

# Berkeley County Government Emergency Operations Plan



**2023.1**

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### Record of Changes

Version	Date	Description Changes
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### Record of Distribution

Version	Date	Description / Changes
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### Coordination Agencies

Local	ESF 1, ESF 2, ESF 3, ESF 4, ESF 6, ESF 8 ESF 10, ESF 11, ESF 12, ESF 13, ESF 15, ESF 16, ESF 17, ESF 18, ESF 20, ESF 21, ESF 22, ESF 24, EMD, Finance Section, County Supervisor’s Office, Procurement, Risk and Safety
State	ESF 8, ESF 10, SCEMD
Federal	Joint Base Charleston

## TABLE OF CONTENTS

Letter of Promulgation.....	7
Abbreviations.....	9
Base Plan	
I. Introduction. ....	11
II. Situation and Planning Assumptions .....	13
III. Organization and Assignment of Responsibilities .....	14
IV. Concept of Operations .....	18
V. Direction, Control, and Coordination .....	22
VI. Disaster Intelligence and Communication .....	26
VII. Evacuation .....	30
VIII. Administration and Logistics .....	32
IX. Continuity of Government.....	34
X. Continuity of Operations .....	37
XI. Plan Development and Maintenance .....	40
XII. Authorities and References .....	41
EOP Attachments:	
Attachment A – Logistics Plan.....	Log-1
EOP Annexes with attachments:	
ESF 1 .....	ESF1-1
ESF 2.....	ESF2-1
ESF 3 .....	ESF3-1
ESF 4 .....	ESF4-1
ESF 6 .....	ESF6-1
ESF 8 .....	ESF8-1
Attachment 1 to ESF 8 Mass Casualty Incident Plan .....	MCI-1
Attachment 2 to ESF 8 Biological Plan .....	Bio-1
Attachment 3 to ESF 8 MCM / M-POD Plan .....	MCM-1
Attachment 4 to ESF 8 Mass Fatality Plan .....	MFI-1
ESF 9 .....	ESF9-1
ESF 10.....	ESF10-1
Attachment 1 to ESF 10 Hazmat Plan .....	HM-1
ESF 11 .....	ESF11-1
ESF 12.....	ESF12-1
ESF 13.....	ESF13-1
ESF 15.....	ESF15-1
ESF 16.....	ESF16-1
ESF 17.....	ESF17-1
ESF 18.....	ESF18-1
ESF 19.....	ESF19-1
ESF 20.....	ESF20-1
ESF 21.....	ESF21-1
ESF 22.....	ESF22-1
ESF 24.....	ESF24-1

EOP Appendices:

Appendix 1 – Tropical Cyclone Plan .....TC-1

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## LETTER OF PROMULGATION

Pursuant to the authority granted in Berkeley County Continuing Resolutions R-80-32 and R-19-24, the Berkeley County Emergency Operations Plan is hereby adopted and promulgated as written. Updates will be performed annually with approval of the County Supervisor or their designee. This county plan is coordinated with the South Carolina Emergency Operations Plan (and sets forth the specific delegation of responsibility of county and municipal agencies in Berkeley County in the event of an emergency or disaster situation). This plan meets the requirements set forth in South Carolina Code of Laws, Title 25, Chapter 1, Article 450, paragraph 2, and South Carolina Code of Regulations, Chapter 58, Article 1, paragraph C-1.

This plan reflects and establishes policy of Berkeley County to maintain consistency with the National Incident Management System adopted by County Council through Continuing Resolutions R-05-21 and any other state or federal directives and guidelines as applicable for meeting incident priorities of life safety, incident stabilization, protection of the environment and property, and lastly basic human needs.

Every attempt has been made to identify and designate available forces and resources at all levels of government to be utilized in response to emergencies and disasters. The five-mission areas of preparedness (prevention, protection, response, recovery, and mitigation) must be the unified goal of all to ensure the people of Berkeley County benefit from the services and protection of their government. Tasks for specific emergency functions have been assigned, where feasible, to those government organizations accustomed to performing such duties as primary day – to – day responsibilities. In addition, local governmental and volunteer organization decision makers have been provided with instruction and guidelines for implementing disaster response actions and program appropriate to the emergency or potential disaster at hand.

The Berkeley County Emergency Management Department is charged with the responsibility to implement this plan, when activated by County Council or the County Supervisor through Emergency Declaration, through coordination of all county departments, municipalities, and various agencies involved. When needed, changes, additions, revisions, or deletions to this plan will be made. This plan is effective immediately and is mandatory and binding to all included agencies.

**Signature on File**  
Emergency Management Director

**5/10/2023**  
Date

**Signature on File**  
Berkeley County Supervisor

**5/9/2023**  
Date

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## **ABBREVIATIONS**

AC – Area Commander  
AEOC – Alternate Emergency Operations Center  
ARES – Amateur Radio Emergency Services  
BCEMS – Berkeley County Emergency Medical Services  
BCG – Berkeley County Government  
BCSO – Berkeley County Sheriff’s Office  
CAP – Civil Air Patrol  
CERT - Community Emergency Response Team  
COE – Army Corps of Engineers  
CP – Command Post or Incident Command Post  
DHEC – Department of Health and Environmental Control  
DSS – Department of Social Services  
DOT – Department of Transportation  
DNR – Department of Natural Resources  
DRC – Disaster Recovery Center  
DTN – Data Transmission Network  
EAS - Emergency Alert System  
EM – Emergency Management  
EMS – Emergency Medical Services  
EOC – Emergency Operations Center  
EOP – Emergency Operations Plan  
EMD – Emergency Management Department  
ESF – Emergency Support Function  
FEMA – Federal Emergency Management Agency  
HazMat – Hazardous Materials  
HF – High Frequency  
ICS – Incident Command System  
JIC – Joint Information Center  
JIS – Joint Information System  
LGR – Local Government Radio  
MAC – Multi – Agency Coordination  
NAWAS – National Warning System  
NG – National Guard  
NHC – National Hurricane Center  
NIMS – National Incident Management System  
NRF – National Response Framework  
NWS – National Weather Service  
OPCON – Operating Condition

PIO – Public Information Officer  
PWD – Public Works Department  
REM – Regional Emergency Manager  
SCDRO – South Carolina Disaster Recovery Office  
SCEOP – South Carolina Emergency Operations Plan  
SCEMD – South Carolina Emergency Management Division  
SLED – South Carolina Law Enforcement Division  
SOG – Standard Operating Guideline  
SOP – Standard Operating Policy or Procedure  
TBP – To Be Promulgated  
UHF – Ultra High Frequency  
UC – Unified Command/er  
USAR - Urban Search and Search  
VHF – Very High Frequency

