

# ANNEX K TO UNION COUNTY EMERGENCY OPERATIONS PLAN MASS CARE

## (Former Title: EMERGENCY WELFARE SERVICE)

*All Annex K personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all Annex K planning and response operations.*

*Ensure all Annex K) personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all Annex K agencies will complete FEMA's NIMS Awareness Course, or an equivalent course.*

### I. GENERAL

#### A. Purpose

To organize within Union County government the capability to meet basic human needs in a disaster situation and to outline responsibility and policy for Mass Care operations before, during and after a natural or man-made disaster.

#### B. Authority

1. *Union County Ordinance dated November 4, 1987.*
2. *South Carolina Legislative Act Number 199, July 30, 1979.*
3. *Robert T. Stafford Disaster Relief and Emergency Assistance Act Sub-Chapter 6 Public Law 103-337, Title VI, October 5, 1994*

#### C. Definitions

1. MASS CARE - Organization composed of the Union Department of Social Services (DSS), and its personnel, facilities and resources at State and County levels; the Department of Health and Environmental Control Health District Office and its personnel, facilities and resources at the State and County levels; the Department of Health and Human Services and its personnel, facilities, and resources at the State and County levels; The American Red Cross and The Salvation Army at local and state levels, the County School Districts and their personnel, facilities and resources; appropriate Federal agencies and supporting private and religious organizations.

2. MASS CARE SERVICES B Resources for basic human needs required as a result of an emergency situation (shelter, food, clothing, information, referral, counseling, and first aid) and provided by the Mass Care organization.

3. SHELTER AREA - Geographical unit that divides the Mass Care shelter operations into identifiable areas.

4. SHELTER PLAN - Document used to direct people to the best available shelter as dictated by the situation. The plan identifies the number of and the requirement for shelter spaces.

5. Union County MASS CARE MANAGEMENT GROUP B Group composed of Mass Care Coordinator, DHEC representative, DHHS representative, School District Superintendents, Piedmont Chapter of the American Red Cross (ARC) representative, the Salvation Army of Union County, and local/state law enforcement. These individuals or their alternates will be located in the Emergency Operations Center (EOC) when it is activated.

D. References

1. *Robert T. Stafford Disaster Relief and Emergency Assistance Act, Sub-Chapter 6, Public Law 103-337, Title VI, October 5, 1999.*
2. *South Carolina Emergency Operations Plan, most recent copy, (includes South Carolina State Hurricane Plan and South Carolina Radiological Emergency Response Plan (SCORERP))*
3. *American Red Cross, Piedmont Chapter Disaster Plan, current copy.*
4. *South Carolina Department of Social Services Disaster Response Services Policy and Procedures Manual, current copy.*

E. Organization

1. See Appendix 1, Organization Chart.
2. The Director of South Carolina Department of Social Services (SCDSS) is the State Director for Mass Care. The State Director is responsible to the Governor for coordinating Mass Care operations. The Director will be represented in the State Emergency Operations Center (SEOC) by the DSS State Mass Care Coordinator. The lines of authority applicable to Mass Care adhere to normal organizational patterns except for such special assignments as the Governor and the State Director may deem advisable.
3. The Union County Director of the Department of Social Services is the County Coordinator, Mass Care, and is responsible for the coordination of all governmental and non-governmental agencies that comprise the Mass Care organization, which effectively supports the needs of the county populace during emergencies/disasters.
4. Supporting Mass Care organizations are:
  - a. Union County Department of Social Services
  - b. Union County School District

c. Union County Service Center of the Piedmont Chapter,  
American Red Cross

d. Union County Salvation Army

e. Union Health District, DHEC

f. DSS Regional Office

g. Union County Sheriff/Local Law Enforcement

## II. SITUATION

When emergencies/disasters cited in the *County Emergency Operations Plan* occur, centralized and coordinated Mass Care action will be required to control response.

### A. Assumption

1. Sufficient number of shelter spaces exist in, or are available to, Union County.
2. Sufficient food stocks exist in, or are available to, Union County.

### B. Planning Basis

1. See Paragraph II.D. Union County Emergency Operations Plan
2. For Fixed Nuclear Facility Incidents in nuclear-affected counties, see Annex Q, *Union County Emergency Operations Plan*.

