

Annex 7 (ESF-7 - Resource Support) (Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Primary: Finance Director

Support: County Administrator, Materials Manager, Recreation Department, Prison Farm, Codes Enforcement, PIO

I. INTRODUCTION:

- A. This annex provides for the coordination necessary to insure an effective Resource Support, Disaster Logistics Support Plan capable of sustaining operations before, during and after a disaster.
 - B. The procurement of supplies necessary to sustain daily operations, disaster relief activities and recovery actions are closely related. Disasters can close normal resource channels, deplete vital commodities, impact response capabilities and place a high demand on specialized personnel.
 - C. Resource Support (ESF-7) will have the methods and procedures to evaluate, locate, procure and through coordination with Transportation (ESF-1), deliver essential material and personnel resources upon request by county and municipal officials.
 - D. This annex is intended to fulfill three (3) specific requirements in the County EOP:
 - 1. Establish the procedures necessary to operate the Resource Support function during the Response and Recovery phase.
 - 2. Insure the proper procedures are implemented so the appropriate quantities of relief supplies are received to meet the needs of our citizens.
 - 3. Expedite the County's Recovery process and insuring that the appropriate level of State and Federal support is received and the County returns to normal as soon as possible following an emergency.
 - 4. As a combined annex, Annex 7 serves two purposes, one; it establishes the Resource Support ESF in the EOC and second; in conjunction with Appendixes 1, 2 and 3 makes up the County's Disaster Logistics Support Plan. When this annex is separated from the County EOP, it serves as a "stand-alone" Disaster Logistics Support Plan.
- II. MISSION: To provide a trained cadre of personnel for the effective operation for the Resource Support, Disaster Logistics Support function. To provide or coordinate the provision of services, equipment and supplies to support the operations associated with a disaster; and for the approval and acquisition of

equipment and supplies not available through normal purchasing channels and ordering time frames.

III. CONCEPT OF OPERATIONS:

- A. The Resource Support function for Darlington County is coordinated and managed by the County Finance Director. He is responsible for all Resource Support administrative, management, planning, mitigation, preparedness, response and recovery activities to include developing, coordinating and maintaining the Resource Support SOP. All Resource Support personnel will be trained on the principles of the National Incident Management Systems (NIMS) and integrate those principles into planning and response operations. The four (4) phases of emergency management are:
1. **Mitigation phase** efforts will focus on the identification of the specific hazards within the county and the education of citizens to these hazards.
 2. The **preparedness phase** focuses on the development of plans, ordinances and standards necessary to respond to and recover from the disaster.
 3. During the **response phase** efforts will be directed towards saving lives and protection of property.
 4. Efforts during the **recovery phase** will be directed towards returning everyone's life back to normal.
- B. The Finance Director or his duly authorized representative will follow regular purchasing procedures in carrying out their responsibilities during an emergency. All purchases in support of the County EOP will be made in accordance with current County ordinances, regulations and policies. Appropriate documentation will be maintained to insure the maximum reimbursement possible for the County.
- C. The primary source of equipment, supplies and personnel shall be from existing local and state resources outside of the impacted area. Support which cannot be provided through normal channels will be obtained through commercial sources and/or donated resources. Logistical support necessary to save lives will receive first priority.
- D. The Darlington County Administrator will review and authorize all disaster related purchase requests.
- E. Direction and control of the Resource Support ESF will be conducted from the EOC during EOC activations. The EOC is located in the EMS Annex located at 1625 Harry Byrd Hwy in Darlington, SC.

- F. Darlington County does not own or operate a warehouse system. Each department is expected to maintain sufficient administrative supplies to sustain itself during normal and emergency operations.
- G. The Darlington County Development Board maintains a listing of commercial and industrial properties available for sale in the county. During an emergency this list will be used to obtain warehouse space for relief supplies.
- H. The Hartsville and Darlington Recreation Departments are designated as the County's Receiving Points for relief supplies. The rural fire stations are designated as Distribution Points for relief supplies. By using the fire stations as distribution points, relief supplies can be delivered to the affected areas rapidly following a disaster. If the disaster's impact establishes a need for larger Distribution Points, local vacant, warehouses will be located through the County's Development Board's listing of available commercial properties. The needs of the populace will determine the exact location, size and type of facility used as a Distribution Point.
- I. State Emergency Contract Information: The State Budget and Control Board (B&CB) has established statewide Term Contracts list with various vendors for emergency supplies. The following web site at lists vendors with a contact name, phone numbers and contract number to reference (www.state.sc.us/mmo/contract/contract.htm). County purchasing agents may access it for vendor information before they call the state for assistance with finding a vendor for a particular resource. If the county uses one of those vendors, the state will not bear the cost of these items, but if the disaster results in a Federal declaration, reimbursement through Public Assistance may be a possibility.

IV. Responsibilities:

A. Preparedness:

- 1. Finance Director:
 - a. Insure that department personnel are trained on the proper purchasing procedures to use during emergencies.
 - b. Identify and train personnel assigned to staff Resource Support (ESF-7) in the EOC.
 - c. Develop procedures and SOPs for the purchasing commodities and services, leasing of buildings and warehouses.
 - d. Develop procedures for the temporary loan and return of private, county and state equipment.

- e. Develop methods and procedures for responding to and complying with request for supplies.
 - f. Develop procedures for reimbursing private vendors for services rendered.
 - g. Develop list of private vendors and suppliers and their available resources.
 - h. Consider establishing pre-planned contracts as necessary to ensure prompt support from vendors during emergencies.
 - i. Train county personnel on purchasing procedures for acquiring supplies, resources and equipment.
 - j. Develop resource inventories based on specific hazards that may affect the county.
 - k. Participate in an exercise at least annually to validate this annex and supporting SOPs.
 - l. Assist in the development of a Disaster Logistics Support Plan.
 - m. Annually review the Department of Homeland Security Universal Task List and integrate tasks as possible.
 - n. Ensure all Resource Support personnel integrate NIMS principles in all planning. All Resource Support personnel will complete FEMA's NIMS Awareness course or an equivalent course.
 - o. Determine the appropriate staffing necessary to sustain 24-hour operations in the EOC.
3. Transportation Coordinator (ESF-1):
- a. Identify and train personnel to aid in the planning and development of SOPs to assist Resource Support during emergencies.
 - b. Develop and maintain plans to sustain transportation activities during logistics operations.
4. Recreation Department:
- a. Assist in the development and maintenance of plans to use the Hartsville and Darlington Recreation Departments as the County Receiving Points for relief supplies.

- b. Train Recreation Department personnel on the plans for the operations of these facilities as Receiving Points for relief supplies.

B. Response:

NOTE: All incidents in Darlington County will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.

1. County Administrator:
 - a. Upon notification that an emergency is imminent or that a threat of a disaster exists, direct the Finance Director to implement Resource Support procedures necessary to provide services during the emergency.
 - b. Coordinate with County Council to insure that funds are available to sustain emergency operations.
2. Finance Director:
 - a. Authorize purchases as necessary to sustain emergency operations.
 - b. Track all purchases made during the emergency to insure that the County is adequately reimbursed following the emergency.
 - c. Notify all supporting departments and agencies that ESF-7 has been activated in the EOC.
 - d. Alert all personnel who will staff the Resource Support function in the EOC. Insure that adequate equipment and supplies are available to operate the function.
 - e. Establish a resource tracking and accounting system. Insure the tracking and accounting system can identify duplicate requests for the same equipment or resource.
 - f. Assess initial incident reports to identify potential resource needs.
 - g. Identify procurement resources and potential facility locations in the disaster area of operations for the staging of supplies.
 - h. Provide information to the Public Information Officer for dissemination to the public on the location and availability of relief supplies.
 - i. Locate, purchase and issue the resources necessary to support emergency operations.

