix I](#).

1. Active Shooter/Hostile Action

An active shooter is an individual(s) actively engaged in killing or attempting to continuously harm people. In most cases, active shooters use firearms, and there is generally no pattern or method to the selection of victims. Most active shooter/hostile action situations are over within 10 to 15 minutes.

The most recent event that took place in the Charleston area was the Emanuel Baptist Church shooting perpetrated by Dylan Roof on June 17, 2015.

2. Civil Disturbance

Although civil disturbances may occur at any time, it is often preceded by periods of increased tension caused by questionable social and/or political events such as controversial jury trials or law enforcement actions.

3. Earthquakes

The 2001 Comprehensive Seismic Risk and Vulnerability Study for the State of South Carolina confirmed that the State is extremely vulnerable to earthquake activity.

According to the U.S. Geological Survey (USGS), for the period of 1974-2015, South Carolina experienced 5 earthquakes of a Magnitude 4.0 or greater.

South Carolina experiences multiple earthquakes annually. These are typically low-level events with magnitudes less than 4.0 but generally not felt by people. According to the USGS, over 100 of these low-level events occurred in South Carolina from 1974-2015.

Approximately 70% of these occur in the vicinity of the epicenter of the 1886 Charleston earthquake, a region referred to as the Middleton Place-Summerville Seismic Zone (MPSSZ).

The two most significant historical earthquakes to occur in South Carolina were the 7.3 Magnitude 1886 Charleston/Summerville earthquake and the 4.3 Magnitude 1913 Union County earthquake. The 1886 earthquake in Charleston was the most damaging earthquake to ever occur in the eastern United States. In terms of lives lost, human suffering, and devastation, this was the most destructive United States earthquake in the 19th century.

4. Extreme Heat

Periods of high heat coupled with high humidity occur frequently on James Island during the months of June through September.

Many of James Island's populations are particularly vulnerable to extreme temperatures to include the aged, poor and homeless.

5. Structural Fires

The threats of structural fire events facing the JIPSD Fire Department creates the possibility for potentially catastrophic consequences and numerous fire related injuries, deaths, and widespread damage and loss.

While structure fires are occurring at lower rates across James Island, the structure fire severity is increasing each year due to lightweight construction materials as well as petroleum based or synthetic furniture coverings, carpets, etc.

In 2015, the Fire Department responded to 37 structure fires with a dollar loss of approximately \$1,000,000.

6. Flooding

Flooding is the most frequent and costly natural hazard in the United States, causing almost 4,000 deaths since 1950. About 75% of presidential disaster declarations are related to flooding.

During the period 1-5 October 2015, James Island experienced rainfall accumulations exceeding 20 inches. The ensuing flooding resulted in over several rescue operations, road and bridge closures, and the sheltering of several residents. JIPSD buildings, vehicles, and equipment were damaged.

There are five distinctive types of flooding that may occur on James Island.

a) Coastal Flooding

Coastal flooding occurs when water is pushed inland as a result of storm surge and wind-driven waves produced by hurricanes, tropical storms, nor'easters, and other coastal storms.

b) Local Drainage Problems

Local drainage problems can occur anywhere on James Island where the ground is flat, where the drainage pattern has been disrupted, or where channels or culverts have not been properly maintained as is one of the issues on Signal Point Road.

c) Flash Flooding

Flash flooding occurs when short, heavy rainfall, accumulates in areas faster than the ground is able to absorb it.

d) Riverine Flooding

Riverine flooding occurs when an increase in water volume within a river channel causes an overflow onto the surrounding floodplain. James Island's low-lying topography, combined with subtropical climate, makes it highly vulnerable for this type of flooding.

e) Dam Failure

A Pinopolis Dam breach is a worst case scenario for James Island. Large populated areas along the rivers, Inter Coastal Waterway, and harbor will eventually be inundated for a period of one to twelve days. James Island could experience major disruption of services, evacuations, debris, property loss, as well as damage to or destruction of supporting infrastructure.

7. Hazardous Materials

James Island has a few stationary sites as well as roadways on the island that make it vulnerable to a HAZMAT Release.

There are approximately 20 fueling stations on James Island, some light industrial, and marine laboratories.