## III. EXECUTION

ON ORDER OF THE County government, the Union County Emergency Services Division will activate the EOC.

### A. Concept of Operations

: This plan is based on the National Incident Management System (NIMS) version of the Incident Command System (ICS). Through a unified command system, agencies develop common terminology, compatible communication systems, coordinated planning procedure and efficient standard operating procedures. ICS is based on the premise that specific activities of most emergency personnel will simply be applying daily routine functions on a larger scale.

1. Implementation and Control: On notification by the Director of the Union County Emergency Preparedness Agency, or his designee, the Coordinator of the Union County Mass Care will activate the County Mass Care Section in the Emergency Operations Center (EOC). Decisions for response are made by the Mass Care Coordinator or his designee.

2. Location of the Mass Care Operations Center and Emergency Operations Center (EOC): Control of Mass Care operations will be conducted from the Emergency Operations Center (EOC) located in the Union County Emergency Services Building, Union, SC 29379 when conditions warrant the activation of the EOC. When lesser conditions prevail, operations may be conducted from the appropriate DSS Office within Union County.

B. Roles/Responsibilities of Mass Care Component Agencies/Individuals Applicable to all Four Emergency Phases (Mitigation, Preparedness, Response, and Recovery):

1. County School District Superintendent.

- a. Coordinates all activities pertaining to the provision of shelter space within the schools of their districts with the County Mass Care Coordinator and the Piedmont Chapter, American Red Cross Disaster Coordinator.
- b. Assists Mass Care Coordinator in developing procedures to implement this plan.
- c. Authorizes opening of District schools as shelters.
- d. Ensures that responsible officials arrive to open school(s) designated as shelters.
- e. Maintains communications with the Mass Care coordinator and other shelter agencies (DHEC, law enforcement, etc.)
- f. Coordinates with the local chapter of the American Red Cross for shelter cleanup and return of school to pre-disaster conditions as soon as possible.
- g. Coordinates with the local American Red Cross chapter for final accounting for expenditures and reimbursable expenses for use of school district shelters.

2. Piedmont Chapter, American Red Cross (ARC)

- a. The Piedmont Chapter of the American Red Cross manages all ARC disaster shelters and will be responsible for activities related to provision of the following services within ARC shelters:
  - (1) Internal shelter operations.
  - (2) Registration and Inquiry.
  - (3) Shelter staffing upon opening a designated shelter or as soon thereafter as practical.
  - (4) Emergency First Aid
- b. In the event of a disaster the ARC will administer authorized ARC disaster relief programs in accordance with the ARC 3000 series protocols.
- c. Specific duties include, but are not limited to, the following:
  - (1) Recruits ARC volunteers for Mass Care duties
  - (2) Conducts ARC training courses for shelter managers and shelter workers.

Superintendents  
the use of the

- (3) Coordinates and executes agreements with School District and owners/administrators of other facilities relative to facilities as disaster shelters.
- (4) Coordinates a feeding plan for each shelter.
- (5) Surveys each shelter and maintains a record of building damage or defects.
- (6) Appoints an American Red Cross affiliated shelter manager for each shelter.
- (7) Receives and registers all shelterees.
- (8) Develops and implements plans to provide water, food, sleeping spaces, sanitation and medical care insofar as the conditions and resources of the shelter permit.
- (9) Establishes a schedule and organizes shelter personnel to carry out all shelter activities.
- (10) Maintains order.
- (11) Maintains morale of shelterees by providing for religious, recreational, and social activities.
- (12) Holds periodic briefings for shelterees to pass on as much information as available concerning the disaster situation
- (13) Maintains a log of all activities and actions occurring during the shelter period.
- (14) Prepares and disseminates reports (Initial opening report, shelter status report every 6 hours, shelter closing report, and closeout report.) Additional reports may include status of feeding, water, sanitation, health and medical information.
- (15) Administers authorized ARC disaster relief programs.