- j. Coordinate with the development Board to identify prospective staging areas and warehouses or similar facilities available for use or lease to replace damaged or lost facilities or space for distribution of relief supplies.
- l. Execute the County's Disaster Logistics Support Plan and coordinate with Transportation (ESF-1) to support logistics operations.
- m. Coordinate with Law Enforcement (ESF-13) to evaluate security requirements for relief supplies.
- n. Purchasing procedures: During emergencies all departments will continue to use current purchase requisition forms and procedures. The Finance Director may assign a specific block of purchase requisition numbers to be used during an emergency. Departments will insure that procedures are in place to designate specific individuals with the authority to sign purchase requisitions and obligate department funds. Department heads will coordinate with the Finance Director and County Administrator to insure the appropriate line items are used to fund the requisition.
- o. Distribution procedures: Once the requested supplies are received, they will be distributed as rapidly as possible. Departments should exercise caution to avoid duplicate requisitions for the same items. If possible and requested by the department the supplies will be delivered to an established staging/distribution area. Departments will verify that the correct items are received and notify the Finance Director in the EOC when the supplies arrive.
- p. Cost accounting/Records maintenance:
 - 1. Personnel cost: All departments and agencies will follow current county procedures for accounting for the hours employees work during an emergency. Overtime cost will be carefully documented to insure that both the county and employees are reimbursed for the hours worked. Questions involving the documentation of hours worked by the employees will be addressed to the Finance Director or County Administrator.
 - 2. Costs incurred during the operation of county facilities during emergencies will be carefully documented. This documentation can be crucial in determining if Public Assistance will be awarded upon receipt of a Presidential Disaster Declaration. The County has procedures to document operational costs during emergencies. Questions on how to document these cost will be directed to the Finance Director or County Administrator.
 - 3. Relief supplies: Relief supplies will be provided to the county based on sixty percent (60%) of the number of homes reported without electricity by the power companies. Relief supplies are not a normal budget item for

departments. Any and all funds used to purchase relief supplies must be carefully documented to insure reimbursement by FEMA.

- q. If sufficient personnel are not available in the County to adequately staff the Receiving and Distribution Points, request support through the State EOC from the State Guard and SC National Guard.

3. Transportation Coordinator (ESF-1):

- a. Be prepared to execute missions in support of ESF-7 during periods of activation.
- b. Coordinate transportation requirements as necessary to support logistics operations.

4. Recreation Department:

- a. Provide access to the Darlington and Hartsville Recreation Department facilities to be used initially as receiving and distribution points for relief supplies.
- b. Provide personnel to assist in the operation of the Supply Points and assist in offloading, receiving, handling and loading of materials in support of logistics operations.

5. Prison Farm:

- a. Be prepared to provide inmate personnel to assist in offloading, receiving, handling and loading of materials in support of logistics operations.
- b. Be prepared to provide Corrections Officer to supervise inmate personnel involved in support of logistics operations.

C. Recovery:

- 1. Continue to conduct purchasing activities as long as necessary and until needs have been met.
- 2. Anticipate and plan for the arrival of FEMA personnel in the EOC. Be prepared to provide FEMA with cost figures on county expenditures during the emergency.
- 3. Be prepared to assist with identification of a suitable location for the FEMA Disaster Recovery Center (DRC) upon receipt of a Presidential Disaster Declaration.

D. Mitigation:

1. Support and plan for mitigation measures.
2. Document matters that may be considered for inclusion into the County's Hazard Mitigation Plan.

V. Administration and Logistics:

- A. Before taking any emergency supply and procurement action, the Finance Director will coordinate with the Mass Care Coordinator to insure the proper utilization of resources and to avoid any duplication of efforts.
- B. Authorization for all disaster related purchase requests must come from the County Administrator.
- C. The County Administrator will then act upon those requests that have been authorized and coordinate with the Finance Director to provided the necessary funding.
- D. All supply and procurement service documentation will be maintained by the Finance Director and reviewed by the County Administrator.
- E. Initial situation reports will be prepared by the Finance Director as soon as practicable. Reports will be consolidated and submitted to the Emergency Services Director for analysis and should contain but not be limited to the following information:
 1. Type of disaster
 2. Action taken
 3. Nature and extent of any assistance required
 4. Estimated cost of damage
- F. Logistics: Administrative supplies for the operation of ESF-7 will be provided by the Finance Department. Based on the type of event, personnel will be assigned to the ESF-7 cell as necessary to support the county's response to the event.
- G. A laptop computer will be provided for use in the ESF for Internet, IRIS and WebEOC access.
- H. Federal and State Interface:
 1. This annex is supported by the State Emergency Operations Plan and the

National Response Plan, Resource Support (ESF-7). The SC Budget and Control Board, Division of Procurement Services, Material Management Office will be the mechanism for all state procurement activities. The General Services Administration (GSA) will be the mechanism through which the federal government provides procurement activities.

2. Personnel manning Resource Support (ESF-7) in the County EOC will coordinate with the SEOC (ESF-7) for state assistance. Requests for state support will be submitted through WebEoc or IRIS as appropriate during the emergency.

VI. Annex review and maintenance: This annex (ESF) will be reviewed annually by the primary action agency, department or individual with changes submitted to the Emergency Services Department by November 30th of each year for inclusion into the EOP. Following exercises or actual events the annex will be reviewed to determine if changes are required. If no changes are required, the primary action agency, department or individual will certify to the Emergency Services Director that the annex has been reviewed and changes are not required.

VII. Coordinating Instructions: This annex is effective for planning upon receipt and execution upon order.

Appendices:

- Appendix 1. Disaster relief Supplies
- Appendix 2. Donated Goods and Services (Volunteers)
- Appendix 3. Resource List (TBD)

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Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Primary: Finance Director

Support: County Administrator, Material Manager, Recreation Department, Prison Farm

I. INTRODUCTION:

- A. Darlington County will not typically get into the business of purchasing or requesting relief supplies for its citizens. However to insure the life safety of our citizens, the County may have to enter into this function. The County will purchase and request those relief supplies necessary to insure continuity of government, continuity of operations and for the life safety of our citizens. The decision to purchase relief supplies will be made by the County Administrator or her designated representative after consultation with the County Council. For the purposes of this appendix, the term "relief supplies" will include ice as one of the supply items.
- B. Upon making the decision to purchase relief supplies, the County will purchase supplies in the quantities required to meet the needs of our citizens.
- C. Purchases of relief supplies will be carefully documented in order to insure maximum cost recovery from FEMA. The Finance Director is responsible for insuring that the appropriate documentation is maintained.
- D. Safety and training: The operation of supply points will pose a number of potential safety hazards. Prior to beginning operation of the Receiving and Distribution points all employees (including volunteers) will receive training on the County Safety Manual, lifting techniques, forklift operation, operation of oversize vehicles, working around oversize vehicles, noise hazards and dealing with people during periods of high stress. (The County does not own forklift) Any employee that will operate a forklift or a specific piece of equipment will be trained on the specific pieces of equipment they are expected to operate. Supervisors will need to insure employees use proper lifting techniques to minimize injury. Insure that all trucks moving in loading yard are assisted by ground guides. Supervisors must insure that first aid kits are available and that injured employees are treated, then submit the appropriate reports to Human Resources. Safety issues and questions that cannot be resolved will be referred to the County Safety Director or the EOC for resolution.
- E. Following a disaster or emergency, people in the affected areas will be dealing with a great deal of stress. People's families, homes and livelihoods have all been adversely affected by the disaster. Everyone will be anxious to get the supplies that we will be providing. The efforts of the county will be directed towards getting

those supplies to the people most in need. People will have to be dealt with in a very calm, professional manner. County employees and volunteers will be asked to perform their duties in a highly professional manner. Avoid conflicts if at all possible.