8. Hurricanes and Tropical Storms

James Island is an island on the Coast of Charleston County.

James Island has experienced several storms throughout the years including a devastating Hurricane, Hugo, in 1989.

James Island is densely populated and has a main thoroughfare, Folly Road, to the tourist island of Folly Beach. This significantly increases the island and the population's vulnerability.

James Island is susceptible to storm surge, flooding, high winds, tornadoes, and heavy rainfall.

9. Infectious Disease Outbreak or Other Public Health Emergency

Infectious disease outbreaks or other public health emergencies may occur on James Island with little or no notice.

Associates will work with Charleston County and the State of South Carolina and follow their guidelines should such an emergency arise.

10. Severe Thunderstorms and Lightning

James Island in one of the areas within South Carolina that is vulnerable to Thunderstorm events. James Island experiences approximately 40 thunderstorm events in the average year.

11. Severe Winter Weather

Although rare, James Island does experience severe winter weather events. The last major event recorded was January 2014.

12. Terrorism

Although there have not been any successful acts of terrorism committed in the area, James Island and the Charleston area are still vulnerable. The proximity to port and harbor as well as the large flow of tourists through the Island make the Island vulnerable to effects from an attack even if it is not a direct attack on James Island.

13. Tornadoes

Just like other severe weather events James Island is vulnerable to tornadic activity. Many times, smaller events, called "microbursts", do similar damage only in a smaller area. The last tornado to hit the area was on John's Island, September 25, 2015

14. Tsunami

Tsunamis are ocean waves produced by earthquakes or underwater landslides and may occur at any time. Tsunamis are not tidal waves. A tsunami is actually a series of waves that can travel as much as 600 miles an hour in the open ocean.

The 7.3 Magnitude earthquake of 1886 in Charleston produced a small, non-destructive tsunami in South Carolina and Florida.

VI. CONCEPT OF OPERATIONS

A. General

This plan, and its annexes, appendices and attachments, support the National Response Framework (NRF).

B. Emergency Support Functions (ESF)

The James Island Public Service JIPSD has established Emergency Support Functions that mirror Charleston County as well as the State of South Carolina. These ESFs are designed to support response and recovery operations.

Each department will be responsible for an ESF. Primary responsibility for coordination and implementation rest upon each of the ESF Leader.

The Fire Department is designated primary department and will coordinate the development, maintenance, and preparation of the Emergency Operations Plan as well as any Standard Operating Guidelines (SOG) associated with it.

The ESFs and lead departments are designated in the following table:

ESF	TITLE	LEAD DEPARTMENT
ESF-1	TRANSPORTATION	FLEET SERVICES
ESF-2	COMMUNICATIONS	FIRE/WASTEWATER
ESF-3	PUBLIC WORKS	WASTEWATER/SOLID WASTE
ESF-4	FIREFIGHTING	FIRE
ESF-5	PLANNING	ALL DEPARTMENTS
ESF-6	MASS CARE	FIRE
ESF-7	FINANCE	FINANCE
ESF-8	HEALTH/MEDICAL	FIRE
ESF-9	SEARCH/RESCUE	FIRE
ESF-10	HAZARDOUS MATERIAL	FIRE
ESF-11	FOOD SERVICES	ALL DEPARTMENTS
ESF-12	ENERGY/GENS	WASTEWATER/FLEET SERVICES
ESF-13	SECURITY	FIRE/DISTRICT SAFETY/ WASTEWATER
ESF-14	INITIAL RECOVERY	SOLID WASTE
ESF-15	PUBLIC INFORMATION	JIPSD ADMINSTRATOR
ESF-20	JIPSD DAMAGE ASSESSMENT	ALL DEPARTMENTS

C. EOC Operating Conditions and Activation

The JIPSD EOC follows the State of SC system of Operating Conditions (OPCON) levels.

The JIPSD may also choose to activate the OPCON system within its jurisdiction if the situation warrants it.

The OPCON levels increase the State’s, County’s, and JIPSD’s level of readiness and response capability on a scale of “5” to “1” with “5” being normal day-to-day operations up level “1” which is full activation of the JIPSD’s Emergency Operations Center (EOC). During OPCON 1 the event is taking place and resources are in full response mode.