## **Base Plan**

### **I. INTRODUCTION**

#### **A. General**

1. It is the policy of Berkeley County Government (BCG) to maintain all – hazards preparedness for all types of emergencies and disasters.
2. All county officials and employees, together with those volunteer forces established to aid them during an emergency or disaster, and persons who may, by agreement, or operation of law, be charged with duties incident to the protection of life and property.
3. This plan is consistent with the National Incident Management System (NIMS) as revised adopted in Berkeley County through Continuing Resolution 2005-21.
4. This plan coincides with the National Response Framework (NRF) through the utilization of Emergency Support Functions (ESFs) and adopts the other mission areas as notated in the National Preparedness Goal and Presidential Policy Directive (PPD) 8.
5. In Berkeley County, the Emergency Management Department is designated as the primary coordinating agency for any emergency or disaster coordinating certain necessary activities to mitigate the incident.
6. BCG will mitigate disasters working through the incident priorities of saving lives, stabilizing the incident, protecting the environmental and property, meeting basic human needs, and societal restoration with a focus on the community lifelines and other necessary critical infrastructure.
7. This plan utilizes an all – hazards approach to all threats and hazards that the county may be susceptible or vulnerable.
8. Coordination with the whole community of Berkeley County is vital to ensure all incidents, threats, and hazards are mitigated.

#### **B. Purpose**

1. Provide a framework for the effective delivery of emergency support to the citizens, visitors, and institutions of Berkeley County including direction from the County Supervisor or Chief Executive Officer of the County.
2. Coordinate with external agencies for the implementation of other response program including Regional, State, and Federal response.

### **C. Scope**

1. This Emergency Operations Plan (EOP) establishes policies and procedures by which Berkeley County will coordinate activities before, during, and after a disaster or emergency.
2. This plan generally describes the response and coordination that occurs within the county with resources.
3. The structure of this plan is based on an Incident Command Structure (ICS) – like system with supporting ESFs.

### **D. Mission**

BCG has a five – fold mission:

1. To warn citizens of impending danger and inform them how they can protect themselves, their families, and their property.
2. To take all actions possible to prepare for and respond to the consequences of a disaster within the county.
3. To assess the situation and determine prioritization of critical needs.
4. To manage the disaster situation and coordinate the utilization of county, state, and federal resources in an effective and timely manner.
5. To coordinate the recovery and restoration of the county. During the recovery phase every effort should be made to incorporate disaster mitigation measures into all reconstruction projects.

### **E. Emergency Management Planning Responsibilities and Mission Areas**

1. **Prevention** actions include those taken to avoid an incident or to intervene to stop an incident from occurring. Activities revolve around intelligence, information, and developing specific countermeasures.
2. **Protection** activities safeguard the County against man – made intention threats and other disasters to protect people, vital interests, and way of life.
3. **Mitigation** activities are those that either prevent an emergency or reduce the county’s vulnerability to a hazard. Structural retrofitting and comprehensive land-use planning are two examples of mitigation activities.
4. **Response** activities address the immediate and short-term effects of a disaster. Response activities include evacuation, warning, and emergency field operations with a focus on incident priorities.
5. **Recovery** activities involve returning the county to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term recovery involves the total restoration of the county’s infrastructure and economic base.

## **II. SITUATION AND PLANNING ASSUMPTIONS**

### **A. Situation**

1. Berkeley County is the second largest county in South Carolina in land area, measuring approximately 1099 square miles.
2. Berkeley County has a total water area of 130 square miles.
3. Berkeley County has an estimated population of approximately 236,701 as the year 2021 and is one of the fastest growing counties in South Carolina.
4. Approximately 65.0% of the county's population resides in urban areas, while the remaining 35.0% reside in rural areas.
5. Approximately 14.8 % of the county's population is over the age of 65.
6. Berkeley County has a reported 97,382 housing units of a July 2021.
7. Approximately 9.0% of the population reported having English as a secondary language.
8. There are a reported 3,517 total employer establishments as of 2020.
9. Retail sales are reported to be the largest part of the County economy with \$2,150,735 being reported as of 2017 with transportation and warehousing being second at \$606,447.

### **B. Planning Assumptions**

1. Emergencies and disasters will occur in Berkeley County. These may occur with little or no warning, and their duration might be short (several hours) or considerably longer (many months).
2. Smaller emergencies will occur more frequently than larger disaster such as NIMS Type 5 and 4 incidents.
3. Most emergencies will be handled locally, utilizing available resources.
4. When an emergency exceeds the capabilities of the County to manage it, state resources will be available to aid.
5. In the event of a catastrophic disaster, federal assistance will be available once a Presidential Declaration is made.
6. Organizations assigned responsibilities within this plan will be familiar with this plan and will execute their duties accordingly.
7. Aid or assistance from other jurisdictions will typically be requested and tasked in accordance with the State-wide Mutual-aid Agreement.

### **C. Hazard Analysis**

1. As detailed in the Berkeley County Hazard Analysis, the county is vulnerable to a wide spectrum of natural, man-made hazards, and technological disasters, including hurricanes, earthquakes, dam failure, flooding, severe storms, tornados, fires, industrial and transportation hazardous material accidents, as well as acts of terrorism.

2. Hazards / Threat Analysis Table

Berkeley County Hazard Mitigation Plan 2020

* Threat / Hazard	** Annual Probability (%)
Flooding	81.2
Tropical Cyclones	27.5
Tornadoes	46.4
Winter Storms	8.7
Thunderstorms	100
Hail	100
Wildfire	100
Drought	30.4
Earthquake	100
Dam Failure	-
Hazardous Material Spill	63

\*This is based on recent threats and hazards with community input.

\*\* Annual probability is based on the previous incidents over the assessed time of the hazard mitigation.

3. The Berkeley County critical infrastructure list is maintained in a separate file based on the critical infrastructure sectors of PPD – 21.
4. All critical facilities within the county are vulnerable to both natural and technological hazards. These hazards pose a threat to the citizens as well as the entire infrastructure of the county and may necessitate activation of this emergency operations plan.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

1. An emergency may require many county departments and agencies, community partners, neighboring counties, state and federal agencies, and other entities to perform the necessary emergency functions of the county.
2. To facilitate this, “Lead” departments and personnel are identified as being responsible for developing and maintaining emergency procedures in accordance with this plan.
3. Specific responsibilities are outlined in separate ESF annexes of this plan; however, Command retains the responsibility of determining any implied obligations.