### 3. Union County Salvation Army

- a. Upon request, subject to authorization by the Zone Commander and availability of personnel, is the coordinator of activities pertaining to the provision of the following services:
  - (1) Clothing
  - (2) Counseling
  - (3) Recreation
  - (4) Religious Activities
- b. Will provide additional services in support of the primary responsibilities of the Mass Care components. These services include:
  - (1) Feeding (Mobile canteens)
  - (2) Other services as may be deemed necessary and appropriate by Mass Care when agreed to by the Salvation Army.
- c. In the event of a disaster, will administer authorized Salvation Army disaster relief program.

### 4. Union County DSS Director

- a. Coordinates all activities pertaining to the provision of the following services:
  - (1) All county disaster mass care (sheltering and feeding) operations
  - (2) Provision of DSS services (upgraded to emergency status)
  - (3) Provision of support staff for ARC/SMNS shelter operations
- b. Coordinates additional services in support of the primary responsibilities of the other Mass Care components. These services include:
  - (1) Counseling
  - (2) Registration and inquiry
  - (3) Other services as deemed necessary and appropriate by Mass Care

c. Administers State and Federal disaster relief programs (when authorized) such as the Food Stamp Program and the Individual and Family Grant Program.

d. Specific duties include, but are not limited to, the following:

- operations.
- (1) Ensures all county DSS employees are trained in ARC shelter
  - (2) Reports to DSS Communications Room every three hours on shelter status.
  - (3) Provides staff assistance to ARC shelters when requested.
  - (4) In conjunction with DHEC, opens the Special Medical Needs Shelter(s), provides registration staff and reports, and is responsible coordinating feeding and financial reimbursement for food with the SMNS facility.
  - (5) Prepares and disseminates After Action Reports for each shelter operation.

#### 5. Union County Health Department (DHEC)

and

a. The Union is responsible for providing nursing staff for the Red Cross shelters and the Special Medical Needs Shelters in the county. (See Appendix 4, Shelter Lists). DHEC may assist with coordinating Mental Health activities counseling in shelters.

b. Specific duties include, but are not limited to, the following:

- are
- medical reimbursement
- (1) Coordinates medical staffing of ARC and SMNS shelters when shelters opened.
  - (2) Contracts with a facility to use as an SMNS, opens the SMNS shelter in conjunction with DSS, provides qualified medical support staff and care for SMNS patients, responsible for coordinates financial for use of the SMNS facility.
  - (3) Prepares and disseminates After Action Reports for each shelter operation.

#### 6. Union County Law Enforcement

Union County Law Enforcement is responsible for providing security to Red Cross shelters, to include internal shelter law enforcement duties, security planning, and traffic control.

### C. Coordinating Instructions

1. This Annex is effective for planning upon receipt and for implementation upon order.

2. During a disaster situation, requests for assistance will be made through the Union County Emergency Operations Center (EOC), located at the Union County Emergency Services Building, Union SC.

3. The Mass Care Management Group reports to the EOC on request of the Director, Union County Emergency Preparedness Agency.

4. All planning for sheltering will provide for the distinctive needs of special populations, especially the institutionalized, the mobility impaired, the handicapped and the elderly. Provisions must include reasonable access to the shelters as well as space in the shelters adequate for any special needs.

#### IV. ADMINISTRATION AND LOGISTICS

##### A. Reports, Invoices, Vouchers

ARC and SMNS Shelter Managers will be responsible for maintaining reports, invoices and vouchers for that shelter. The American Red Cross will follow their own regulations in maintaining records for shelters they manage.

##### B. Logistics

###### 1. Food and Clothing Supplies

before

a. The Union Mass Care will use local resources to the fullest including all reasonable substitutions and improvisations until nearing depletion requesting assistance from the County Emergency Preparedness Director.

b. Officials in charge of essential Mass Care services and facilities will be instructed to continue to place orders with normal sources of supply. Orders that cannot be filled through normal distribution channels will be summarized by local Mass Care officials and communicated to the State Emergency Operations Center through the Director of the Union County Emergency Management Agency.

###### c. Food

shelter  
local

(1) Food in ARC shelters is coordinated and provided by the ARC under their shelter responsibility. Shelter food is either prepared at the (normally by school cafeteria personnel) or is purchased from vendors.