II: NEEDS DETERMINATION:

A. The most difficult phase of Disaster Logistics will be determining the geographic areas of most need and the quantities of supplies required. An assessment of damages will be made during the emergency based on reports received in the EOC from first responders and citizens. As soon as the emergency is over, the County's Damage Assessment Team will make a more detailed assessment of damages. Based on the damage assessment, the EOC will determine the actual locations for distribution points. Distribution Points will be established in the areas of greatest need based on the damage assessment. The damage assessment will continue throughout the recovery period. Based on this continuous assessment, areas of need will be determined and Distribution Points established and maintained as necessary. As power is restored and areas returned to normal, Distribution Points will be closed or consolidated as necessary.

B. The quantity of relief supplies ordered will be based on sixty percent (60%) of the number of homes without electricity as reported by the power companies. Each home is considered as three (3) people. Food supplies such as MREs (Meals Ready to Eat) will be provided based on 2 MREs per day per family member. Water rations are based on one (1) gallon of water per day per family member. Ice is provided based on one (1) bag per person per day. For example, if 20,000 homes are without electricity, quantities would be as follows;

$20,000 \times 60\% = 12,000 \text{ homes} \times 3 \text{ persons per home} = 36,000 \text{ people}$

$36,000 \text{ people} \times 2 \text{ MREs per day for 3 days} = 216,000 \text{ MRE or } 18,000 \text{ cases}$

$36,000 \text{ people} \times 1 \text{ gallon of water per day for 1 day} = 36,000 \text{ gallons of water}$

$36,000 \text{ homes} \times 1 \text{ bag of ice per day} = 36,000 \text{ bags of ice}$

C. Based on this simple formula, quantities would grow rapidly. Then the need for Staging Areas for these supplies and distribution points would immediately come into play. Careful consideration will have to be given to the establishment of distribution points in order to insure the families most in need get the supplies. Receipt and distribution of relief supplies will rapidly become a labor intensive business for everyone involved. The need for security at the Staging Areas and Distribution Points will become a critical issue.

D. As stated, Darlington County will not typically get into the business of ordering,

purchasing and distributing relief supplies. However, it is important to remember that this plan addresses situations where the County's infrastructure has suffered catastrophic damage. In this situation, the county may have get into the relief supply business in order to protect the health and safety of our citizens and expedite the recovery process. The following is a list of relief supplies that the county may receive or purchase and then distribute to our citizens. This list is not an all inclusive list.

Ice lumber water Cleaning supplies personal care items plywood Plastic sheeting Batteries	Tents Cots nails Furring strips Tarps first aid kits hammers	Insect repellent sleeping bags food Baby supplies blankets flashlights rain gear
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III. Acquisition of Relief Supplies: (See Figure 1, this appendix for Ice Handling Guidelines)

- A. Darlington County does not stockpile relief supplies.
- B. Other organizations with stockpiled relief supplies: Darlington County has no agreements with agencies or activities that stockpile relief supplies.
- C. Procurement of relief supplies: The decision to begin the purchase and/or procurement of relief supplies will be made by the County Administrator. Prior to making this decision, a recommendation will be made by the Emergency Services Director that the County's infrastructure has suffered catastrophic damage. The term "catastrophic damage" will refer to damage of 75% or more of the county's infrastructure. These are facilities (both government and private) that are deemed necessary to maintain our daily lifestyles. Catastrophic damage means that the facilities cannot be used even in a limited capacity to provide the services citizens expect. The County's Damage Assessment Team will make an assessment of the county and document that the county has suffered catastrophic damage. Upon receiving a recommendation from the Emergency Services Director to begin purchasing and/or procureing relief supplies, the County Administrator will advise County Council of the damages and determine what funds are available to pay for relief supplies.
 - 1. Local purchase and/or procurement of relief supplies: During the decision process, the Finance Director will determine if relief supplies can be purchased locally. If the supplies can not be purchased locally, the Finance Director will determine the closest vendor outside the county that can provide the desired items.

2. Requesting relief supplies through the State EOC (SEOC): If supplies cannot be purchased locally or in adjacent counties, then all request for relief supplies will be forwarded to the SEOC. Request for relief supplies ordered through the SEOC will be made using the form at Figure 2 (page G-15). The Finance Director is responsible for coordinating with Resource Support (ESF-7) at the SEOC to determine the proper procedures for payment of relief supplies.
 3. Authorization to purchase relief supplies locally and through the SEOC: Upon determining the availability funds, the County Administrator will direct the Finance Director of the appropriate line item to use for relief supply purchases. All relief supply orders will be approved by the County Administrator or her designee prior to orders being made locally or through the SEOC.
 4. Ordering relief supplies: The determination of the specific relief supplies to order will be a joint decision. A committee consisting of the Director of the Emergency Welfare Service, Red Cross, Emergency Management, County Health Officer and EMS will determine the specific supplies ordered, regardless if the supplies are purchased locally or ordered through the SEOC. Once the specific items to order are determined, the Relief Supply Order form (Figure 2, pg G-15) will be used to document the items and justification for the item. The DSS Director is specifically responsible for completing the Relief Supply Order form. Once the forms are completed, they will be sent to the Finance Director for identification of the fund source and submission to the SEOC. Relief supply orders will be submitted to the SEOC prior to 11:00AM daily.
- IV. Receiving and distributing relief supplies: The initial Receiving Supply Points will be the Hartsville and Darlington Recreation Departments. As soon as it is determined that these facilities do not meet the needs of the county, the Finance Director will coordinate with the Development Board to locate facilities suitable for supply operations. Vacant warehouses and vacant grocery stores are two examples of suitable facilities to use as Receiving and Distribution Points. If possible, it is desired to operate the Receiving and Distribution Point from the same facility to minimize the loading and unloading of supplies and reduce the requirement for trucks to move the supplies from point to point.
- A. Receiving and warehousing of relief supplies:
1. Receiving and Distribution Points: Initially the Hartsville and Darlington Recreation Departments will be used as Receiving and Distributions Points. The Recreation Department will provide personnel to help staff these points. The Prison Farm will provide personnel to assist in the loading and unloading of supply trucks. Additional personnel will be taken from volunteers as they come available to the county. The guidance provided in this appendix is not intended to make county personnel experts in warehousing operations. However, this guidance will assist in the initial establishment of Receiving and Distribution Points in the county. If volunteers are available that have warehousing

experience, they will be used to assist in the operation of the Receiving and Distribution points.

2. Organization and structure of the Receiving and Distribution Points: The organization charts (Figure 5 and 6) are intended to provide basic guidance in the organization and operation of the Receiving and Distribution Points. These charts reflect the staffing for one (1) Receiving Point and one (1) Distribution Point. Each additional Receiving or distribution Point will double the number of personnel required to operate these facilities. The organization of the facility may be adjusted as necessary to accomplish the mission. If a volunteer with warehousing experience is located, then they may be placed in a managerial position. The County Supervisor/Manager will be assigned as the liaison to insure that county procedures are followed.
3. Inventory and tracking supplies: The Finance Director is responsible for forwarding a copy of the Relief Supply Order form to the appropriate Inventory Clerk so that the supplies may tracked insuring the county is receiving the supplies ordered. Any discrepancies found by the Inventory Clerk will be forwarded to the Finance Director in the EOC. The Inventory Clerk can make a simple MS Excel database that shows the items and quantities ordered, received, shipped to the Distribution Point, and the items and quantities distributed to the citizens.
4. Distribution of relief supplies: When a shipment of relief supplies is received, the County Supervisor/Manager of the Receiving Point will notify the Finance Director in the EOC. The Finance Director will notify the Public Information Officer (PIO) that a shipment of relief supplies has arrived. The Finance Director will coordinate a time that the supplies will be available for distribution. The PIO will make the appropriate press releases as to the time and location the supplies will be distributed through radio and TV so that general public is informed of the distribution time. Press release will be made that will inform citizens of the location and hours of operation of Distribution Points. Supplies will be distributed on a "first come – first serve" basis. The exception to this rule will be homebound persons, persons with special medical needs or persons that do not have transportation. Persons that are home bound due to a medical condition or persons with special medical needs should contact the Home Health Services that assist in their care for assistance in obtaining their supplies. The Home Health Service is responsible for contacting the Emergency Welfare Service (EWS) Coordinator in the EOC and provide the EWS Coordinator with a list of the specific supplies their patient requires. A time will be arranged for the Service to pick up the supplies. For special medical needs patients, the primary caregiver will be allowed to pick up their supplies. Again contact the EWS Coordinator to arrange a pickup time. Persons that require transportation assistance should contact the Transportation Coordinator for assistance. All other supplies will be distributed on a "first come – first serve" basis. However, the County reserves the right to changes the distribution schedule and locations