The JIPSD Administrator or Fire Chief may order a change in OPCON level; however, the JIPSD will generally follow the County or State.

The EOC will normally be fully staffed and ESFs will be in place at OPCON 3 or greater. Increases to OPCON 3 or greater are usually accompanied by a state of emergency declared by the Governor.

The following chart details OPCON statuses as it relates to the EOC’s required level of alert/response capability, expected ESF actions, and the status of the JIPSD’s EOC.

OPCON	Level of Alert/ Response Capability	ESF Actions	EOC Status
5	Normal Operations/ Level of awareness	<ul style="list-style-type: none"> No expectation of activation 	COLD EOC is Not Setup
4	Enhanced level of awareness/alert Limited response capability/ Only normal daily associates Initial coordination with County or State	<ul style="list-style-type: none"> Possibility of EOC activation Telephone and email notifications 	WARM EOC SETUP and Systems Tested
3	Preparation for full alert Partial Response capability Activation of EOP	<ul style="list-style-type: none"> Partial Activation Selected ESFs staffed Telephone/email coordination ESF-15 (PIO) activated Support from County or State 	HOT EOC Systems activated and operating All actions, operations, statuses tracked at EOC
2	Full alert Capable of full response Per for response activities	<ul style="list-style-type: none"> Full activation ESFs staffed and in direct communication with County or State as needed 	HOT EOC Systems activated and operating All actions, operations, statuses tracked at EOC
1	Response activities in progress Capable of full response	<ul style="list-style-type: none"> Full activation ESFs staffed and in direct communication with County or State as needed 	HOT EOC Systems activated and operating All actions, operations, statuses tracked at EOC

D. Plan Activation

The JIPSD’s EOP is normally activated in response to emergency or natural disaster events. However, the JIPSD maintains an active approach to Preparedness, Response, Recovery, and Mitigation at all times.

The full activation of the JIPSD’s EOP, to include response and recovery occurs under a State of Emergency.

When an emergency or disaster has occurred or is imminent, the JIPSD Administrator or Fire Chief may proclaim a State of Emergency and activate the plan.

The JIPSD will normally follow the lead of Charleston County or the State of South Carolina; however, some instances may arise that an emergency may be localized to the JIPSD and parts of the plan may be initiated at that point.

VII. DIRECTION, CONTROL, AND COORDINATION

A. Authority to Initiate Action

The JIPSD Administrator and the Fire Chief and or another JIPSD Emergency Command Group Team Member are responsible for activating the Emergency Operations Plan.

The Fire Chief will assume command when the JIPSD status of alert elevates to OPGON 3.

B. Location of the JIPSD Emergency Operations Center (EOC)

Located in the Day Room/Captain's Office at Fire Station 1, 1622 Camp Road.

- JIPSD EOC Phone Number (843) 762-5253
- JIPSD EOC Trunked 800 radio talk group JIFD EVENT (Zone B or 2 Channel 16 on radio)

At the discretion of the JIPSD Administrator or Fire Chief, the Conference Room at the Signal Point Complex may be utilized for JIPSD EOC meetings and other pertinent planning discussions and situational evaluations. Conference room phone number: (843) 998-6189.

C. Communications

Following activation of the JIPSD EOC

- All emergency operations communications will continue to operate as normal through the Consolidated Dispatch Center.
- Non-emergency operations will take place on Trunked 800 radio talk group JIFD EVENT (Zone B or 2 Channel 16 on radio).
- Command Staff may use Trunked 800 radio talk group JIFD CMD (Zone B or 2 Channel 15 on radio) if the need arises.
- Department heads and select associates will be issued Trunked 800 Digital radios as needed.
- In the event of a failure of the Trunked 800 system, direct radio to radio communications can be made of non-trunked 8TAC92 (Zone 5 Channel 3) failure of both the JIPSD's Trunked 800 system will be used.

D. National Incident Command System (NIMS)

The JIPSD has adopted NIMS as the standard incident management structure.

1. Incident Command

The senior on-scene official or other qualified individual of the first response organization to arrive at an incident will assume command and organize the response in accordance with NIMS ICS principles.