(2) Food in the SMNS shelters is provided by DSS contract (normally with the SMNS facility). The facility is reimbursed by DSS after event termination.

(3) Mass feeding involves large-scale feeding of larger populations. Mass Care will normally receive guidance from ESF#6 to support and coordinate feeding of a large, and basically homeless, population. Mass feeding is associated with large disasters where the sheltering structure cannot be used, as after a large earthquake.

###### 2. Disaster Sheltering (Mass Care)

For mass care disaster sheltering, the ARC will manage internal shelter operations in accordance with ARC regulations.

a. The Union County Emergency Preparedness Director will determine the need for sheltering. The decision to open shelters and supporting data (estimate of shelterees; geographical locations) will be communicated to the Mass Care and ARC Coordinators.

b. The Union County Emergency Preparedness Director will confer with the Mass Care and ARC Coordinators to determine the most appropriate shelter(s) to open. The ARC Disaster representative will coordinate with the appropriate School District Superintendent or the owner/manager of designated shelter facilities. DSS will coordinate with the appropriate School District Superintendent or the owner/manager of the designated SMN facilities.

c. The American Red Cross will maintain current facility utilization agreements with the school districts relative to the opening of schools for utilization as shelters. The ARC will also obtain facility utilization agreements from owners or administrators of facilities other than schools; e.g., churches, union halls, privately owned facilities, etc.

d. The County Mass Care Coordinator (DSS Director) will assign DSS staff in support of ARC county shelter operations as required. County DSS personnel will support only ARC and SMN shelter operations.

3. Disaster Sheltering (Patient Evacuation)

See Appendix 3 for Special Medical Needs Shelter operational procedures.

4. Request for Support

ALL requests for MASS CARE support resources (manpower, supplies, services, and coordinated actions) beyond the County=s capabilities will be communicated to the State Mass Care Coordinator through the county EOC to the State EOC (SEOC).

5. Mass Care Service Policy

Mass Care Services shall be rendered to any person in need of such services with no discrimination against any such person(s) because of race, religion, creed, political beliefs or national origin.

**V. DIRECTION AND CONTROL**

A. Direction

On request of the Union County Emergency Preparedness Director, the Mass Care Management Group will report to the County Emergency

Operations Center (EOC), and will direct Mass Care operations from that location.

B. Control

1. Communications will be maintained between Mass Care organizations by telephone, fax, ARC, ham radio (where available) and through any other means available.

2. Whenever the Union County Mass Care is activated, communication will be established between the County Mass Care agencies and their agency representatives at the SEOC as soon as possible.

3. This Annex will be reviewed and revised annually by the County Mass Care Coordinator.

C. Line of Succession

1. Mass Care Coordinator (County DSS Director)

2. Assistant Mass Care Coordinator (designated by County DSS Director)

3. ARC Chapter Coordinator (designated by the Piedmont Chapter, American Red Cross ECS/Disaster Director)

**Signatures of Participating Agency/Organization Officials:**

\_\_\_\_\_  
\_\_\_\_\_  
Director, Union County Department of Social Services Date

\_\_\_\_\_  
\_\_\_\_\_  
Superintendent, Union County School District Date

\_\_\_\_\_  
\_\_\_\_\_  
American Red Cross Date

\_\_\_\_\_  
\_\_\_\_\_  
County Health Department (DHEC) Date

\_\_\_\_\_  
\_\_\_\_\_  
Salvation Army Date

\_\_\_\_\_  
\_\_\_\_\_  
Local Law Enforcement (Shelter Security) Date

**LIST OF APPENDICES TO ANNEX K  
COUNTY EMERGENCY OPERATIONS PLAN**

APPENDIX 1 ORGANIZATION CHART

APPENDIX 2 SHELTER ACTIVATION PROCEDURES

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APPENDIX 4 SHELTER LOCATIONS