## **B. County Council**

1. The County Council is responsible for providing overall policy guidance.
2. County Council may enact local legislation to deal with emergency situations that require a legal solution.

## **C. County Supervisor**

1. The County Supervisor shall be responsible for meeting the problems and dangers to the county, and its residents, resulting from an emergency or disaster of any origin, and may issue proclamations and regulations concerning disaster relief and related matters that during an emergency shall have the full effect of law.
2. The Supervisor may declare a "State of Emergency" if an emergency or disaster has occurred, or the threat or hazard thereof is imminent, and where extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation (R-80-32).
3. Once declared, the state of emergency shall continue until terminated by proclamation of the County Supervisor.
4. The Supervisor is the Chief Executive Officer and serves as the liaison between the County Council and Emergency Operations Center staff.
5. In the event of a full activation of the EOC, the County Supervisor will serve as Area Commander (AC) but may pass this role to other suitable individuals as outlined in this plan.

## **D. EMD Director**

1. The Emergency Management Department (EMD) Director is responsible for preparing for, and coordinating, the emergency activities of the county during emergency operations.
2. In a full activation of the EOC, the EMD Director will serve as the Emergency Operations Center (EOC) Commander.
3. The EMD Director may assume the role of Area Commander based on the line of succession.
4. The EMD Director shall also complete other duties as necessary to address an emergency or disaster situation. These duties shall include, but may not be limited to:
  - The Director will coordinate the development and maintenance of the Berkeley County EOP.
  - The Director will make a recommendation to the County Supervisor regarding implementation of this EOP during emergencies.
  - In the event the Supervisor is not available, the Deputy Supervisor, the Deputy Supervisor / County Attorney, Vice Chairman of County Council, Sheriff, and then EMD Director, in that order, will have the authority to order implementation.

- The Director will determine supporting plans and documents necessary for effective county operations and will perform overall coordination and developmental plan guidance.
- The Director will develop and execute an emergency exercise and training program for the county.
- The Director will coordinate with local municipalities, special purpose districts, neighboring counties, state, and federal entities involved in emergency management, to ensure the highest level of emergency preparedness for Berkeley County.
- The Director will be responsible for conducting and publishing an After-Action Review following all major emergencies and disasters in Berkeley County.
- This review will analyze the county's activities and make recommendations on how to improve the system for the next event. The Director will determine the process to be used based on the scale of the disaster.

#### **E. County Department and Agencies**

1. Many county departments and agencies will be designated as the "Lead" of a specific Emergency Support Force (ESF). The heads of these "Lead" departments and agencies will serve as the ESF "Lead" during an activation of the EOC.
2. These "Leads" will be responsible for coordinating the efforts of the entire ESF, including support agencies and departments.
3. County departments and agencies should select an individual to be the direct representative for the department or operate as the "Emergency Coordinator".
4. Heads of departments and agencies not assigned to a specific ESF will be available for assignment to "incident-specific" projects as needed.
5. Emergency plans, guidelines, and policy should be submitted to the EMD.
6. Assign personnel to the Emergency Operations Center or other locations as necessary.
7. Mobilize and utilize resources to meet emergency and disaster requirements.
8. Provide personnel or coordination for certain training requested based on guidance from Emergency Management.
9. Maintain personnel for response for an activation with a 24 – hour minimum response.
10. Participate in exercises in coordination with Emergency Management.
11. Have a working knowledge of their roles and responsibilities based on this plan.
12. Maintain rosters of individuals for response and activations.



## **F. Municipalities**

1. The County EOC will respond to requests from all municipalities and special purpose tax districts within the county.
2. Municipal requests will be treated the same as county requests and will be monitored and coordinated in an expedient manner.
3. Municipalities are encouraged to provide a liaison to the County EOC to help expedite the sharing of information.
4. Municipalities shall maintain all record keeping in accordance with federal laws and regulations.

## **G. Other Organizations**

1. Other organizations and agencies that have emergency responsibilities in Berkeley County may be assigned to a specific ESF. They will work with all other organizations in the ESF to accomplish the overall ESF responsibilities.
2. This could include non – government organizations and volunteer groups that fall under ESF # 18.
3. Specific assignments are detailed in the ESF Annexes.
4. In some cases, these organizations may serve various roles of that ESF.
5. Develop policy, procedure, guidelines, and plans.
6. Assign personnel as required.
7. Maintain documentation and record keeping.
8. Provide for training of personnel in accordance
9. Maintain rosters of personnel that are available to respond and support activations.
10. Coordinate with Emergency Management for exercises.

## **H. State Government**

1. State agencies will support county emergency operations only after all local resources have been depleted and/or are deemed clearly inadequate to cope with the effects of the disaster by Command.
2. State support will be provided on a mission-type basis, as deemed appropriate by the Governor, and as provided for in the South Carolina Emergency Operations Plan (SCEOP).

## **I. Federal Government**

1. The federal government will provide support upon request in accordance with the National Response Framework (NRF) and Stafford Act.
2. Federal assistance provided under the NRF is to supplement state and local response efforts.
3. Federal agency representatives will coordinate with the Federal Coordinating Officer and state government to identify specific federal response requirements and will provide federal response assistance based on state identified priorities.

## IV. CONCEPT OF OPERATIONS

### A. General

1. Disaster response plans are based upon the principal that local authorities bear the initial responsibilities for disaster response and relief.
2. Each level of government accomplishes the functions for which it is responsible, requesting assistance from the next higher level of government only after local resources have been expended and/or are clearly inadequate to cope with the effects of the disaster.
3. County government will support disaster operations of the municipalities and special purpose tax districts with county resources only after all local resources have been depleted or are deemed by Command to be inadequate to handle the situation.
4. All resources, including the military, made available to the county from outside agencies will be assigned tasks and functions by the county on a mission-type basis, but will remain under the direction and control of their parent organization.
5. County government will also assume responsibility for direction of combined emergency operations in areas where municipal capability has broken down or does not exist, or when the nature or magnitude of a disaster is such that county government direction of operations is required for effective response.
6. The County Emergency Operations Center (EOC) will work with the other functional groups within NIMS:
  - **Executive Group / Multi – Agency Coordination Group (MAC)** - Responsible for the overall development of policy and coordination with other political entities. The Area Commander will oversee the MAC group. Consists of executive level leadership from the county and municipalities.
  - **Incident Command (IC) / Unified Command (UC)** – Incident scenes shall be managed with a single IC or with UC depending on jurisdictional responsibility or the type of scene.
  - **Joint Information System (JIS)** – Communications throughout all functional groups – can be assigned to the Joint Information Center (JIC)

