

Town of Seabrook Island
Comprehensive Emergency Plan



September 1, 2020

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This Plan was developed by Scott Cave, CBCP (certification through Disaster Recovery Institute International, DRII) exclusively for the Town of Seabrook Island. This plan may not be used or copied by any entity other than the Town of Seabrook Island.

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NOTE: The italicized items above are included only in the Master Copy located at Town Hall.

Introduction

I. Background

The Town of Seabrook Island is located on a barrier island in Charleston County, South Carolina. Due to its geography, topography, and location, the Town is vulnerable to a number of significant Disasters. The Town has recognized these vulnerabilities since its incorporation in 1987, and has addressed them periodically through policy, ordinance, and public information. In 2009 Town Council decided to expand these previous efforts by compiling this Comprehensive Emergency Plan to prepare for, respond to, and recover from a variety of Emergency or Disaster events. This Plan will guide the Town's ongoing efforts to prepare for future Emergencies and Disasters, and provide a framework for the Town to respond to all Emergencies and Disasters while working with other Government entities.

II. Scope

This Plan addresses the Town's personnel, elected and appointed officials, and services provided to its residents. However this Plan does not attempt to address the individual responsibilities and preparations required by the Town's residents or other entities, such as the Property Owners' Association (POA), The Club, or Camp St. Christopher. Those individuals and organizations are responsible for their own plans and efforts. Any reference to those individuals or entities within this Plan is merely intended to coordinate communications and activities to effect a well-organized response, and does not imply the extent to which those entities should conduct their own planning or response efforts.

III. Objectives

This Plan's objectives are as follows:

- To protect human life,
- To protect property,
- To minimize the disruption of the Town's services to its residents, and
- To provide an effective framework for the Town to coordinate response and recovery actions between Town Officials and other agencies and organizations involved in the overall effort.

IV. Principles

In order to achieve the objectives stated above, several high-level principles govern the ongoing process of maintaining, updating, and implementing this Plan.

- Emergency Planning starts with the Mayor. Ultimately the responsibility of managing Emergencies and making critical decisions belongs to the Mayor.
- Emergency Planning has a beginning but no end. The Town is committed to the ongoing maintenance and other activities required to keep this Plan current and actionable.
- Emergency Planning must be clear, practical, and actionable.

V. Methodology

This Plan was developed using a bottom-up approach, following the recommended best practices of National Fire Protection Agency (NFPA) 1600 and the Disaster Recovery Institute International (DRII). A comprehensive risk assessment and business impact analysis provided the foundation for future planning efforts. Plan strategies and the fundamental elements of response and recovery plans were devised collectively through a series of planning meetings with the Mayor, Town Council, Town Administrator, Utility Commission, and other individuals as necessary. The Public Safety Official, along with the Public Safety Committee, will take ownership of this Plan and maintain, update, and test it, while recommending follow-up actions to the Mayor and Council.

VI. Implementation

The Town of Seabrook Island has participated fully in the development of this Plan and now considers it implemented and in place for use by all current and future Town Officials. The Implementation Schedule listed on the following page will direct the Town's activities to fully implement this Plan.

 Frank McNulty, Mayor	 William Holtz, Mayor Pro Tem
 Robert Savin, Town Council	 John DuBois, Town Council
 Jerry Cummin, Town Council	 Randy Pierce, Town Administrator

10/27/09
Date

VII. Implementation Tasks

The following tasks have been identified for the Town's implementation of this Plan.

1. Consider Mutual Aid Agreement with Town of Kiawah and, if agreed, insert into Appendix 25.

Risk Assessment

I. Purpose

The Risk Assessment is the initial phase of a Plan that identifies the threats and risks to the Town. In this context, threats are defined as those events or hazards that have the potential to harm the Town's residents, damage property within the Town, or disrupt the Town's functions. Risks are the actual effects of the threats that can be controlled, planned, and mitigated to some extent. So while a hurricane is a threat, the risks of a hurricane are debris removal, extensive property damage, safety and well-being of the Town's residents, etc. The Risk Assessment begins with an analysis of all threats to the Town, followed by an analysis of all risks associated with those threats, and completed with an analysis of the mitigating controls in place for each risk. A prioritized list of risks is developed to focus attention on the highest priority risks and control measures before spending time and resources on the lower priority risks. The Risk Assessment acts as a first line of defense against potential Emergencies and Disasters by identifying top threats and risks and the associated control measures to minimize the effects of those events.