as necessary to insure the supplies are getting to the persons most in need.

5. Site security: Security is going to be a major concern at the Receiving and Distribution Points. In a truly catastrophic event, pilfering and theft of supplies will be a major concern. The Finance Director will coordinate with the Sheriff's Office for their assistance in determining their ability to secure any site being considered for a Receiving or Distribution Point. Security for sites located in the Cities of Hartsville or Darlington and Towns of Society Hill or Lamar should be coordinated with the appropriate police department. All relief supply sites will require security on a 24-hour basis. The Finance Director will insure that a law enforcement officer is present on a 24-hour basis for both operational and physical security. If manpower requirements for site security exceeds the capabilities of local law enforcement, the Sheriff's Office is responsible for coordinating with the SEOC to obtain state support. As pointed out in paragraph IV, whenever possible, it is desired to co-locate Receiving and Distribution Points. Co-location of these facilities will reduce the manpower requirements for site security.
- B. Escalation of activities: Relief supply activities will be escalated to the level necessary to meet the needs of our citizens. However, the more sites that must be opened, increases the number of workers necessary to operate the sites and the number of personnel necessary to maintain site security. As the manpower requirements increase, it is going to be essential that the most efficient use of volunteers is achieved.
1. Need for additional resources: As manpower requirements increase, the PIO can make press releases seeking volunteers with specific skills, (i.e., warehouse operations, grocery store operations, etc). As the specialized volunteers are received, they will be assigned to the areas where their skills can be used to best advantage of the county. Once the needs for additional resources exceeds the capabilities of the county and state, the Finance Director will assist in the coordination of Federal assistance.
 2. Method(s) of additional resource acquisition: Even though relief supplies may be obtained through the state, the county will continue to search for vendors outside of the disaster area that can provide the required supplies. The Finance Director retains responsibility for the location of vendors that can meet the county's needs.
 3. Consolidation of activities: Only the minimum number of sites necessary to meet the county's needs will be opened and operated. As the infrastructure is restored, activities will be scaled down until such time that the activities can again be operated in the Hartsville and Darlington Recreation Departments.
- C. Demobilization of activities:

1. Inventory reduction: As activities are scaled down, efforts will be made to replace items used that was taken from county stocks. Both food supplies and administrative supplies that are available and can be used to replace school supplies will be used for that purpose. If a transfer of funds is necessary, the Finance Director will coordinate with the School District's Finance Director to insure appropriate payments are made.
2. Returning supplies to the supplier: When locating a vendor, it should be determined if unused supplies can be returned to the vendor. If the vendor will not accept returned supplies, the vendor should be informed that the unused supplies will be disposed of at the discretion of the county and in accordance with County policy.
3. Return of equipment: Equipment that has been rented or leased will be cleaned up and restored to the condition the equipment was in at the time of rental. If the equipment was broken or damaged, the appropriate report needs to be completed and forwarded to the Finance Director. The equipment vendor will be notified and instructed to contact the Finance Director for resolution of any problems the damage may cause. The Finance Director has the responsibility to insure that the rental or leased equipment is returned and bill is paid. Problems the Finance Director can not resolve will be referred to the County Administrator for resolution.
4. Distribution to State and Local organizations: Final disposition of administrative and food supplies that are not needed by the County or School District will be made available to state agencies and private organizations in accordance with state and local regulations, ordinances and policies. Food supplies that state agencies can not use will be donated to the charity or charities of the county's choice. Food supplies that have passed their expiration date will be destroyed.
5. Release of personnel: Once all supplies have been disposed of, facilities have been cleaned and returned to their normal condition, personnel will be released to return to their normal duty station and schedule. Volunteers will be released as the need for their skill is eliminated.

Figure 1 (Ice Handling Guidelines) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

I. GENERAL:

- A. Ice is not a life sustaining resource, but it can alleviate some suffering and will assist in rebuilding the overall welfare of disaster victims. Ice must be handled in a sanitary manner and care should be used in storage, handling and distribution.
- B. Whenever ice is received, either as a purchased relief supply or as a donated item, the PIO will be notified so that a press release can be made to TV and radio in order to let citizens know where they can pick up ice.

II. ICE HANDLING PROCEDURES:

- A. Ice is packaged in a variety of ways with the most common in an 8 to 10 pound plastic bag. Frozen or refrigerated storage is preferred, but large amounts of ice can be stored temporarily without refrigeration. Palletized shipments of ice should be shrink wrapped to reduce melting.

1. Refrigerated storage:

- a. Refrigerated or freezer trailers may be available for lease or rent. Memorandums of Agreement (MOAs) or contracts with grocery and frozen food distributors can be used to obtain trailers when needed. MOAs or contracts should be developed and signed before a disaster occurs. Most trailers are equipped with onboard generators and fuel tanks to allow self-contained operations. For extended periods of time, arrangements for fueling must be made. Consider drainage for runoff to prevent accumulation of water and mud in a traffic or work area.
- b. Ice distributors may be able to supply commercial freezers to maintain supplies of ice. Operating commercial freezers require commercial or generator power. Consider drainage for runoff to prevent accumulation of water and mud in a traffic or work area.
- c. The distribution point may be located at a facility with a commercial freezer such as an abandoned restaurant or grocery store. This would also require commercial power.

2. Non-refrigerated storage:

- a. Ice stored in a pile will maintain a solid state for several hours. Place a tarp or plastic sheeting on the ground and stack ice. Ensure sanitary conditions as much as possible. Plywood or foam board can be used as a base for the pile.

- b. The ice pile should be maintained in a shady area under a canopy of trees, a tent , awning or other type of shelter.
- c. Cover the ice pile with sheeting or a tarp.
- d. Consider drainage for runoff to prevent accumulation of water and mud in a traffic or work area. There will be more runoff from piled ice than refrigerated ice. Locate the ice pile on an incline when possible and near storm drains to prevent pooling.

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Figure 2 (Relief Supply Order Form) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Darlington County Relief Supplies Order Form

1. County:	2. Date Ordered:	3. Number of Pages: Page _____ of _____
4. County Authorizing Official:	5. Contact Telephone Number:	6. Delivery Status: <input type="checkbox"/> Urgent <input type="checkbox"/> Priority
7. Deleiver To: <input type="checkbox"/> County Receiving and Distribution Point <input type="checkbox"/> Other (Specify)	8. Please give exact address that relief supplies are to be shipped to:	
Item Description	Amount	Justification
Person Preparing Order:	Date and Time Transmitted to SEOC	
Date Received at SEOC:	Time Received at SEOC:	

Figure 2 (Relief Supply Order Form) continued:

Relief Supplies Order Form Instructions

NOTE: This form will be used when ordering relief supplies from the SEOC.