APPENDIX 5 DAM FAILURE/FLOODING

APPENDIX 6 EARTHQUAKE

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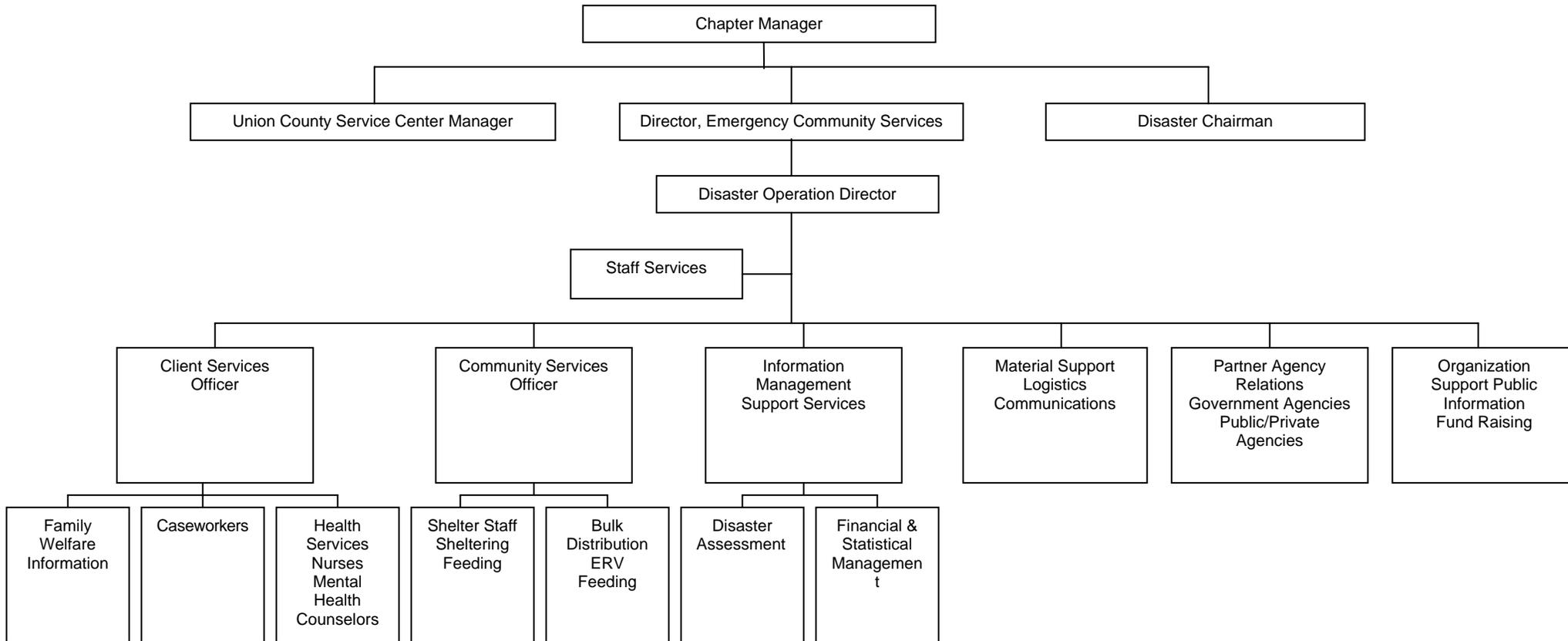
APPENDIX 8 RADIOLOGICAL EVENT

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# APPENDIX 1 ORGANIZATION CHART, MASS CARE

AMERICAN RED CROSS, PIEDMONT CHAPTER  
Disaster Response Table of Organization



## **APPENDIX 2 SHELTER ACTIVATION PROCEDURES**

**The State of South Carolina and the ARC are committed to operating shelters before and after a disaster until evacuees have access to their residence or other shelter becomes available.**

**The decision to open a shelter(s) is based on the need for temporary or permanent relocation of residents from the county or other communities in South Carolina due to an approaching or threatening disaster or in the aftermath of one. The decision to open a shelter can be made by the American Red Cross, at the request of County EMD officials, at the request of the Incident Commander, after consultation with DSS, the ESF 6 Mass Care Coordinating Agency or after an emergency declaration by the Governor.**

**Upon receiving a request that a shelter be opened, the DSS County Mass Care Coordinator will contact the American Red Cross to advise the need of Shelter. The American Red Cross (ARC) selects, opens and maintains mass care shelters in coordination with DSS and Cherokee County Emergency Management Division.**