2. Unified Command

- If the incident affects multiple JIPSD Departments or outside agencies, a transition from Incident Command to a Unified Command shall occur.
- If a Unified Command is implemented, the JIPSD shall meet or take the following measures:
 - Agree to coordinate efforts with each Department or outside agency.
 - Agree on objectives, priorities, and strategies.
 - Recognize each other's authorities, capabilities, limitations, responsibilities, and roles.
 - Establish lines and methods of communication.

VIII. CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and vital during an emergency/disaster situation. Local continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its responsibilities.

A. Succession of Authority

Each Department Head shall have a minimum of one (1) but preferably two (2) persons named to be emergency interim successors for themselves.

B. Emergency Actions

The EOP assigns primary and support responsibility to the various ESFs.

Immediate emergency action response to ensure continuity of government, direction and control, communications, public safety, and public works may require the following:

- Relocation of main JIPSD offices.
- Replacing primary officials with alternates if they are unable to fulfill their responsibilities.
- Relocation of vital records to sites less vulnerable to ensure greater safety and survival.

C. Preservation of Records

To provide normal JIPSD operations following an emergency or disaster, each department must take actions to protect essential records.

Departments are encouraged to inventory and prioritize their vital records. Each department should work together to arrange for safe keeping for those records it deems important, but not selected for priority protection.

Each department must have access to and use of their vital records and systems in conducting their essential functions.

Each department should regularly update, duplicate, or back-up electronic files.

Each department must maintain accountable and auditable records for the use of any resource (associates, supplies, meals, equipment, etc.) in support of any emergency or disaster.

D. Protection of JIPSD Resources

Essential functions are those that enable JIPSD to provide vital services, and maintain the safety and wellbeing of the residents. The success of JIPSD operations at an alternate facility is dependent upon the availability and redundancy of critical communications systems to support connectivity to internal organizations, other agencies, critical customers, and the public. When identifying communications requirements, agencies should take maximum advantage of the entire spectrum of communications media likely to be available in any emergency situation. These services may include, but are not limited to, secure and/or non-secure voice, fax, and data connectivity, internet access, and e-mail.

E. Continuity of Operations

It is the policy of the James Island Public Service (JIPSD) to ensure continuity of mission essential emergency functions under all circumstances.

To support this policy, the JIPSD has implemented a Continuity of Operations Program (COOP). [See Appendix II – Continuity of Operations Plan.](#)

Departments are required to:

- Establish a plan or procedure to delineate mission essential functions.
- Specify succession and emergency delegation of authority.
- Provide safekeeping of vital records and databases.
- Identify alternate operating facilities.
- Provide for interoperable communications.
- Validate the capability to continue mission essential functions through training, exercises, and tests.

IX. DISASTER INTELLIGENCE AND COMMUNICATIONS

A. Information Planning

To effectively respond to disaster, the JIPSD considers the following when developing response and recovery plans:

- **Type of disaster.** Specific plans for hurricane, earthquake, etc. are in place and outline the approach the JIPSD will take as it responds.
- **Severity of disaster.** The JIPSD will use different methods of data collection to estimate damages hazards based on severity.
- **Critical infrastructure damage information.** Resources may be prioritized in order to restore key infrastructure, facilities, and equipment.

- **Resources available for response.** The location, capabilities, and response time is information needed in order to develop action plans, identify shortfalls, and manage resources.

B. Information Collection and Dissemination

It is important to obtain and disseminate the most current and accurate disaster related information possible.

1. Standardized map systems.

In order to help improve effectiveness, standardize, and streamline operations in displaying and sharing information, the JIPSD will use the U.S. National Grid System as the common coordinate system.

2. County/Web EOC

In order to conduct effective information collection and dissemination, the JIPSD will use the statewide WebEOC and the County EOC.

WebEOC is a hardware/software application that provides a County-wide Common Operating Picture (COP) and provides for enhanced situational awareness. The system allows for continual communication between the JIPSD, the County, and other local jurisdictions.

County EOC. The JIPSD will maintain contact through the various ESFs as necessary and through conference calls throughout the event.

C. Information Flow

Information obtained in the field, or from other sources, is made available to the JIPSD as soon as possible. However, routing of that information is dependent upon the OPCON level.