7. The County EOC will be divided into functional areas based on the ICS with assigned support ESFs. These are:
  - **Command** – Responsible for overall management of the EOC
  - **Planning Section** - Responsible for coordination of logistics and resources, maintaining plans, and coordinating recovery efforts post-disaster
  - **Logistics Section** - Responsible for maintaining the logistical and functional requirements of the EOC and EOC staff.
  - **Operations Section** - Responsible for the management of all operational aspects of the disaster. The Operations Section will be subdivided into Emergency Support Functions (ESFs) to facilitate operations.
  - **Finance / Administration Section** – Responsible for cost and time management of the Center
  - **Investigations / Intelligence Section** – Often called the sixth function of ICS, this section is not activated frequently but is used for man – made disasters and public health incidents when required.

## **B. Emergency Operations Center**

1. The Berkeley County Emergency Operations Center (EOC) is located at the County Administration Building, 1003 US Highway 52, Moncks Corner, SC 29461.
2. The EOC serves as the primary coordination center for all major emergencies. This includes all information and resource management.
  - The EOC will utilize Palmetto EOC as its common operating picture for coordinating resources and information.
  - The EOC will serve as the principal information management center for all public messaging.
  - The EOC will serve as the central hub for all information gathering during an emergency.
3. **Activation Options** - It is understood that not all emergencies require full activation of the EOC. To ensure an adequate response is possible, the county allows for other levels of activation. These activation levels may be adjusted by Command as necessary. During an activation, only key personnel, as determined by Command, will be authorized in the EOC. The EOC can be activated by the EMD Director or other staff in their absence.
  - **Limited/Monitoring Activation** will occur during small-scale events requiring minimal resources and personnel. During Limited/Monitoring Activation, the EMD Director may serve as the Area Commander and determine which ESFs are needed, and the hours of operation.

- **Virtual Activation** will occur when there is a need for limiting / monitoring, but the EOC does not need to be staffed or conditions are unsafe to have staff reach the EOC.
- **Partial Activation** will occur for larger events that do not necessitate a full activation of the EOC. The EMD Director will serve as the Area Commander and determine which ESFs are needed, and the hours of operation.
- **Full Activation** will occur when a major event requires all EOC functions to be staffed and operational. The County Supervisor will serve as Area Commander. A full activation will require all ESFs to be manned, and for the EOC to engage in 24-hour operations.

4. **Alternate EOC**

- The Berkeley County Alternate Emergency Operations Center (AEOC) will be located at the Berkeley County Water and Sanitation Building, 212 Oakley Plantation Drive, Moncks Corner, SC.
- The AEOC serves as the principal backup if the EOC is inaccessible or inoperable. Activation of the AEOC is outlined in the Continuity of Operations section of this Base Plan.

**C. Operating Conditions**

1. To maximize advance warning, Berkeley County has adopted the NIMS mechanism of Operating Condition (OPCON) Levels.
2. These OPCONs increase the county’s state of readiness on a scale from 3 to 1.
3. Each OPCON level is declared when certain criteria have been met.
4. The Berkeley County Emergency Management Director will recommend the appropriate OPCON level to the County Supervisor, based on the situation at any given time.
5. OPCONs are designated by numbers as shown:

OPCON	LEVEL OF READINESS
Three	Day-to-day operations.
Two	Possibility of an emergency or disaster situation that may require EOC activation. EOC staffed with County EMD personnel and other essential personnel as needed. Implementation of the EOP as required.
One	Disaster or emergency is occurring. Emergency response activities are ongoing. Full EOC activation and implementation of the EOP required.

#### **D. State and Federal Operational Support**

1. As some emergency situations may be beyond the scope of the County to respond sufficiently with its internal resources, state and federal assistance is made available to the County.
2. The principal means of activating this support is through SCEMD and the assigned Regional Emergency Manager (REM).
3. The REM will assist the County in contacting the proper state and federal agencies to assist in providing the essential functions deemed lacking in the County's response.
4. Other state and federal agencies may operate their own liaisons for the County to utilize in an emergency. The EMD Director shall maintain a list of these liaisons.
5. Other State and Federal support will run consistent with the State Emergency Operations Plan, National Response Framework, and Stafford Act.

#### **E. Field Operations and IC/UC Command Interface**

1. **Field Operations** - The EOC staff shall monitor ongoing emergency operations throughout the County. ESF Leads must remain in constant contact with their field personnel and are responsible for updates.
2. **IC/UC Interface** - An activation of the County EOC allows field personnel to coordinate their efforts with other County resources. The EOC staff serve as an AC over the many possible field operations that may be going on simultaneously throughout the County.
3. **Local Area Emergency** - It is understood that not all emergency events will require the activation of the EOC. However, these incidents may still require the utilization of the EOP and ICS to lend support, but local authorities will maintain incident command of the situation.
4. **Request for Assistance** - If the local jurisdiction deems an incident to be beyond their scope of response, a request for assistance will be made to EMD. The EMD Director will determine the necessity for activating the EOC and the level of assistance needed for the incident. The request for assistance may be made verbally over the radio, by phone, or in person. Once the request has been made, it will be documented by the EMD Director and others as applicable.

## **V. DIRECTION, CONTROL, AND COORDINATION**

### **A. General**

1. To properly implement ICS and NIMS in an emergency response, it is necessary that County leadership be aware of their roles and responsibilities during an event.
2. In many cases, a position will serve in multiple roles of an emergency response.
3. Roles in an emergency incident are divided into separate groups that cover varying scopes of responsibility during the event.

### **B. Executive Group / MAC**

1. Composed of the following
  - County Supervisor/AC
  - Members of County Council (as needed)
  - Sheriff
  - Coroner (as needed)
  - County Deputy Supervisor(s)
  - County Division Chief Officers
  - County EMD Director/EOC Commander
  - EOC Command and General Staff (as required)
  - County Attorney / Legal Officer
  - Other County Directors (as assigned)
  - Municipal Officials (if staffed)
  - State Officials (if staffed)
  - Federal Official (if staffed)
  - Berkeley County School District (if staffed)
2. Responsibilities
  - Establishing disaster specific policy and procedures
  - Establishing strategic priorities
  - Coordinating with other political entities.
  - Developing legal solutions when appropriate.
  - Adjudicating conflicting claims and/or request for available personnel, equipment, and other resources.