1. Block 1: Enter the county name.
2. Block 2: Enter the date the supplies were ordered.
3. Block 3: Enter the page number and total number of pages.
4. Block 4: Enter the name fo the authorizing official; (i.e., County Administrator, Emergency Service Director, or their designated person, etc)
5. Block 5: Enter the telephone number of the person coordinating the disaster relief supplies order.
6. Block 6: Check delivery status for the order. Orders will be packed and shipped in accordance with the State Logistics Plan/SOP. State Logistics SOP requieres orders to be sent to the SEOC by 11:00AM. Orders will be shipped by 10:00AM the next day. Counties should receive orders by 1:00PM the day after the order is received at the SEOC. Most orders will be Priority orders. Priority orders will be packaged overnight and shipped the next morning. Urgent orders will be packed and shipped as soon as possible, whenever possible.
7. Block 7: Check the delivery option. SEOC will have all county receiving point addresses on file and this will be the default delivery location for all orders. In the event an entire truck (or truckloads) are intended to be distributed at a particular distribution point, then they can be delivered directly to the distribution point.
8. Block 8: In block 8, indicate the delivery address that you want the order delivered to. The exact street address must be given. Attach directions if necessary.
9. Item description block: Enter a specific description of the item being requested. Specifics should include applicable criteria that may include size, shape, weight, length, width, gallons, liters, thickness or other keywords used to describe a particular commodity.
10. Amount block: Enter the amount needed for the next 24-hour period.
11. Justification: Enter brief justification for each item ordered, especially if it is an uncommon request.

Figure 3 (Suggested Equipment and Supply List for Receiving and Distributions Points) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Suggested Equipment and Supplies for Receiving and Distributions Points

ITEM	UNIT	QUANTITY	SUPPLIER	COMMENTS
Forklift (5000 lb capacity)	ea	1		
Pallet jack	ea	2		
Pallets	ea	50		
Computer	ea	1		
Copier	ea	1		
Fax machine	ea	1		
Telephones	ea	2		
Office supplies				
Tables (6 or 8 ft)	ea	4		
File boxes	ea	4		
Folding chairs	ea	6		
Rope	ft	200		
Trash cans	ea	4		
Brooms	ea	2		
Mops	ea	2		
Gloves (work)	pr	10		
Hand tools	set	1		
Boxes (different sizes)	ea	100		
Hard hats	ea	6		
Extension cords	ea	4		
Flashlights	ea	5		
Batteries	ea	20		
Dock Plate (10,000 lb)	ea	1		
Fuel for forklift and other equipments				
Emergency power (generator)	ea	1		
Dumpster	ea	1		
Power strips (surge protectors)	ea	1		
Mop buckets	ea	2		
Paper towels	roll	6		
Toiletries				

NOTE: The equipment and supplies listed on this page is a list of equipment and supplies that may be required to operate the County Receiving and Distribution Points. This list is not an all inclusive list.

Figure 4 (Receiving and Distributions Point Site Information Forms) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Receiving and Distribution Point Site Information Form

(Use one form for each site that is selected or established as a Receiving or Distribution Point.)

(Provide a copy of the form to the EOC for information purposes)

(Draw a Site map on the reverse side of each form.)

SITE _____
 (Assign each Receiving and Distribution Point a Site Number and Enter the Number above)

County: _____ Street Address: _____

City & Zip code: _____ Latitude: _____ Longitude: _____

(Include a Map of the location with routes to major roadways)

Warehouse or Facility Physical Description:

Enclosed area (sq ft) (Include dimensions): _____ Number of phone lines: _____

Fenced yard (sq ft) (Include dimensions): _____ Number of fax lines: _____

Does the facility have a docking area? YES NO Email address: _____

Office space (sq ft)(include dimensions): _____ Restrooms: YES NO Break area: YES NO

Location leased/owned by County: YES NO Owner: _____

COMMENTS:

SITE _____
 (Assign each Receiving and Distribution Point a Site Number and Enter the Number above)

County: _____ Street Address: _____

City & Zip code: _____ Latitude: _____ Longitude: _____

(Include a Map of the location with routes to major roadways)

Warehouse or Facility Physical Description:

Enclosed area (sq ft) (Include dimensions): _____ Number of phone lines: _____

Fenced yard (sq ft) (Include dimensions): _____ Number of fax lines: _____

Does the facility have a docking area? YES NO Email address: _____

Office space (sq ft)(include dimensions): _____ Restrooms: YES NO Break area: YES NO

Location leased/owned by County: YES NO Owner: _____

COMMENTS:

Figure 5 (Suggested Receiving Point Organization) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

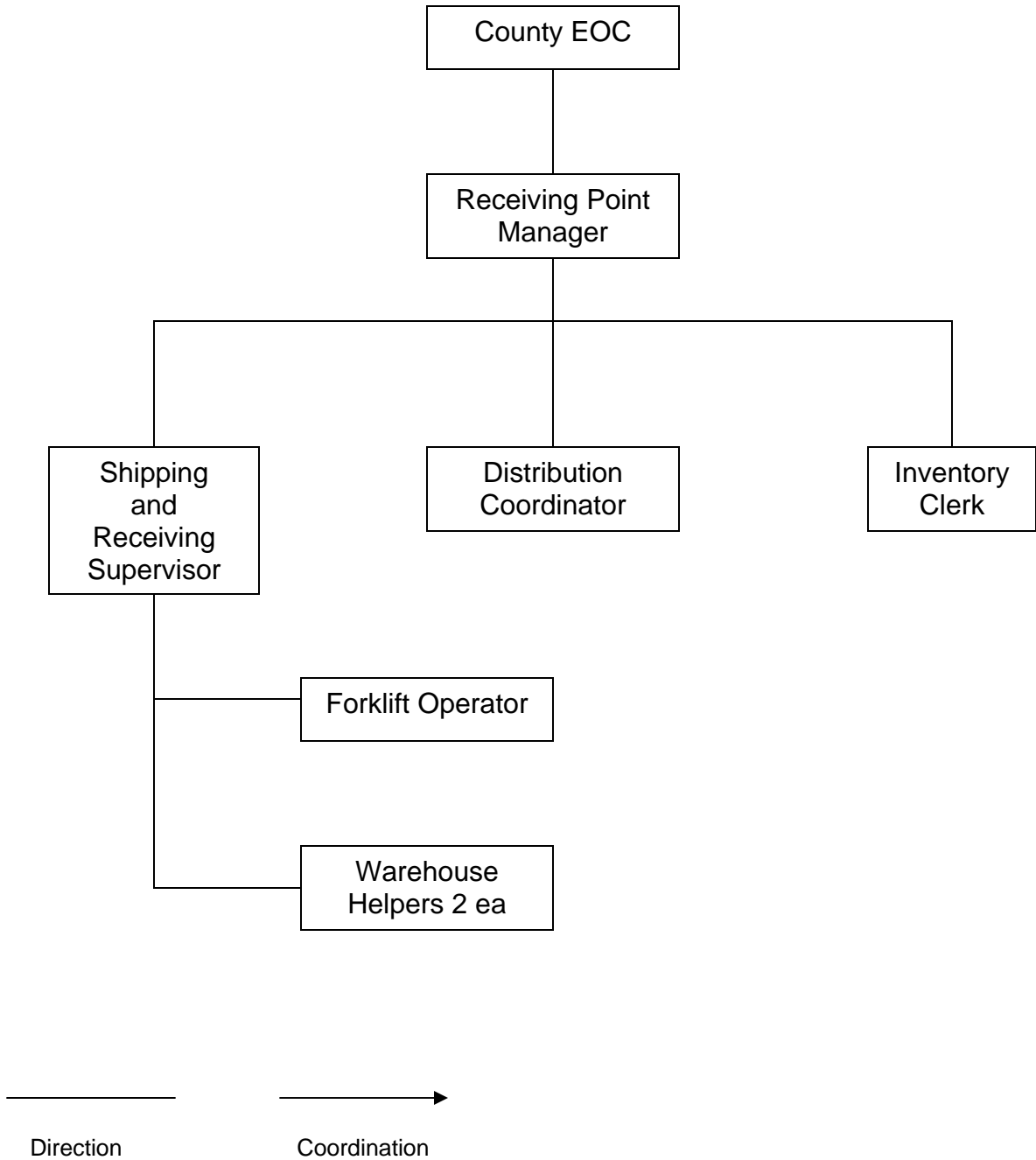


Figure 6 (Suggested Distribution Point Organization) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