II. Methodology

The Risk Assessment phase was conducted through several meetings between April 9 and June 4, 2009. Scott Cave, ABCS, led each meeting, and the attendees included Frank McNulty, Mayor, Town Council Members William Holtz, Robert Savin, John DuBois, and Jerry Cummin, and Randy Pierce, Town Administrator. Separate meetings with the Town Utility Commission were held between Scott Cave, ABCS, the Utility Commission representatives, and Tommy West and other representatives from Hawthorne Services, the contracted operator of the Utility Plant.

First, threats to the Town were identified by reviewing a list of potential natural, man-made, technological, and miscellaneous threats. Each threat was evaluated on the following five characteristics to determine the Town's vulnerability to the threat:

- Breadth or extent of impact on the Town
- Magnitude or strength of impact on the Town
- Duration (days, weeks, months) of impact on the Town
- Frequency of impact on the Town
- Amount of advanced notice before threat impacts Town

A rating for each of these five characteristics was assigned, and a total vulnerability score was calculated for each threat using the five ratings. The complete list of threats to the Town was sorted and prioritized based on the vulnerability score.

Using the list of potential threats to the Town, the risks, or impacts of those threats, were determined through a number of meetings and discussions. Each risk was evaluated based on which threats, and the extent to which each threat, may cause the risk to occur. For example, the risk of debris removal was evaluated by subjectively assessing the extent to which each of the threats could generate the need for debris removal (hurricanes will likely require a lot of debris removal, but power outages would not). Risks were also evaluated for the severity of impact on the Town. A risk factor was calculated for each risk using the ratings of each threat's impact on the risk, and the severity of impact on the Town. The list of risks was sorted and prioritized based on the risk factor.

The mitigating controls currently in place for each risk were identified and evaluated for their current effectiveness in mitigating the risk. Additional future controls were also identified as potential improvements to be implemented in the future to better mitigate risks. The future controls were sorted and prioritized by a future control rating, calculated by multiplying the risk factor by the current effectiveness rating of the current controls. This future control rating indicates the relative importance of implementing the additional controls by focusing attention on the most critical areas.

Finally, a demographic analysis of the Town was performed to understand the nature and characteristics of the Town's residents, seasonal population fluctuations, and buildings.

III. Results

A. Threats

A total of 32 threats were identified as potential hazards to the Town by reviewing historical and common threats to the Lowcountry of South Carolina. The complete list of 32 threats, ranked by the vulnerability rating, is listed in Appendix 1. The top three threats from that list are:

1. Terrorism
2. Power outage
3. Earthquake

While it should come as no surprise that terrorism and earthquakes would rate very high on the vulnerability scale, power outage may appear misplaced next to those two threats. However power outages are a significant threat to the Town simply due to their frequency in occurrence and breadth of impact. Power outages were evaluated as one of the most frequent hazards experienced by the Town, and when they occur, in most cases, the entire Town is impacted. While ranked very high on this threat list, the following Risk summary will explain that the actual risk to the Town from power outages is not nearly as high or significant.

B. Risks

From the list of 32 threats, 17 risks were identified. This means that the effects of all 32 threats can be summarized by 17 different risks, and Appendix 2 shows this relation between the identified threats and risks. Each of these risks was evaluated for the impact caused by each of the 32 threats. When 32 listed threats were evaluated in this manner, the top threats based on their ability to significantly cause a variety of risks to the Town are:

1. Hurricane
2. Earthquake
3. Terrorism

These results demonstrate the importance of focusing on risks instead of threats. While the identification and review of threats is a critical part of the entire Risk Assessment, the threats are merely a means by which risks are identified and evaluated. Accordingly, the risk results, and controls that follow, will be the focus of the Town's attention in this Risk Assessment.

A Risk Factor formula was used to summarize the threats, the Town's vulnerability, the risks, and the impact and severity of each risk. All 17 risks were prioritized based on the results of this Risk Factor, indicating which risks are most important or significant for the Town to address. The complete list of risks, ranked by the Risk Factor, can be found in Appendix 2. The top three risks from that list are:

1. Safety and Well-Being of Residents and Staff
2. Availability of Emergency Response Resources
3. Loss of Water and Sewer Services

The results of this Risk Assessment confirm the Plan's top objective, with the Safety and Well-Being of Residents and Staff quantitatively identified as the top risk to the Town. Availability of Emergency Response Resources is a close second on this list and indicates the need to develop alternate Emergency response resources if the primary resources (St. John's Fire Dept., County Sheriff, EMS, etc.) are unavailable during a regional Disaster. The high ranking for Loss of Water

and Sewer Services points to the importance of the Utility Plant for the Town's residents. With the loss of these services the Town may quickly become uninhabitable.