### **C. EOC Command Function**

1. Composed of the following
  - EOC Commander
  - EOC Liaison Officer
  - Public Information Officer
  - Legal Officer
  - Safety Officer
  - Other Liaisons
  - Agency representatives
2. Responsibilities
  - Establishes priorities and allocated resources to support disaster operations
  - Approves the overall EOC action plan
  - Directs support and coordination activities
  - Supports transition to recovery from the EOC perspective

### **D. Operations Section / Function**

1. Composed of the following
  - Operations Section Chief
  - Deputy Operations Chief (if staffed)
  - ESF 1 – Transportation – Berkeley County Roads and Bridges
  - ESF 3 – Public Works – Berkeley County Water and Sanitation
  - ESF 4 – Firefighting – Berkeley County Fire Chiefs' Association
  - ESF 6 – Mass Care – Department of Social Services
  - ESF 8 – Health and Medical – Department of Health and Environmental Control Public Health Preparedness
  - ESF 9 – Search and Rescue – Department of Natural Resources
  - ESF 10 – Oil and Hazardous Materials – Department of Health and Environmental Control Environmental Response
  - ESF 11 – Agriculture and Food Services – Berkeley County Land and Farm Services
  - ESF 12 – Energy – Santee Cooper
  - ESF 13 – Law Enforcement – Berkeley County Sheriff's Office
  - ESF 16 – Traffic Management – South Carolina Highway Patrol
  - ESF 17 – Animal Services – Berkeley County Animal Center
  - ESF 19 – Military – National Guard
  - ESF 21 – Air Operations – Berkeley County Airport
  - ESF 24 – Business / Industry – Berkeley County Economic Development

2. Responsibilities

- Coordinate response operations with ESF partners.
- Ensure all calls for service are being met and resolved.
- Track mutual aid and materials requests made by field personnel.
- Provide situation reports on ongoing and completed operations.
- Monitor disaster intelligence to properly deploy County assets.
- Participates in all necessary meetings to support the planning process in the Center

**E. Planning Section / Function**

1. Composed of the following

- Planning Section Chief
- Deputy Planning Section (if staffed)
- ESF 20 – Damage Assessment – Berkeley County Real Property
- Resource Unit
- Demobilization Unit
- Situation Unit – Berkeley County Planning and Zoning
- Documentation Unit – Berkeley County Planning and Zoning
- Advanced Planning Unit (if staffed)

2. Responsibilities

- Collection, evaluation, and dissemination of intelligence and information about the incident
- Maintains current information about the forecast of the incident
- Intelligence and Investigations function can exist here in smaller incidents
- Preparation and documentation of EOC Incident Action Plans and receipt of external Incident Action Plans
- Recommends logistics needs and requirements for the incidents
- Coordinates damage assessment by ground and air

**F. Finance and Admin Section / Function**

1. Composed of the following

- Finance / Administration Section Chief – Berkeley County Finance Department
- Finance / Administration Deputy Section Chief (if staffed)
- Cost Unit – Berkeley County Finance Department
- Time Unit
- Procurement Unit
- Compensation / Claims Unit



**2. Responsibilities**

- Cost tracking for resources, personnel, force account labor, force account equipment, and other required information
- Participate in all necessary meetings to support the planning process
- Support the financial process for a transition to recovery
- Cost documentation overall
- Time documentation overall

**G. Intelligence and Investigations Section / Function**

**1. Composed of the following**

- Investigative Group
- Intelligence Group
- Forensic Group
- Missing Persons Group

**2. Responsibilities**

- Process raw data into actionable intelligence for decision making
- Activated during man – made / intentional disasters
- Support any type of investigation from the EOC
- Provide resource support for forensics at a scene
- Provide support for missing persons from the EOC

**H. Logistics Section / Function**

**1. Composed of the following**

- Logistics Section Chief – Berkeley County Procurement
- Deputy Logistics Section Chief (if staffed)
- ESF 2 (Communication Unit) – Communications – Berkeley County Radio Communications / Radio Shop
- ESF 18 – Volunteers and Donations Management – Berkeley County Community Emergency Response Team
- Facilities Unit – Berkeley County Facilities and Grounds
- Food Unit
- Medical Unit – Berkeley County Emergency Medical Services
- Ground Support Unit – Berkeley County Fleet Department
- Supply Unit

**2. Responsibilities**

- Provides all support needs to the incident including incident related facilities which may exclude health and medical
- Orders all off – site resources to support the EOC and IC / UC
- Provides all functions of a standard logistics section

## **VI. DISASTER INTELLIGENCE AND COMMUNICATION**

### **A. General**

1. For effective response to disasters, there must be an efficient means to collect disaster intelligence.
2. Disaster intelligence has a basis in community lifelines to be described below.
3. Critical infrastructure damage information is vital so resources can be prioritized for restoration.
4. Public Information and Warning is a priority for BCG during emergencies and disasters.

### **B. Community Lifelines**

1. Societal restoration is tied to the stabilization of the community lifelines within Berkeley County.
2. Stabilizing community lifelines is the primary effort during response to less threats and hazards to public health, safety, economy, and security
3. A community lifeline enables the continuous operations of critical government and business function essential to human health, safety, and economic security.
4. The community lifelines reframe incident information to provide decision makes with cause and impact tracking.
5. Community lifelines are marked as:
  - Gray – Unknown Status
  - Red – Unstable
  - Yellow – Potentially unstable / normalizing
  - Green – Stable
6. The seven Community Lifelines to be assessed are:
  - Safety and Security
  - Mass Care (Food, Water, Shelter)
  - Health and Medical
  - Energy (Power and Fuel)
  - Communications
  - Transportation
  - Hazardous Materials