**The American Red Cross will contact the appropriate shelter facility administrators, owners, or school superintendents to request the use of the facility. The American Red Cross will also be responsible for arranging the procurement of food supplies and/or the preparation of meals.**

**Shelter staff will consist of ARC volunteers and employees, DSS employees trained in ARC shelter operations, DHEC employees trained in ARC Disaster Health Services and/or other shelter facility-affiliated members trained in ARC shelter operations. The ARC Disaster Director will appoint an American Red Cross-affiliated shelter manager.**

**SMN shelters are opened at the discretion of the County EMD Director of after and emergency declaration by the Governor when special needs populations may be evacuating or may be directed to evacuate.**

**DSS and DHEC will contact the appropriate shelter facility administrators, owners, or school superintendents to request the use of the facility. DSS will also be responsible for arranging the procurement of food supplies and/or the preparation of meals.**

**The S.C. Hurricane Annex to the S.C. Emergency Management Division Operations Plan details specific hurricane related actions. Appendix 7 of this Plan provides information about shelter procedures for tropical storm/hurricane response.**

## **APPENDIX 3 SHELTER OPERATIONS PROCEDURES**

### Mass Care Shelters

The American Red Cross evacuation shelters will function in accordance with the ARC 3000 series. This procedure does not apply to mass care shelters managed by local, state government or other organizations.

The Red Cross Shelter Manager is responsible for all operational decisions at each Red Cross Shelter. Responsibilities include:

- Opening the shelter
- Furnishing shelter kit
- Establishing work plans and areas for ARC volunteers and DSS emergency workers
- Posting shelter rules
- Registering the evacuees
- Feeding the evacuees
- Requesting shelter security
- Reporting shelter status to the appropriate ARC Officials.
- Shelter closing and deactivation

County DSS responsibilities include:

- Registration
- Dormitory management
- Assisting the shelter manager as needed
- Reporting shelter status and any other required information to the EWS representative at the county EOC

### Special Medical Needs Shelters (Patient Evacuation)

County DSS and DHEC will operate Special Medical Needs Shelters under joint agreement. Responsibilities under the current state agreement that apply to county DHEC and DSS:

DHEC:

- Jointly opens SMN shelters with DSS representatives
- Contracts to use facility as a shelter
- Staffs shelter with medical personnel
- Provides medical care for SMN patients
- Assumes liability for SMN shelter

DSS:

- Jointly opens SMN shelters with DHEC representatives
- Registers the SMN patients and caregivers
- Contracts for feeding at the SMN shelter
- Reports shelter status and any other required information to County/State EOC

The South Carolina Department of Health and Environmental Control and local emergency management agencies have determined locations of Special Medical Needs shelters appropriate for persons with special medical needs and DHEC has agreements with these facilities.

## APPENDIX 4 SHELTER LIST AND LOCATIONS

### 1. American Red Cross Shelters (Mass Care)

The American Red Cross Coordinates and executes agreements with school districts, churches and other community facilities to secure shelters for use by the Red Cross.

The ARC shelter list is shared with DSS, EMD and DHEC during the annual review of emergency plans.

The ARC will support only American Red Cross operated shelters that meet the ARC criteria outlined in the ARC 3000 series.

DSS emergency workers will only be assigned to approved ARC and SMN shelters.

### 2. Special Medical Needs Shelters (Patient Evacuation)

DHEC works with school districts and the medical community to secure SMNS for use by the county.

The list of SMNS is coordinated with the South Carolina Department to Social Services, DHEC, American Red Cross, SC EMD and the Cherokee County EMD during their annual review of emergency plans.

DSS emergency workers will only be assigned to approved ARC and DMN shelters.

### 3. Other Shelters

Often times, Churches or other groups may choose to open a shelter for a select audience such as their members or congregation, the surrounding community or the general evacuating public. The opening, operation, management and closing of these shelters including all expenses, supplies and liability are the total responsibility of the group sponsoring the shelter.

DSS emergency workers will only be assigned to approved ARC and SMN shelters.

**APPENDIX 5  
DAM FAILURE / FLOODING**

The South Carolina Dam Safety Coordinator is responsible for ensuring all dam failure/flooding Emergency Action Plans are accurate and consistent with state and local EOPs.