C. Risk Modeling

Computer models can be used to estimate the amount of potential property damage, casualties, etc. from a variety of Disasters. Charleston County uses the HAZUS (HAZards United States) software from FEMA. Although this software is not able to accurately develop data down to the local municipal level (most data is provided on a County-wide basis), the County attempted to run the HAZUS system on the Town to provide data for the potential losses from flooding, hurricanes, and earthquakes. Unfortunately the current limitations of the HAZUS software revealed that the data produced specifically for the Town did not provide useful information for the planning process. However the Town should expect that a significant earthquake, flood, or hurricane will be devastating to the Town, its residents, and all property.

D. Demographic Analysis

Information from the last United States Census in 2010 indicated that the Town had a total resident population of 1,714 residents; population estimate from 2014 was 1806. In 2010, 50% of the resident population was 65 years or older.

There are currently approximately 2,189 developed residential units within the Town. Of those approximately 33% are full-time residents as indicated by the permanent mailing addresses of the owners of each unit. This data suggests a large number of temporary and seasonal visitors within the Town. An analysis of traffic data around the circle between Betsy Kerrison Parkway and Seabrook Island Road indicates that the number of cars entering and leaving the Town increases by 50% during the peak months of March through August. It is estimated that during the peak Spring and Summer seasons that up to 6,000 individuals could be within the Town limits on a given day.

An analysis of the building codes used during construction of the residential units within the Town reveal that about 8% of the units were built when the most stringent construction standards were in place from 2006 through today. 83% of the units were built prior to 2001 when the least stringent construction standards were in place, and 12% of the units were built between 2001 and 2005 when moderately stringent construction standards were in place. The term stringent here is only used to indicate the level of protection within the standard for hurricane and earthquake hazards. This data suggests that the large majority of the residential units within the Town are very susceptible to wind, flood, and earthquake damage.

E. Controls

Controls are actual measures, resources, or planned actions that exist to mitigate a risk. Since it is nearly impossible to prevent a threat such as a hurricane, the risks are the focus of the controls because risks are inherently controllable (to some extent) by their nature. A complete listing of the controls, effectiveness, and the Future Control Ratings is provided in Appendix 3. Using the Future Control Rating as a means to rank the additional controls, the Town will use this list to prioritize its efforts and resources to improving the mitigating controls for the most needed risks first. The top three risks from the list, in order of most needed additional controls, are:

1. Safety and Well-Being of Residents and Staff
2. Loss of Ingress/Egress to Town
3. Loss of Long-Term Town Hall Building Use (e.g., Town Hall destroyed)

These three risks were all subjectively evaluated as having minimal or no effectiveness from current controls in place today. Therefore it is imperative that the Town continue to develop additional ideas for future controls and in reasonable time implement future controls to better mitigate these high priority risks to the Town. Once these top three risks are addressed with

additional controls, then the remaining risks in Appendix 3 should also be considered by the Town for additional controls to be implemented.

Charleston County conducts its own Hazard Mitigation program for local municipalities, and provides regular planning meetings and updates for the Town's Action Plan for hazard mitigation activities. These are essentially controls for specific risks identified by the County. The Town will continue to monitor and address the items listed in this Action Plan provided by the County. A copy of the Action Plan is included in Appendix 4.

F. Computer Systems (I.T.)

In 2014 the Town implemented use of vendor supplied WEB-based computer equipment (vendor is VC3) relying on local workstations and remotely located server systems providing computer applications used by the Town. In connection with the transition to vendor supplied systems, the vendor provides off-site back-up of all Town computer files at redundant locations. Equipment supplied by the vendor is supported by the vendor. The Town relies on internet service from Comcast to connect with vendor servers, and the primary risk with this current configuration is the loss of internet service. The Town may pursue the use of cellular internet devices (e.g., Verizon MiFi) that can mitigate this risk of internet loss by the primary vendor, Comcast.