The JIPSD will provide information to the County as soon as possible.

D. Emergency Warnings to Associates

Department Heads are responsible for notification of their associates for all emergency information related to the JIPSD. It is their responsibility to keep their associates informed.

Information will be released from the JIPSD EOC Information Officer to the JIPSD Administrator and Department Heads.

In the event an emergency occurs when the JIPSD EOC has not been established, the Fire Chief or designee, will provide information to the Department Head for dissemination.

E. Public Information Dissemination

JIPSD information will be distributed through the JIPSD Administrator or the Fire Chief.

Press releases will be sent out and social media will be utilized.

Incidents involving more than JIPSD resources will require a joint effort in dissemination of public information. The Commission Chair and or Fire and Emergency Preparation Committee Chair, JIPSD Administrator, or other designees will attend all County, Tri-County, or press conferences and work with the appropriate Public Information Officers to disseminate the correct information to the public; however, the JIPSD Administrator and the Public Information Consultant will release pertinent information as deemed necessary for citizens.

F. Weather Surveillance

The JIPSD EOC will monitor news agencies, internet, and weather radio to keep up to date on approaching weather, when necessary.

In times when the JIPSD EOC has not been established, weather information and/or alerts can be received from numerous sources including those above.

X. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Each Department has emergency functions they must carry out in addition to their normal duties. A list of these duties, by department, can be found on pages 13-14 of this plan.

Each Department is responsible for developing and maintaining their portion in accordance with the direction and guidance given in this plan.

B. Emergency Organization

Organizational responsibilities can be found in the Emergency Service Function list on pages 12-14 of this plan.

C. Responsibilities

1. JIPSD Responsibilities

a) Preparedness

- Develop and maintain an Emergency Operations Plan.
- Develop and implement a broad-based public awareness, education and preparedness program designed to reach a majority of the citizens on James Island.
- Support the emergency management needs of Charleston County and the State of South Carolina.
- Coordinate with FEMA, State, and County representatives, as necessary.
- Develop and implement programs or initiatives designed to avoid, reduce, and mitigate the hazards that may face the JIPSD.
- Train associates on the plan, emergency functions, and preparation.
- Ensure the plan is current and consistent with State and Federal guidelines.

- Verify plans through training, exercises, and exercise evaluation.
- Ensure effective communication with County, State, and Federal resources through the proper chain of command.

b) Response

- Implement the JIPSD EOP when an emergency occurs, by order of the Fire Chief, JIPSD Administrator or designee, at the request of Charleston County EMD, at the request of the Director of the SCEMD, or upon a declaration of a State of Emergency by the Governor.
- Activate the JIPSD EOC by the order of the Fire Chief, JIPSD Administrator, or designee, at the request of Charleston County EMD, at the request of the SCEOC during a major or catastrophic emergency in South Carolina. This action allows the SCEOC to coordinate the delivery of intra-state mutual aid in an organized manner through the county government network.
- Utilize the JIPSD EOC as the central clearinghouse for information collection and dissemination, and coordination of response and recovery resources within the JIPSD.

c) Declare a JIPSD State of Emergency.

- Use all available resources to protect against and respond to an emergency to include utilizing pre- established mutual and automatic aid agreements.
- Request additional resources through the County Emergency Management Agency, the County EOC, or the Consolidated Dispatch Center as necessary.
- Document the resources and associates used from the onset of the incident throughout the recovery phase. ([FEMA Project Worksheet](#))

d) Recovery

- Begin the initial planning for recovery before an emergency impacts the JIPSD.
- Coordinate the implementation of recovery programs with Charleston County, the State, and other agencies/jurisdictions as necessary.

e) Mitigation

- Develop and implement programs designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- Promote mitigation efforts in the private sector with emphasis on local infrastructure.
- Identify critical infrastructures that may be impacted by disasters or required for emergency response.