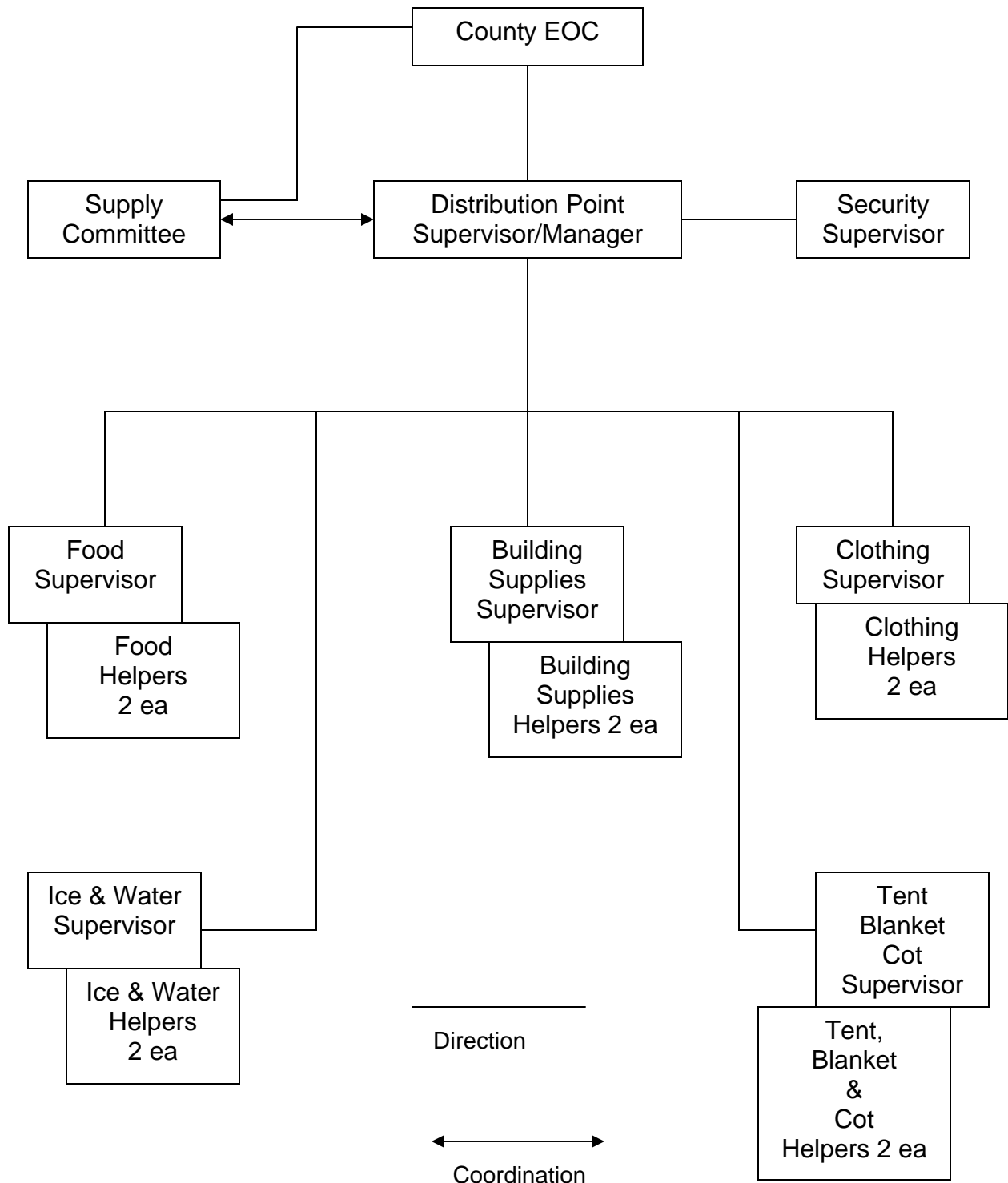


Figure 7 (Suggested Layout for Receiving and Distribution Point with a fenced yard) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

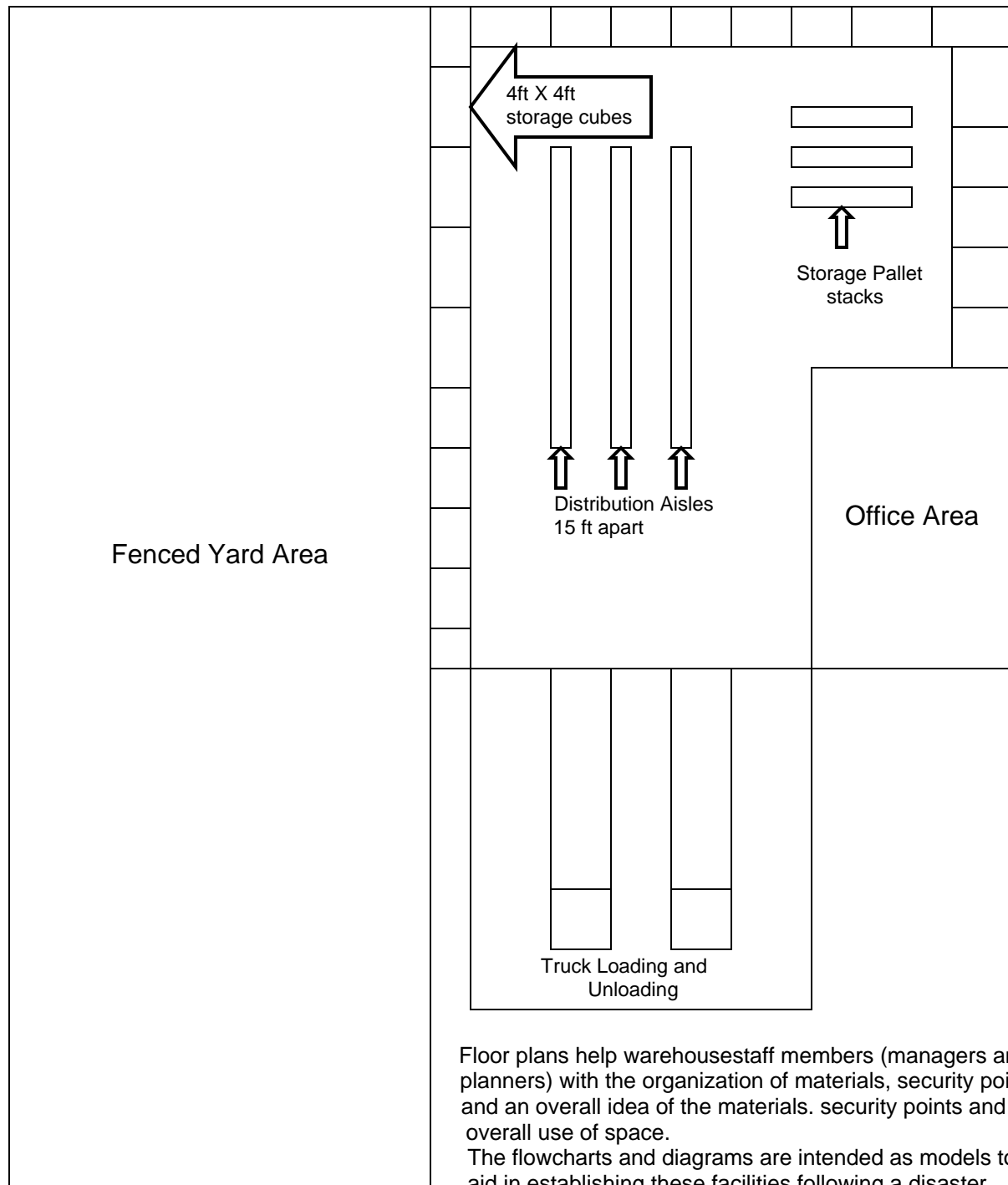


Figure 9 (County Receiving Point (CRP) Activation Flow Chart) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