G. Utility Commission

The risks to the operation of the Town's water and sewer system were evaluated through two meetings. The first was held at Town Hall on May 20, 2009, with Scott Cave, ABCS, and representatives from the Utility Commission and Hawthorne Services. The second meeting was held on June 4, 2009, at the utility plant with Scott Cave, ABCS, and Tommy West, Hawthorne Services. The utility system has been expanded and upgraded significantly since the Town assumed operations in 1996. Source water for the system is currently provided by a "looped" main feed from St. Johns Water Company, and is backed up by a deep well on the island that has been in operation since the island was developed in the 1970s. There is on-site storage of 1.5 Million gallons of water (with a typical daily usage rate of 1 Million gallons per day, almost two-thirds of which is used for irrigation). All sewer pump stations have been upgraded for waterproofing and elevation of electronics above the 100-year flood plain. The utility plant has a large generator and 20,000 gallon diesel storage tank that, when full, can run the entire plant for an estimated three months. The entire utility system is monitored by two computer systems with on- and off-site (internet) access. These main control measures, as well as others not mentioned above, together mitigate a significant amount of risk to the operation of the system.

The remaining risks to the Utility System that were first identified in 2009 have largely been mitigated. The sewage pump stations and other system components are still vulnerable to damage from a large flood, such as one generated by a Category 4 or 5 hurricane, but there appears to be no viable mitigating control for such a catastrophic event. Sodium hypochlorite is being used to treat water currently instead of the previous chlorine gas. Currently the sodium hypochlorite is stored on-site in a 6,000 gallon tank with no less than 600 gallons on-site at any time (enough to treat water for 5 days).

Business Impact Analysis

I. Purpose

The Business Impact Analysis identifies the impacts on business functions resulting from a disruption or Disaster event, and establishes a prioritized listing of critical functions. (The term business in this context is not restricted to corporate use, and merely implies operational functions or impacts.) The process requires a thorough review of all functions, the required resources and employees to support each function, and their interdependencies. By evaluating the downtime tolerance for each function, as well as other impacts, the analysis results in a prioritized order of recovery of the Town's functions following a disruption. A definition of the amount of downtime allowed for each function sets the standard for preventing significant impact to the Town's ability to provide services to its residents. The Business Impact Analysis provides the criteria required to develop appropriate continuity and recovery strategies.

II. Methodology

The Business Impact Analysis was conducted through several meetings between June 19 and June 30, 2009. Scott Cave, ABCS, led each meeting, and the attendees were Randy Pierce, Town Administrator, Faye Allbritton, Town Clerk, and Lynda Whitworth, Administrative Assistant. Separate meetings with the Town Utility Commission were held in August, 2009, between Scott Cave, ABCS, the Utility Commission representatives, and Tommy West and other representatives from Hawthorne Services, the contracted operator of the Utility Plant.

First, a list of the functions performed by the Town, or by the Town's staff, was developed. Each function was analyzed to determine its inputs, outputs, dependencies, amount of labor required, and staff trained to perform the function. The functions were then evaluated for downtime tolerance, known as Recovery Time Objective (RTO). Finally, each function was evaluated for impacts of the function's downtime on the Town and its residents. The following impacts were rated on a scale of 0 (no impact) to 5 (high impact):

- Financial Impact
- Legal Impact
- Resident Impact (severity and timing of impact on residents)
- Resident Reach (approximate percentage of residents impacted)
- Life/Safety Impact
- Operational Stoppage (number of other functions stop as a result of the function stopping)
- Public Reaction / Reputation Impact

A total rating of criticality, or Impact Rating, was calculated using all of the individual ratings for the above categories, combined with the frequency and RTO ratings described above. This Impact Rating enabled the list of Town's functions to be sorted in priority order from highest to lowest critical functions.

III. Results

Appendix 5 lists the Town’s functions along with the required resources, personnel, and vendors for each process. Figure 1 (below) presents the summary prioritized list of the most critical functions based on the Impact Rating. The detailed calculations and ratings for each function used to derive the Impact Rating are provided in Appendix 6.

Figure 1. Summary Prioritized Listing of Town’s Critical Functions

<i>Tier</i>	<i>Function</i>	<i>RTO</i>	<i>Impact Rating</i>
I	Emergency Management	< 1 day	600
	Town Road Operation (keeping Seabrook Island Road from traffic circle to gate open)		520
	Communications		385
II	Business Licenses	1 – 3 days	360
	Permits		350
	Utility Plant – water supply and distribution		350
	Resident Assistance and Information (Cust. Svc.)		335
	Utility Plant – wastewater collection		335
III	Utility Plant – wastewater treatment	1 – 2 weeks	305
	Code Enforcement		52
	Finance – A/R		52
	Finance – A/P		28
	Finance – Payroll		19

RTO Recovery Time Objective, the amount of time the function can be down before causing significant disruption to the Town

Minor variances in the Impact Ratings are not significant. The only significant variance in the above functions within a single tier is the Utility Plant – wastewater treatment function relative to the other functions in Tier III. Although the Impact Rating is significantly higher for the Utility Plant – wastewater treatment function, it was determined that all functions within this Tier III all have a downtime tolerance of 1 – 2 weeks and are grouped together for this reason.