### **C. Information Collection, Alert, and Notification**

1. Disaster intelligence will focus on community lifelines with the respective ESFs: 1, 2, 8, 10, 11, 12, 13, and 24
2. Berkeley County maintains an Enhanced 911 center located at 1003 US Highway 52, Moncks Corner, SC 29461.
3. Other Public Safety Answering Points that operate within Berkeley County: Hanahan 911, Goose Creek 911, Summerville 911, and Charleston County Consolidated Dispatch.
4. The Berkeley County Enhanced 911 Center (BC911) is known as the “Berkeley County Warning Point.”
5. BC911 operates a 24 – hour communications center with the ability to receive and disseminated information and warnings related to public safety.
6. BC911 is equipped with the National Warning System (NAWAS), mass notifications systems, and the Integrated Public Alert and Warning System (IPAWS).
7. The Emergency Management Department maintains communications hardware to ensure information collection is available through High Frequency (HF) - Local Government Radio (LGR), 7/800 Megahertz Palmetto800 system (MHz), satellite radio, satellite portable phone, and limited amateur radio capabilities.
8. PalmettoEOC is the primary EOC software that is web based for coordination between the County EOC and State EOC.
9. South Carolina Regional Emergency Managers (REMs) are dispatched to counties that may need assistance.
10. During an EOC activation, there is constant communication with Dorchester and Charleston EOCs along with the State EOC.
11. Field observers and windshield surveys must be performed to understand scope and damage to the county.
12. Survey 123 and Quick Capture can support understanding scope of the disaster.
13. BC911 and BCEMD have implemented Alastar Incident Management System for Incident Action Planning and overall situational awareness.
14. The county also maintains a forward-facing link for damage reporting post incident.
15. Certain Essential Elements of Information / Intelligence (EIs) may be needed for EMD or the EOC.

### **D. Information Flow**

1. Upon information obtained from the field, it should be given to EMD.
2. Information flow may depend on the EOC activation level or emergency.

3. Without an activation, information may be received directly to BC911 or to EMD.
4. For information received to BC911, proper notifications should be made.
5. With an EOC activation, disaster information and intelligence will flow internally and externally to those who have a need to know.
6. Information may come to EMD, BC911, or the EOC as raw data for further processing and corroborated or validated to ensure information and / or intelligence is actionable.
7. Information flow can be tied to effective decision making.

#### **E. Public Information Dissemination**

1. Public information and warning is vital for life safety and other incident priorities if a disaster has occurred or is imminent.
2. Before, during, or after the disaster, the public will be advised through news media, social media, County Emergency Notification System, Emergency Alert Systems, or mass notification systems / IPAWS.
3. The BC911 is the 24 – hour warning point to receive and disseminate lifesaving information.
4. Other specialize emergency communication capabilities include:
  - NAWAS
  - EAS
  - Phones
  - Telephone bridging
  - Radio networks
  - SCEMD phone application
  - Social media
  - PalmettoEOC
  - Citizens Call line
  - County webpage
  - Emergency Mass notification system / IPAWS
  - SCEMD Code Red / IPAWS
5. BCEMD will coordinate with appropriate agencies and organizations to ensure timely warning readiness.
6. In the event of an imminent or actual disaster, BCEMD will initiate actions to warn the citizens, visitors, business, and other local governments.
7. A variety of warning systems are available for use during emergency operations.
8. Weather advisories will be made throughout state and local communications most likely from the National Weather Service (NWS) through NAWAS.
9. Emergency information may also be received and transmitted via the National Crime Information Center (NCIC).

10. EAS can be used to notify the public of emergency conditions.
11. EMD maintains surveillance of specific incidents using NWS and related products.
12. EMD makes notifications to business and industry through the utilization and operationalization of ESF # 24.
13. Information for the media will be accurate, clear, concise, timely and coordinated.
14. Citizen's information will take calls from the public and answer questions when able which falls under the Public Information officers.
15. When the EOC is activated, the EMD Director, PIO, or other designee is responsible for public information and warning.
16. ESF # 15 will provide all necessary means to support public information and warning.
17. The Joint Information Center can be established at the County Admin Building during an EOC activation for a physical location for the Joint Information System.
18. The JIC should be staffed with stakeholders PIOs.

## **VII. EVACUATION**

- A. Evacuation is the controlled movement and relocation of person and property made necessary by a threat or hazard.
- B. Assistance will be provided to support any type of evacuation.
- C. The lead county agency for carrying out evacuation due to larger natural disasters is the Berkeley County Sheriff's Office in coordination with EMD.
- D. Coordination with all appropriate departments and agencies will run through ESF # 13 and 16 at the EOC or the Command Post.
- E. EMD will monitor all potential conditions that could require an evacuation.
- F. Evacuation of a smaller geographic area will fall on law enforcement or the jurisdictional fire agency.
- G. Upon an evacuation order of a smaller area, EMD must be advised in accordance with the Emergency Powers Act for report to the State Warning Point.
- H. Evacuations due to tropical cyclones will be coordinated by EMD with the State EOC, Central Region Counties, MAC group, and other relevant stakeholders.
- I. For tropical cyclone evacuations, Berkeley County has zones B, F, G, H.
- J. Emergency conditions and areas that may require evacuation include:
  - 1. Tropical Cyclones: low – lying areas, swamps, rivers, and other others
  - 2. Hazardous Materials Incidents
  - 3. Dam Failures and Flood
  - 4. Earthquakes / Tsunamis
  - 5. Weapons of Mass Destruction Incidents
  - 6. Structure Fire
  - 7. Wildfires
- K. Depending on the incident, evacuation may be implemented in one of the following ways:
  - 1. Pursuant to Section 25-1-440 of the South Carolina Code of Laws, the Governor is the only authority to mandate and compel evacuation for a natural disaster situation by Executive Order.
  - 2. After the pass of hazardous conditions which required a Governor ordered evacuation, re-entry will fall on State then the locals.
  - 3. Pursuant to Section 6-11-1430 of the South Carolina Code of Laws, the Fire Authority may evacuate due to burning structures, open fire, dangerous gas leaks, flammable liquid spills, and transportation accidents.
  - 4. Pursuant to Section 6-11-1440 of the South Carolina Code of Law, the Fire Authority must involve jurisdictional law enforcement and involve county emergency management.

**I. Mandatory Medical Evacuation**

1. Under Section 25-1-440, the Governor may order licensed healthcare facilities to evacuate.
2. This is normally ordered up to 24 – hours prior to a general population evacuation.
3. Exceptions to the order must be requested to DHEC by the Facility Administrator or their Chief Executive Officer.

**J. Shelters**

1. It is the policy of the EMD to open shelters during large scale evacuations in accordance with the South Carolina Emergency Operations Plan and South Carolina Hurricane Plan.
2. For smaller scale evacuation, evacuation centers can be opened in coordination with IC / UC.