Utility/commercial power companies are responsible for immediately notifying the state and counties at risk if unsafe conditions are detected are likely.

County and municipal governments are responsible for alerting, evacuation, and sheltering operations during dam failures.

The County Mass Care Coordinator (DSS) and Piedmont chapter of The American Red Cross will be notified of the need to open and support shelters for evacuees.

List of Dams located in County ( listed in priority of risk):

<u>Dam</u>	<u>Area Affected</u>	<u>Number of people affected</u>	<u>Shelters to be utilized</u>
Lockhart Power Carlisle SC Electric & Gas			

The list of shelters is  
kept on file in the EOC.

## APPENDIX 6 EARTHQUAKE

Local authorities will immediately activate emergency plans.

All available resources will be used to reduce suffering and to protect property.

Local authorities will request mutual aid from unaffected counties and request assistance from SCEMD to coordinated response and recovery activities.

Upon the Governor=s declaration of a state of emergency, SCEMD in conjunction with the State Emergency Response Team (SERT), will coordinate state and federal assistance required for a response to an earthquake disaster.

Emergency responsibilities assigned to state agencies will be similar to those of any other disaster. Response will be more demanding due to the lack of warning. Sheltering of county populations will be more demanding because of the anticipated and unexpected damage.

Damage Assessment activities will be coordinated by SCEMD with county, state, and Federal agencies. Mass Care will request assistance and assets based on damage through the county emergency manager. State Mass Care will mobilize both ARC and DSS assets to immediately support those areas where earthquakes have created sheltering and feeding problems.

SCEMD will request federal assistance to aid in the response and recovery effort.

The Governor will request a Presidential Declaration of Emergency through Region IV of the federal Emergency Management Agency.

The Federal Response Plan may be fully implemented.

### County Shelter List and Mass Care Sites (Earthquake)

1. List of anticipated shelters for earthquake victims:

The list of shelters is kept on file in the EOC.

2. List of proposed mass care sites (tent cities) and feeding sites:

The list of shelters is kept on file in the EOC.

NOTE: More information will be added to this annex when the State Earthquake Plan is finalized.

## APPENDIX 7 HURRICANE

ESF 6 Mass Care agencies have specific preparedness and response roles in the event of a tropical storm/hurricane. Each Agency should follow the directives and internal controls of their agency's Disaster Plan/Standard Operating Procedures (SOP). The S.C. Hurricane Plan (Emergency Management Division) designates Union County in the region of South Carolina known as the Western Hurricane Conglomerate. As such, pre-identified shelter facilities are designated as "Reserve Shelters". Reserve shelters are not opened at the same time as voluntary and/or mandatory shelters but rather as needed based on the category of the storm, the coastal conglomerate(s) evacuating population and local resident sheltering needs. The decision to open Reserve Shelters may be made through consensus of ARC, DSS and EPD or through direction/request from the ARC Hurricane Watch.

Annex 3 of the S.C. Hurricane Plan addresses Shelter Management. Appendix D to that Annex details the specific actions regarding the opening of reserve shelters by the American Red Cross and the special medical needs shelters by DSS and DHEC in the Western Hurricane Conglomerate.

In general, ARC DSS and DHEC will do the following:

Pre-hurricane season:

- Review Agency Disaster Plan/Hurricane Annex/SOP
- Recruit, appoint, train shelter team members
- Negotiate or update written agreements for shelter facilities, material, equipment, supplies and personnel
- Coordinate response planning with EMD and other ESF 6 response agencies.

Alert/Threat of storm

- Establish communications with ESF 6 Response Agencies
- Alert shelter facility contacts, supply, etc contacts
- Establish and maintain contact with EMD
- Alert volunteers/employees of possible activation

Activation

- Assign an Agency Representative to the County EOC
- Open, operate and manage shelter facilities
- Report status to county EOC, DSS/DHEC Officials and ARC Hurricane Watch as required.
- Ensure that public is aware of shelter locations (ARC and SMNS).