County Receiving Point (CRP) Activation Flow Chart

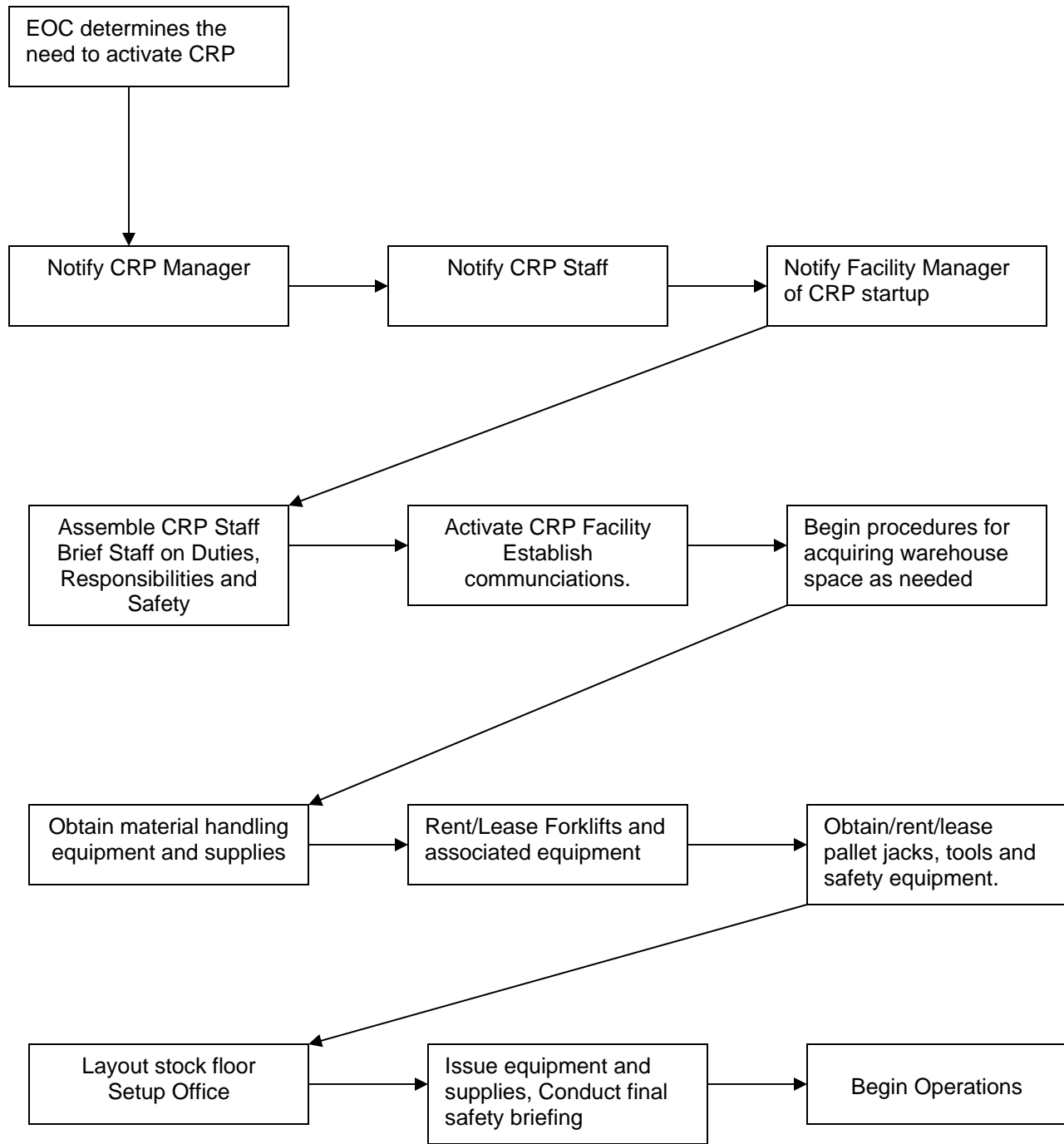


Figure 10 (Supply Receiving Flow Chart) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Supply Receiving Flow Chart