## **VIII. ADMINISTRATION AND LOGISTICS**

### **A. General**

1. A disaster or large emergency will place a significant demand on the local government.
2. Resource distribution could prove more difficult.
3. Community Lifelines under societal restoration will be given a resource priority.
4. Resource distribution will be based on county operational areas divided by the Sheriff's Office Patrol Zones and Municipalities being individual.
5. Resource will be identified and mobilized when practical.
6. Coordination with necessary departments will be done to ensure operational readiness.
7. Technical support will be provided to the EOC by the IT Unit and ESF # 22.

### **B. Logistics**

1. Logistics will follow NIMS guidance initially followed by county policy, procedure, guidelines, and plans.
2. Basic human needs is the initial priority for supply distribution to a community.
3. Regional Staging Areas / Warehouses can be activated to accept distributed goods.
4. Mutual aid agreements should be established for resource preparedness activities among other activities.
5. The Emergency Management Assistant Compact is a source for resources at the state level providing aid between states during a declaration of emergency.
6. Through Federal ESF # 8, the Strategic National Stockpile is available for public health emergencies and any shortages in medical countermeasures.

### **C. Voluntary Organizations**

1. Voluntary organizations are organized through ESF # 18.
2. Berkeley County will primarily utilize affiliated volunteers that are requested.
3. Volunteers should check in at reception centers that are established.
4. It is preferred for the groups to be associated with a National, State, or regional level Volunteer Organizations in Active Disasters (VOAD) or Community Organizations in Active Disaster (COAD).
5. Spontaneous volunteers can be used only after some type of qualification process.
6. Volunteers will only be used in work they are qualified and / or credentialed.
7. This does not include volunteer fire department or rescue squad members who fall under ESF # 4, 9, or 13.



**D. Accounting**

1. Expenditures of county funds for emergency operations shall be in accordance with all necessary guidelines et forth.
2. Accounting for all expenditures should be documented and utilized toward the basis for a federal major disaster declaration for reimbursement requests.

**E. Consumer Protection**

1. The Department of Consumer Affairs and other organizations monitor for price gouging and other disaster related problems.

**F. Environmental Protection**

1. All environmental protection, remediation, and restoration shall be done in accordance with South Carolina law and federal law.

**G. Nondiscrimination**

1. Discrimination against any persons regardless of background is prohibited during disaster response and recovery.
2. Any complaints of discrimination should be forwarded to the Emergency Management Director and legal officer.

**H. Duplication of Benefits**

1. Duplication of benefits is not allowed for federal assistance when an insurance company or another source covers a loss.

## **IX. CONTINUITY OF GOVERNMENT**

### **A. Executive Succession of Authority**

- A. Continuity of Government and direction of emergency functions are essential during emergency operations.
- B. The following two positions are considered critical and must be filled. In the event the primary individual is unavailable, the next person on this list will fill the position.

#### Area Commander / Chief Executive Officer:

- 1) County Supervisor
- 2) Deputy Supervisor
- 3) Deputy Supervisor / Attorney
- 4) Chief Information Officer
- 5) Chief Administrative Officer
- 6) Chief Infrastructure Officer
- 7) Chief Financial Officer

#### EOC Commander

- 1) Berkeley County EMD Director
- 2) Berkeley County Fire Services Coordinator
- 3) Berkeley County Emergency Management Coordinator
- 4) Berkeley County Administrative Coordinator

### **B. Preservation of Records**

- 1. To provide for normal government operations following an emergency or disaster, essential records must be protected.
- 2. This includes: vital statistics, deeds, operational plans, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters, and financial records.

### **C. Emergency Actions**

- 1. The Berkeley County EOP assigns lead agencies to each ESF. Each ESF has primary agencies listed out and coordinating or support agencies.
- 2. Emergency delegations will be listed out in this plan.

### D. Delegations of Emergency Authority

Decision – making authority for each ESF is listed below in descending order; redelegated authorities will assume control when the primary decision maker is not available at time of emergency:

<b>Function</b>	<b>Succession of Authority</b>
ESF 1 – Transportation	Chief Infrastructure Officer Roads and Bridges Director
ESF 2 – Communications	Chief Information Officer IT Operations Manager
ESF 3 – Water and Sanitation	Deputy County Supervisor Water and Sanitation Director
ESF 4 – Firefighting	President, Fire Chiefs’ Association First VP Fire Chiefs’ Association
ESF 6 – Mass Care	Berkeley DSS Director Deputy DSS Director
ESF 8 – Health and Medical	Lowcountry DHEC Public Health Director Lowcountry DHEC Public Health Preparedness Director
ESF 9 – Search and Rescue	Berkeley County Sheriff Chief Deputy
ESF 10 – Oil and Hazardous Materials	Lowcountry DHEC Environmental Director Emergency Response Coordinator
ESF 11 – Agriculture	Chief Administrative Officer Berkeley County Parks and Recreation Director
ESF 12 – Energy	SC Office of Regulatory Staff Executive Director SC Office of Regulatory Staff Chief of Staff
ESF 13 – Law Enforcement	Berkeley County Sheriff Chief Deputy
ESF 15 – Citizens Call Line	Chief Administrative Officer Berkeley Public Information Officer
ESF 16 – Traffic Management	Berkeley County Sheriff Chief Deputy
ESF 17 – Animal Services	Chief Administrative Officer Parks and Recreation Director
ESF 18 – Volunteers and Donations Management	Chief Administrative Officer Parks and Recreation Director
ESF 19 – Military	SCNG Adjutant General Deputy Adjutant General
ESF 20 – Damage Assessment	Real Property Services Director Residential Appraiser Supervisor
ESF 21 – Air Operations	Chief Infrastructure Officer Berkeley County Airport Manager
ESF 22 – Cybersecurity / IT	Chief Information Officer IT Operations Manager
ESF 24 – Business and Industry	Deputy County Supervisor Berkeley County Economic Development

## **E. Protection of Government Resources**

1. Essential functions are those that enable county agencies to provide vital services, exercise civil authority, maintain safety / security, and sustain the economy.
2. Critical communications are required to support alternate facilities.
3. Communication methods can include but are not limited to secure / non – secure voice, fax, data connectivity, internet, e-mail, radio, satellite.

## **X. CONTINUITY OF OPERATIONS (COOP)**

### **A. General**

1. Identification of individual department / agency activities are key to ensure mission critical COOP functions such as ESF activities.
2. Agencies are required to establish COOP plans and procedure that list out essential functions.
3. Agencies are required to establish a COOP coordinator to interface with Emergency Management on the COOP plans.
4. Agencies are required to provide for safekeeping of vital records and databases.
5. Certain agencies may need to identify alternate operating facilities not mentioned in the EOP and provide for interoperable communications.
6. Agencies should validate capabilities to continue mission essential functions through tests, training, and exercises.