The Tier I functions do not currently have any dedicated staff to support them. Due to their highly critical importance, all Tier I functions will be shared between the Mayor, Town Council, and Town Administrator. These functions will form the foundation of the Town’s Emergency response and recovery plans.

The other Town functions identified but not listed above, including reports, meetings, and budgeting/financial statements are important functions but not critical due to their low Impact Rating and high tolerance for downtime. Therefore these functions should be the last to recover following a Disaster or smaller disruption to Town’s services.

Emergency Operations

I. Introduction

A. Purpose

Emergency Operations are those activities performed by the Town's staff, elected Officials, or other designated individuals to prepare, respond, and recover from an Emergency or Disaster. The effective response to any Emergency or Disaster requires a clear assignment of roles and responsibilities, good communication, a framework for conducting operations, and strong leadership. These elements provide the foundation for the Town's Emergency Response and Recovery Plan and will provide the overall framework for the Town's Emergency Operations.

B. Assumptions

The Town has limited resources and therefore depends on outside assistance to perform many of the emergency operations activities. Following are the assumptions made for outside assistance:

- Charleston County will coordinate and lead the overall effort for response and recovery to regional Disasters and Emergencies. In doing so, the County will provide resources to conduct Emergency operations within the Town.
- When the County's resources and ability to conduct Emergency operations are overwhelmed, the County will request assistance from the State.
- When applicable, the County and State will request assistance and relief from FEMA and other national agencies.
- The County may not always be able to provide IMMEDIATE resources to the Town in response to an Emergency or Disaster. The Town is responsible for addressing its own Emergency needs for a minimum of four days (96 hours) following an event. Therefore the Town must have alternate resources available.
- The Town will contract with several Disaster recovery vendors to provide specific support and services to the Town when necessary.
- The Town will work closely with the major organizations within the Town to coordinate Emergency operations. These organizations include the Property Owners' Association (POA), Seabrook Island Club, Camp St. Christopher, and Bohicket Marina. The Town will sign Letters of Understanding with each of these organizations outlining the framework for working together during Emergencies and Disasters.
- The Town will continue to explore opportunities to work with the Town of Kiawah Island for potential mutual aid and other mutual assistance framework.

C. Definitions

The following definitions are for common terms used throughout this Plan.

CERT: The Community Emergency Response Team, a group of volunteers within the Town that have received Emergency training to assist the public during Emergencies, and affiliated with Lowcountry CERT and the Federal CERT program.

Charleston County Citizen Alert Notification System: A notification system provided by the County's vendor, Everbridge, that the County uses to provide Emergency information to County residents registered with the system.

Code Red: A notification system provided by the Town's vendor, OnSolve, that the Town uses to contact residents by phone with Emergency information. The State of South Carolina also uses Code Red to provide Emergency information to state residents registered with the system.

County: Charleston County, the county within which the Town is located.

County EOC: The Charleston County Emergency Operations Center, with primary location at 8500 Palmetto Commerce Parkway, North Charleston. The County manages all Emergency operations from this location.

Disaster: An event that presents widespread or severe damage and requires a coordinated response and recovery effort between multiple governmental and other agencies.

Disaster Recovery Council: The group consisting of members defined in Section III H of Emergency Operations that meets to prepare for, respond to, and recovery from Emergencies and Disasters within the Town.

Emergency: An event that presents dangerous conditions to the Public and requires immediate actions to protect life and property, prevent injuries, and to prevent a Disaster.

Emergency Plan: A plan for an entity that defines the roles, responsibilities, and response actions to a variety of Emergencies.

EMS: Emergency Medical Service provided by a governmental or private entity.

EOC: An Emergency Operations Center that is used to manage Emergency operations.

Event: Any occurrence or situation that presents Emergency or Disaster conditions.

FEMA: The Federal Emergency Management Agency

Mass Care: The actions taken to protect the Disaster victims from the effects of the Disaster. Activities may include temporary shelter, food, first aid, and other life support needs.

Memorandum of Understanding: A document that details the framework and conditions between two entities for working together during an Emergency or Disaster.