2. County Responsibilities

a) Preparedness

- Establish a formal Emergency Management organization to be charged with duties incident to the protection of life and property in the County during an emergency.
- Conduct a comprehensive assessment of the threats to their County and develop a vulnerability analysis to identify hazards that may have a potential impact on the jurisdiction.
- Maintain a broad based public awareness, education and preparedness program designed to reach a majority of their citizens, including those needing special media formats, such as the non-English speaking, and special needs requirements, such as the deaf.
- Develop a County Emergency Operations Plan (EOP), as required by SC Regulation 58-1, outlining the roles and responsibilities of the County Emergency Management organization during an emergency which will be updated annually and certified by SCEMD.
- Operate a 24-hour Warning Point or develop a system, based on available resources, to provide for timely warning of the public and the dissemination of instructions for self- protection during an emergency.
- Establish and conduct an emergency preparedness exercise and training program.
- Conduct emergency operations with support from within the jurisdiction and municipalities, and if needed, the State, and effectively support the conduct of such operations.
- Develop and maintain procedures to receive and shelter persons evacuating within their County and from outside their County with assistance from the State.

b) Response

- Implement their EOPs when an emergency occurs, at the request of the Director of the SCEMD, or upon a declaration of a State of Emergency by the Governor.
- Activate their EOCs at the request of the SEOC during a major or catastrophic emergency in South Carolina. This action allows the SEOC to coordinate the delivery of intra-state mutual aid in an organized manner through the county government network.
- Utilize the County EOC to serve as the central clearinghouse for information collection and coordination of response and recovery resources within the County, including the municipalities within the County.
- Declare a local State of Emergency implementing local emergency authority.

- Use all available local and regional resources to protect against and respond to an emergency to include utilizing pre- established mutual aid agreements.
- Request additional resources through the County Emergency Management Agency or the County EOC directly to SCEMD, or if activated, the SEOC when Counties determine that local resources are not adequate.
- Provide assistance to municipalities and request assistance through mutual aid or from the State when the requirements or resources needed exceed the municipal and county government's capabilities.
- Upon receipt of an Evacuation Order or Rescission of an Evacuation Order, coordinate with ESF-16 to control the timing of evacuation and re-entry/return of the general population as the situation and public safety considerations allow.
- Document the resources and associates used from the onset of the incident throughout the recovery phase.

c) Recovery

- Begin initial planning for recovery before an emergency event impacts the County.
- Coordinate implementation of recovery programs with local and tribal governments and the State/SEOC to protect public health and safety. Recovery activities include the development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, non-governmental, and public assistance programs.

d) Mitigation

- Develop and implement programs designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- Promote mitigation efforts in the private sector with emphasis on local infrastructure.
- Identify critical infrastructures that may be impacted by disasters or required for emergency response.

3. State Responsibilities

Develop a State-level emergency management organization involving all government agencies, private and volunteer organizations that have responsibilities in comprehensive emergency management within South Carolina.

Develop and implement a broad-based public awareness, education, and preparedness program designed to reach a majority of the citizens of South Carolina, including the special media formats, such as hearing impaired individuals.

Support the emergency management needs of all Counties and tribal governments by developing a reciprocal intra-and inter-state mutual aid agreements.

Coordinate assistance from FEMA and DHS.

Establish direction and control of State response and recovery organization based on functional support groups, involving broad participation from State, private and voluntary relief organizations, and compatible with the Federal response and recovery organization and concept of operations.

Develop and implement programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards, and regulations.

Ensure the overall SCEOP is consistent with current State and Federal guidance.

Verify the plans accuracy through exercise evaluation and ESF training.

Ensure communication between County and State government is channeled through the SCEMD and the respective County Emergency Management Agencies.

4. SCEMD Responsibilities

a) Preparedness

- Prepare for emergencies and disasters by conducting comprehensive assessments of the threats to the State and update the SCEOP as required.
- Establish procedures for the maintenance, distribution, and publication of this Plan.
- Maintain a 24-hour Warning Point with ability to warn the public 24 hours a day.
- Promote awareness, education and preparedness programs designed to reach all citizens.
- Identify and maintain resources available for response.
- Establish and maintain mutual aid agreements with Federal agencies and other States. Encourage mutual aid agreements with local governments and private industry.
- Provide technical and planning assistance to State agencies and local and/or tribal governments upon request.
- Establish and conduct an exercise and training program to test and evaluate State and local plans to maintain a high standard of preparedness.
- Establish an appropriate level of operational readiness.
- Initiate actions deemed necessary for effective implementation of this plan.
- Maintain surveillance of potentially threatening conditions to and in South Carolina, and direct appropriate warning and response actions.