**B. ESF COOP**

<b>ESF</b>	<b>Primary</b>	<b>Secondary</b>
<b>Emergency Management</b>	Berkeley County Emergency Management Department	Berkeley County Emergency Medical Services
<b>1 – Transportation</b>	Roads and Bridges	Fleet Department
<b>2 – Communications</b>	Radio Communications / Radio Shop	IT
<b>3 – Public Works</b>	Water and Sanitation	Municipal Public Works Departments
<b>4 – Firefighting</b>	Fire Chiefs’ Association	Berkeley County Fire Marshal
<b>6 – Mass Care</b>	DSS	Department of Health and Human Services
<b>8 – Health and Medical</b>	DHEC PHP	Berkeley County EMS
<b>9 – Search and Rescue</b>	Law enforcement having jurisdiction	SC Department of Natural Resources
<b>10 – Hazardous Materials</b>	DHEC Environmental	Berkeley County Planning and Zoning
<b>11 – Agriculture</b>	Farm and Land Services	Berkeley County DSS
<b>12 - Energy</b>	Santee Cooper	Berkeley Electric Cooperative
<b>13 – Law Enforcement</b>	Berkeley County Sheriff’s Office	Municipal Law Enforcement agencies
<b>15 – Citizens Call</b>	Public Information Officer	Berkeley County EMD
<b>16 – Traffic Management</b>	South Carolina Highway Patrol	Jurisdictional law enforcement
<b>17 – Animal Services</b>	Berkeley County Animal Center	Berkeley County Sheriff’s Office
<b>18 – Volunteers and Donated Goods</b>	Berkeley County CERT	Berkeley County EMD
<b>19 – Military Support</b>	SC National Guard	Joint Base Charleston
<b>20 – Damage Assessment</b>	Berkeley County Real Property	Berkeley County Planning and Zoning
<b>21 – Air Operations</b>	Berkeley County Airport	Civil Air Patrol
<b>22 – Cybersecurity / IT</b>	BC IT	SLED Cybersecurity
<b>24 – Business and Industry</b>	Berkeley County Economic Development	Berkeley County Chamber of Commerce

### **C. Emergency Operations Center**

1. The primary EOC is located at 1003 US Highway 52, Moncks Corner, SC.
2. The EOC is staffed by multiple agencies to provide coordination and support to the incident.
3. The EOC can be activated in ways previously mentioned or operate virtually.
4. The alternate EOC can be activated within an hour.
5. Notification must be made to the State Warning Point in case of a failure of the primary EOC.
6. Notifications must also be made to surrounding county EOC and municipal EOCs.
7. The move to the alternate EOC must be approved by the EOC Commander and Chief Information Officer.
8. The alternate EOC is located at 212 Oakley Plantation Drive, Moncks Corner at the Water and Sanitation Building.
9. Notification must be made to the Water and Sanitation Director or Deputy Director in the case of a move to the alternate EOC.
10. A forward deployed EOC is possible with a large enough incident scene such as an urban search and rescue assignment.

### **D. Berkeley County Warning Point**

1. The primary county warning point is 1003 US Highway 52, Moncks Corner, SC.
2. It operates 24 – hours to maintain dispatch and other functions. In case of any problems at the primary center, the backup center is located at 223 N Live Oak Drive, Moncks Corner, SC.
3. The backup center is located on the primary floor of the Berkeley County Sheriff's Office.
4. The backup center has a potential timeframe to activate between 30 minutes – 1 hour.
5. With a potential failure or evacuation of the primary center, the Coastal Cooperative EsiNet agreement can be activated ensuring calls are taking by surrounding agencies with data input into Alastar.
6. The State Warning Point must be advised of a transition to the backup 911 center by Emergency Management.
7. The move to the backup center must be agreed upon with the 911 Communications Chief, ESF # 2 lead, and Chief Information Officer.

## **XI. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. General**

1. This plan is the principal source document concerning Berkeley County's emergency management activities.
2. Designated "ESF Primary Departments or Agencies" have the responsibility for coordinating, developing, and maintaining portions of this plan that pertain to their ESF, in coordination with the Berkeley County EMD Director.
3. Further, each ESF Primary Leader shall provide an updated ESF roster to the EMD Director prior to May 1<sup>st</sup>, annually.
4. The Berkeley County EMD Director will perform overall coordination and developmental guidance, as necessary.

### **B. Maintenance and Improvement**

1. The EOP is revised:
  - Conditions described in the plan have changed
  - Changes are recommended through an after – action process following an incident or exercise
  - Necessary changes or revisions are discovered during annual plan review
  - Community and / or risk conditions change
  - New EOP guidance is released
2. After all EOC activations or exercises, an after- action report is completed to collect strengths, areas for improvement, and improvement planning items



## **XII. AUTHORITIES AND REFERENCES**

### **A. County**

1. Berkeley County Continuing Resolution R-80-32, August 7, 1980
2. Berkeley County Continuing Resolution R-05-21, March 28, 2005
3. Berkeley County Continuing Resolution R-19-24, November 25, 2019
4. Berkeley County Hazard Mitigation Plan (as updated)

### **B. State**

1. South Carolina Constitution
2. South Carolina Code of Laws, 6-11-1410 through 6-11-1450
3. South Carolina Code of Laws, 25-1-420 through 25-1-460
4. SC Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
5. SC Regulation 58-101, State Government Preparedness Standards, SC Code of Regulations
6. South Carolina Emergency Operations Plan (as updated)
7. South Carolina Hurricane Plan (as updated)
8. South Carolina Hazard Mitigation Plan (as updated)
9. South Carolina Hazard Assessment (as updated)

### **C. Federal**

1. Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, Title VI, as amended.
2. Code of Federal Regulations (CFR), Title 44, as amended.
3. National Response Framework, as amended
4. Presidential Policy Directive # 8 National Preparedness - National Preparedness Goal, as amended
5. Presidential Policy Directive # 21 Critical Infrastructure Security and Resilience, as amended
6. Presidential Executive Order 12148 – Federal Emergency Management
7. United States Census Bureau Quick Facts Berkeley County, South Carolina

### **D. Other**

1. Emergency Management Assistance Compact Operations Manual, October 2013
2. Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans
3. Comprehensive Preparedness Guide 201, Threats and Hazards