Response

- ARC shelters will be closed or relocated in accordance with the S.C. Emergency Management Division and American Red Cross agreement detailed in the SC Hurricane Plan. ARC shelters will kept open or relocated as long as there is still a possible threat to South Carolina, or in the event that people need sheltering due to residential damage.

The Union County Emergency Management Director and the S.C. Emergency Operations Center (SEOC) Operations Manager will determine when the threat has passed, and shelter consolidation/closure procedures can then be initiated. The Union County EMD will relay this determination through the county EOC, ESF6 to the local ARC Disaster Lead and the County DSS. The SEOC Operations Manager will notify ESF 6 in the SEOC.

The decision to close each shelter is based on the local ARC Chapter's consultation with the County Mass Care Coordinator and the County EMD Director. Shelters may be deactivated but remain in standby status in the event some people are unable to return home. The ARC Hurricane Watch Headquarters will be included in closing decisions in order to ensure a coordinated statewide approach.

The ARC Hurricane Watch Headquarters will notify the SEOC ESF 6 when shelters are officially closed. ESF 6, in conjunction with SEOC staff and Public Information Phone System (PIPS) Manager are informed once a shelter is closed. The ARC Hurricane Watch Public Affairs Officer will ensure the dissemination of shelter information to the public.

- Special Medical Needs Shelters will be closed according to DSSD/DHEC Agency SOP.
- Conduct EOC briefings as required.
- Provide relief/recovery assistance according to agency Disaster Plans/SOP's and the Union County Emergency Operations Plan.
- Organize information received for local critique and after action reports.

## **APPENDIX 8 RADIOLOGICAL EVENT (if applicable)**

### Radiological Event Sheltering

(For lists of specific county shelters, see *South Carolina Radiological Emergency Response Plan, SCORERP* (current copy), Annex B to each commercial nuclear power plan section.)

When Catawba Nuclear Power Plant anticipates a release of radioactive material, the Union County EP Director will be notified and will notify the Mass Care Coordinator to initiate possible shelter operations. The following actions generally occur in sequence

#### **ALERT Phase**

Mass Care Coordinator is notified of a possible shelter operation. He/she will then notify the American Red Cross and DHEC to be prepared to open and operate all designated radiological shelters.

The American Red Cross begins its internal notification to notify ARC shelter personnel, coordinate with shelter/school officials for shelter openings and possible feeding, and coordinate with DHEC for nurse support.

The Mass Care Coordinator will coordinate with county DHEC to coordinate opening of and nurses for Special Medical Needs Shelters.

The Mass Care Coordinator will coordinate necessary county DSS shelter worker staff to support anticipated shelter openings in both ARC and SMNS shelters.

#### **SITE AREA EMERGENCY Phase**

Shelter opening coordination continues between ARC, DSS, DHEC, and school district officials. Mass Care and ARC coordinate with shelter decontamination teams to confirm decontamination procedures and clean evacuee identification prior to admission to any shelter. Mass Care and ARC coordinate communications with and from shelters.

#### **GENERAL EMERGENCY Phase**

Mass Care and ARC coordinate shelter openings as per Governors mandated evacuation zones. The County Emergency Management Director makes the decision to open SMNS.

Mass Care and ARC report shelter opening, periodic status, and closing to county EOC and to SEOC

Mass Care and ARC coordinate shelter closing with DSS, ARC, DHEC, County EOC and State EOC.

Any requests for assistance to the sheltering operation that cannot be met at the local level should be forwarded to the County EOC; the County EOC will forward the request to the State EOC if the county cannot fill the request.

## **APPENDIX 9**

### **RECOMMENDED ITEMS FOR SHELTEREES TO TAKE TO SHELTERS**

Because of the cost involved and the complexity that would accompany pre-stocking of personal items, it is highly recommended that each individual or family unit take the following items to the shelter with them:

1. Two blankets and one pillow per person
2. Any special dietary requirements
3. Any medicines required, especially prescription drugs
4. Personal hygiene items
5. Battery powered radio
6. Non-perishable foodstuffs, snacks
7. Flashlight with extra batteries
8. Baby food, diapers and supplies, if applicable

**APPENDIX 10  
SHELTER SECURITY PLANNING**

**(TO BE COMPLETED BY LOCAL LAW ENFORCEMENT)**