b) Response

- Activate and operate the SEOC to a level appropriate to the magnitude of the threat when an event or potential event is first detected. See Annex 5 (Emergency Management) and the SEOC SOP for SEOC Organization and Duties.
- Advise the Governor, State agencies, local government officials, and necessary Federal agencies of severity and magnitude of the emergency/disaster situation.
- Manage the State's response effort through the SERT. SERT members operating in the SEOC are expected to follow ICS protocol.
- Coordinate execution of the various Annexes of this Plan with the emergency activities of local governments, tribal governments, State government, private agencies and organizations, and the Federal government.
- Upon declaration of a State of Emergency, provide public information through ESF-15 (Public Information) who will, in coordination with the Governor's Press Secretary, conduct public information briefings, news releases and coordinate all emergency information generated by State agencies and departments.
- Upon the request of the Counties and/or tribal governments, deploy additional personal and/or technical experts to assist in conducting damage assessments.
- In the event the effects of the disaster extend beyond the State's borders or the State is affected by events in the adjoining state(s), provide Liaisons as necessary to the adjoining state(s) EOC(s) in order to enhance communications and coordination.
- Initiate and Coordinate Federal Requests
- Upon occurrence of an emergency or disaster clearly beyond the capabilities and resources of State, local and tribal governments, the Governor may request assistance from the Federal government.
- If the disaster is of major or catastrophic classification, SCEMD will contact FEMA Region IV to request a FEMA Liaison or alert them the Governor may submit a formal request for Federal assistance.
- Upon request from the SCEMD Director, FEMA, Region IV will dispatch a representative to the SEOC to coordinate with the Director of the SCEMD, and to provide assistance in accordance with the NRF, as appropriate.
- Document the resources and associates utilized by responding State agencies from the onset of the incident throughout the Recovery Phase.

c) Recovery

- Begin initial planning for recovery before an emergency event impacts South Carolina.

- Coordinate implementation of recovery programs while local and tribal governments are implementing response actions to protect public health and safety. Recovery activities include the development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, non-governmental, and public assistance programs.

d) Mitigation

- Maintain and review the South Carolina Hazard Mitigation Plan annually, and updates and published changes as necessary.
- The South Carolina Hazard Mitigation Plan serves as the State's operational and programmatic guidance to promote the nationally-based goals and objectives of the "National Mitigation Strategy," as coordinated by FEMA.
- The Plan encourages the development and implementation of local mitigation strategies and establishes a comprehensive program to effectively and efficiently mobilize and coordinate the State's services and resources to make South Carolina's communities more resilient to the human, environmental and economic impacts of disasters.
- Mitigation measures may be implemented prior to, during, or after an incident.
- SCEMD conducts a "formal" update of the Plan every five (5) years for submission to FEMA.
- Implement The South Carolina Hazard Mitigation Plan.
- Develop and implement programs designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies standards and regulations.
- Promote mitigation efforts in the private sector by emphasizing business recovery plans and Continuity of Operations Plans (COOP).

5. Federal Responsibilities

The National Response Framework (NRF) outlines FEMA responsibilities

a) Preparedness

Develop plans and procedures on how the Federal Government will assist in response to all levels of disasters.

Through FEMA, maintain a regionally based system to expedite the flow of information and response to emergencies

b) Response

- Provide Federal assistance as directed by the President of the United States under the coordination of FEMA and DHS, and in accordance with federal emergency plans.

- Identify and coordinate provision assistance under Federal statutory authorities.
- Supplement State and local efforts by providing Federal assistance under governing secretarial or statutory authorities.
- Establish direct liaison between the Federal ESF's and their corresponding State ESFs.
- Through NRF guidance, the federal government provides assistance through its 15 ESFs.
- Additional ESFs established by the State or County will be handled by Incident Management Assistance Teams.
- Establish direct coordination with the State through a Federal Coordinating Officer and/or Principal Federal Official.
- Assist in development, review and process the Governor's for a Presidential Disaster Declaration.

c) Recovery

- Initiate the Federal emergency recovery process which occurs when the President of the United States issues a Presidential Disaster Declaration.
- Assist the State in conducting Recovery operations in accordance with State and local recovery plans.
- Reimburse response and recovery claims utilizing the authority of the FCO as authorized by the Stafford Act.