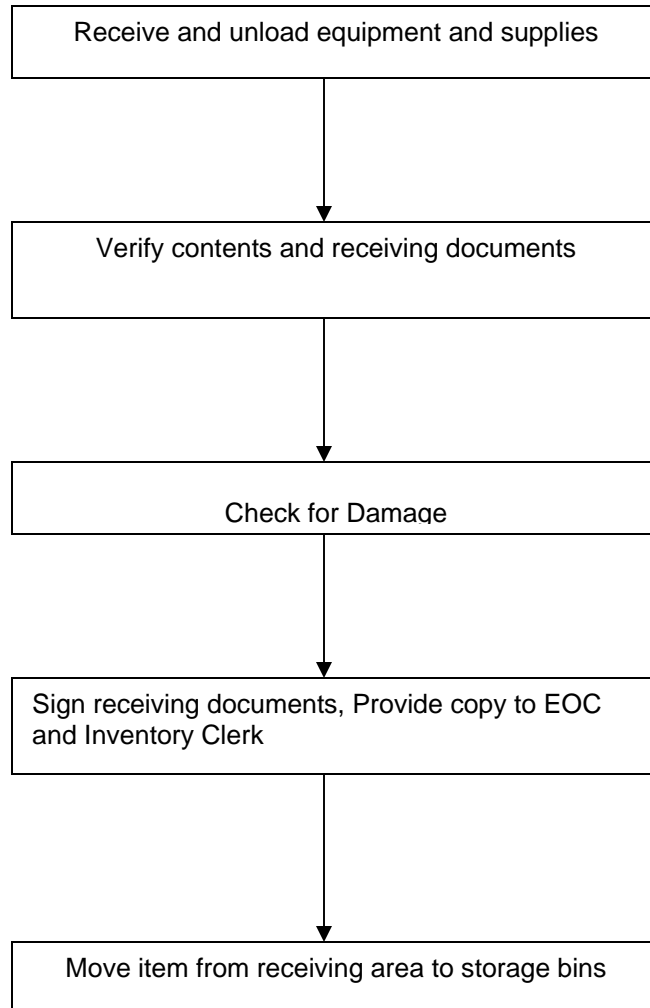
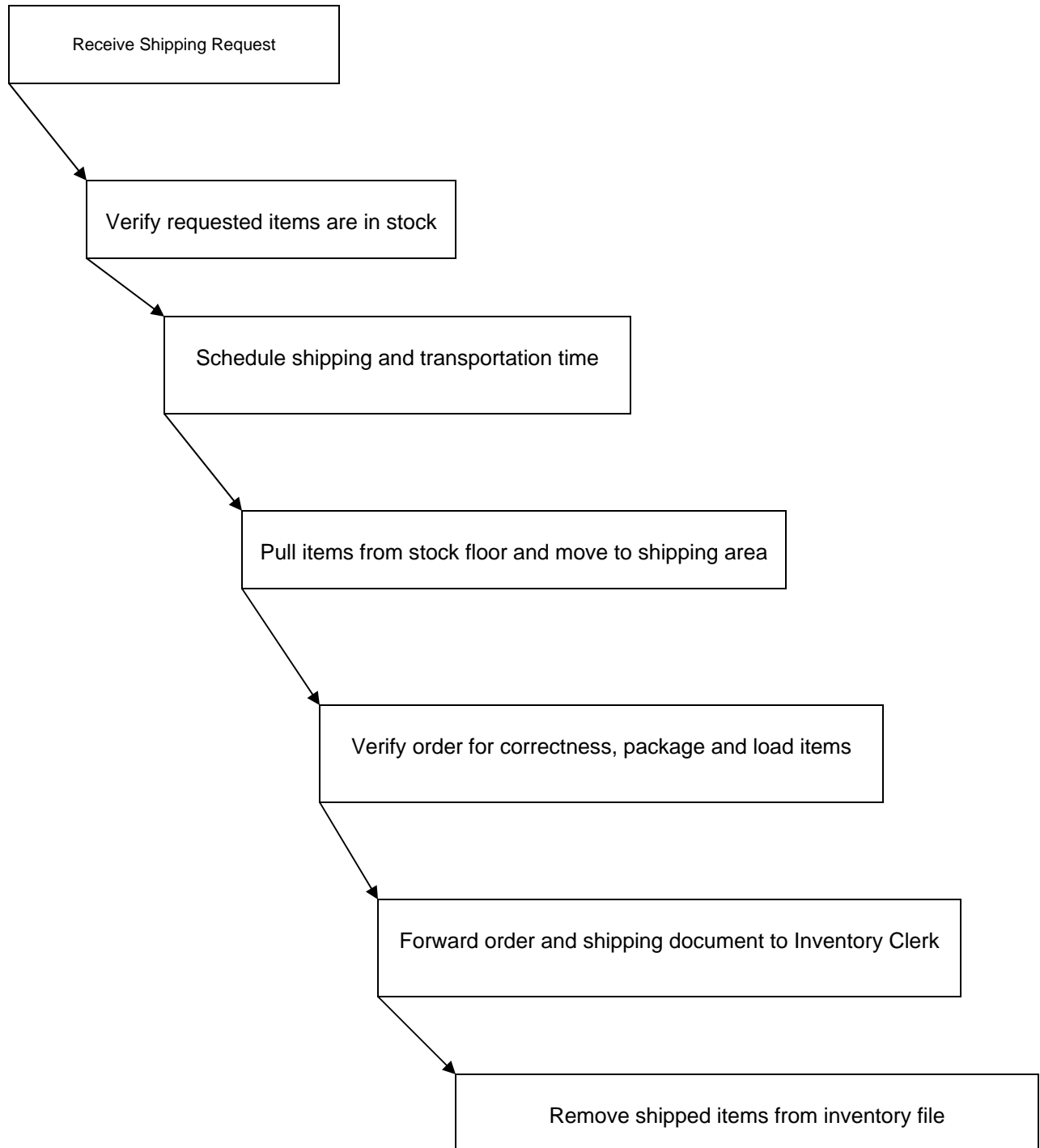


Figure 11 (Supply Shipping Flow Chart) to Appendix 1 (Disaster Relief Supplies) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

Supply Shipping Flow Chart



Appendix 2 (Donated Goods, Funds and Services (Volunteers) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

1. General Statement: Disasters tend to bring out the best and worst in people. Following a disaster, where a legitimate need for donations exists, people will literally donate their last dollar to assist victims. Not only are they willing to donate money, food and clothing, but also volunteer their services to help disaster victims. However, disasters can also bring out the worst in people. There will be people looking for ways to take advantage of disaster victims. These people see disaster victims as a quick and easy target to make money. It is essential that we are vigilant in our donated goods and services program to do everything possible to eliminate these people that are seeking to take advantage of disaster victims.
2. Donated Goods: Presently the County is attempting to locate a local group or organization to manage the County's Donated Goods Program. Until such time that a group is located, Donated Goods will be managed by the Finance Director. The County will issue periodic press release specifying the types of donations needed by the county.
 - A. Donated goods sites: Until another organization is located to manage donated goods, the program will operate as follows. All donated goods (food, clothing, blankets, etc) will be sent to the Relief Supply Receiving Points established in the county at that time. At the Receiving Points, the form at Figure 1 (Donated Good Form) will be filled out. This form is designed to serve as a record of the donated items and provide the donor with a simple record for tax purposes.
 - B. Inventory, Accountability and Distribution: Once the form is filled out, a copy will be sent to the Inventory Clerk for his/her records and a copy to the EOC. Donated items will be placed in the supply system for distribution. These quantities will be included in the inventory totals for each supply point.
 - C. Leftover donated goods: It should be pointed out to the donors that leftover donated goods will be donated to charities as deemed appropriate by the County. The County will not attempt to return donated items to the donor. If the donor expects the item(s) to be returned, then the County will not accept the items.
3. Donated funds: Darlington County discourages cash donations to the county during disasters. Citizens will be encouraged to make monetary donations to the charity of their choice or relief organizations such as the American Red Cross or Salvation Army.
4. Donated Services (Volunteers):
 - A. Types of Volunteers (skilled and non-skilled): Typically a disaster area will attract a large number of volunteers both skilled and non-skilled. How these volunteers

are used will be determined by Darlington County. This also places the responsibility on the County to attempt and verify the skills and credentials of these volunteers. The following steps are established as the minimum efforts that will be used to attempt and verify the skills and credentials of volunteers.

B. Credentialing/Verification of Skills:

1. Two problems will immediately become an issue for the County. The first issue will be the issue of who is liable for the volunteer if injured. Any volunteer that is performing work for the County on County property is the responsibility of the county. Volunteers working on private property are the responsibility of the property owner. The second problem is the verification of the volunteer's credentials and skills. Volunteers will come from across the state and nation. Most states including South Carolina do not have systems in place to verify the credentials or skills of volunteers.
2. Codes Enforcement is tasked with establishing a committee to review the skills and credentials of volunteers. This committee will consist of a representative from the Sheriff's Office, EMS, Fire and Codes Enforcement. This committee is specifically tasked with the verification of skills and credentials of volunteers. The committee will further develop and refine the procedures used to verify the skills. If the volunteer's skills and credentials can be verified, they will be referred to the appropriate agency and/or department to be used as determined by the department. Doctors, nurses and other medical professionals will be referred to the nearest medical facility that may have use of their skills. The medical facility will have the responsibility for the verification of their credentials. Volunteers will be asked to fill out the form located in Figure 2 this appendix. Committee members will use this form to document if the skills/credentials were verified and how the verification was accomplished. Once the skills/credentials are verified, the committee member will sign the form and forward a copy of the form to the EOC. A signed copy of the form will accompany the volunteer to the agency or department referred to for work. The use of skilled electrician, carpenters, plumbers, etc should be coordinated with the local Chamber of Commerce for use within the professional community. Volunteers whose skills and credentials cannot be verified will be treated and used as non-skilled volunteers. Non-skilled volunteers will be placed in a general labor pool and used where needed in county. The use of non-skilled volunteers should also be coordinated with the local Chamber of Commerce. Coordination of the use of volunteers with the Chamber(s) of Commerce is essential and effective use of volunteers post disaster within the county.

Appendix 3 (Resource List) to Annex 7 (Resource Support)(Disaster Logistics Support Plan) to the Darlington County Emergency Operations Plan

(To Be Published)