XI. ADMINISTRATION AND FINANCE

A. General

A large-scale emergency or disaster will place great demands on the resources of the State. Distribution of required resources may be made more difficult by the emergency itself.

Coordination between the JIPSD, County, State and local Municipal EOCs is essential for an effective logistical, financial and administrative response.

B. Funding and Accounting

1. The JIPSD

- The JIPSD will initially fund all emergency operations through existing budgets and accounts.
- During emergencies, the JIPSD may request logistical support through the submission of a resource request to the State once all efforts to obtain the supply/commodity locally has been exhausted

- Unless deemed otherwise by the SCEMD Director, Adjutant General or Governor, counties, tribes, and local entities are responsible for the costs associated with all resource requests fulfilled through the procurement process, the National Guard, and/or federal agencies.

2. The State

- If the emergency results in a Presidential Declaration, Federal funds administered by FEMA will become available.
- The State (in combination with county or local jurisdictions) is normally required to provide 25% of all expenditures.
- The Governor will recommend approval of an estimated amount to the General Assembly to be designated as the cost share for the emergency.
- Entities will conduct and account for expenditures for emergency operations in accordance with SC laws and regulations and the agencies procurement guidelines.
- Utilizing emergency powers, the Governor may mobilize all available resources of the state government as necessary to cope with the emergency.
- State agencies/departments and local and tribal governments are responsible for the collection, reporting and maintenance of records of obligation and expenditures incurred during a response to an emergency or disaster situation. These records will serve as a database in assessing the need and preparation of requests for Federal assistance.

3. Federal

- Federal funds made available to the State pursuant to an emergency or disaster program will be, to the extent provided by law, channeled through the Governor or designated representative.
- Use of Federal funds is subject to audit and verification by State and Federal auditors.
- The JIPSD will establish systems to report on and account for any public funds used for emergency or disaster purposes.

XII. PLAN DEVELOPMENT AND MAINTENANCE

A. EOP Development and Maintenance

This plan is the principal source of documentation concerning the JIPSD's emergency management activities. Each Department will have responsibility for the maintenance of their section or portion of the EOP.

The Fire Chief and Deputy Fire Chief for Administration/District Safety will maintain, update and distribute all changes to this Plan. As a minimum, the JIPSD will review the EOP and its appendices on a bi-annual basis and update them as necessary.

The JIPSD Administrator has oversight of the bi-annual reviews and changes to the EOP.

The Fire Chief, Deputy Fire Chief for Administration/District Safety will coordinate the efforts of all departments for plan development and timely update/revision.

The JIPSD will exercise the plan annually. Normally in junction with the SCEOC annual exercise.

Following each exercise, the Deputy Fire Chief for Administration/District Safety will conduct a review to identify those areas requiring corrective actions. Steps will then be taken to report and correct those identified issues.

A file (electronic or otherwise) will be maintained of all changes to the EOP and Departmental SOGs. All JIPSD associates will be notified when changes are made, so that they may review them. Department Heads must ensure JIPSD associates are aware of the changes and provide any training necessary to ensure they understand what has changed.

B. Training and Exercise

The JIPSD will design and maintain a training program for all associates explaining and exercising roles and responsibilities in the four phases of Emergency Management - Preparedness, Response, Recovery, and Mitigation.

The JIPSD training program will ensure the operational readiness of all associates.

The JIPSD will conduct hazard specific exercises to test established plans and procedures that are activated during an emergency situation at all levels of the Emergency Management system.

XIII. APPENDIXES

- A. [APPENDIX I](#) – Significant Natural and Man-Made Hazards
- B. [APPENDIX II](#) – Continuity of Operations Plan
- C. [APPENDIX III](#) – FEMA Essential Services Functions
- D. [APPENDIX IV](#) – JIPSD Emergency Operations Center (EOC) & Recovery Information
- E. [APPENDIX V](#) – Basic Disaster Supplies
- F. [APPENDIX VI – FEMA Form Links](#)