Municipal Emergency Operations Center (MEOC): A location designated by the Mayor from which Town Emergency or Disaster response activities will be coordinated. The location may be a building, such as Town Hall, a temporary office trailer, or even a car, and may change during the course of the Emergency or Disaster response and recovery phases.

Official: A designated individual to perform a specific role during an Emergency or Disaster.

OPCON: The Operating Condition of the Town as defined in Section IV A of Emergency Operations.

Plan: The Town's Comprehensive Emergency Plan

Plant Contractor: The Town's contractor that operates the Town's Utility System

POA: The Seabrook Island Property Owners Association

Preliminary Damage Assessment: A methodology to determine the impact and magnitude of damage from a Disaster to guide decision-making during the recovery phase of Emergency operations.

Public Information Statement: A summary of the current conditions and status of the Town to be released to the Public as an informational update.

Public Safety Committee: A committee within the Town consisting of the **Public Safety Official** and several appointed members with the authority to review the Plan and make recommendations to Town Council for updates and improvements to the Plan.

Security Gate: The privacy gate staffed by security officers and operated by the Seabrook Island Property Owners Association.

State of Emergency: A declaration by the Town's Mayor that authorizes specific authority to respond to an Emergency within the Town, as defined by Town Code §1.2.50.

Team: A group of individuals organized to perform specific tasks during an Emergency, e.g., Team 1 (the group that will first return to the Town following an evacuation).

Town: The Town of Seabrook Island

Town Council: The group of elected officials consisting of a Mayor and four council members.

Town Hall: The Town's administrative office building located at 2001 Seabrook Island Road.

Utility Commission: The group of elected officials within the Town with the authority to oversee the Town's Utility System and Plant Contractor.

Utility Plant: The production and treatment facilities within the Town that provide water and sewer services.

Utility System: The facilities and operations that provide water and sewer services to residents, including the Utility Plant, sewer lift stations, and other components.

II. Phases of Emergency Management

Emergency Management can generally be divided into three phases. These phases will dictate how the Town manages Emergencies and Disasters.

A. Preparation

The key to effective response and recovery to any Emergency or Disaster is the preparation for those events. Effective preparation begins with the Risk Assessment, described earlier in the Town's Plan, and the Hazard Mitigation Plan coordinated by Charleston County (see RISKS tab).. Both of these documents describe specific steps that the Town can take to prepare for, mitigate, and even eliminate the risks to the Town from events outside of its control. Further, certain threats like hurricanes have specific preparatory activities each year as identified in that specific Plan. Finally, training and testing of the Town's Plans ensures that the individuals required to conduct Emergency operations are familiar with their roles and procedures and well prepared to execute them. All of these preparation activities must be reviewed regularly by the Town to ensure that the response and recovery efforts will be effective when needed.

B. Response

Some Emergency or Disaster events come with prior warning, but many do not. The response phase includes the immediate actions and activities following an Emergency or Disaster required to address the critical and top priorities presented by the event. These generally include life-saving, communications, and other Emergency operations conducted within the first hours or days following an event.

C. Recovery

Once the immediate needs and priorities have been addressed and the situation is stabilized to some degree, the recovery phase begins. Elements of this phase generally include the necessary operations to return the Town to normal day-to-day operations, or pre-Disaster conditions.

III. Roles and Responsibilities

The Town’s Emergency operations are divided among seven roles. Following is a listing of each role, the individuals to perform each role, and a description of responsibilities for each role.

<i>Role</i>	<i>Primary</i>	<i>Backup</i>	<i>Alternate</i>
Executive	Mayor	Mayor Pro Tem	Public Safety Council Member
Operations	Town Administrator	Resources Official	Determined by Executive Official
Public Safety	Public Safety Official	Resources Official	Determined by Executive Official
Communications	Communications Official	Resources Official	Determined by Executive Official
Logistics	Logistics Official	Resources Official	Determined by Executive Official
Resources	Resources Official	Logistics Official	Determined by Executive Official
Utilities	Utility Commissioner	Other Commissioner	Other Commissioner

The current list of individuals assigned as the Primary person to fill each of these roles is included in Appendix 7.

A. Executive Official

The **Executive Official** is the chief individual responsible for overseeing all activities related to the event. The primary responsibility of the **Executive Official** is decision-making. This individual must gather information from all other Officials and available sources, and make the critical decisions during the course of the event. Other responsibilities include:

- Assign Town Council members to Emergency roles (Officials)
- Assess the overall situation and determine priorities
- Obtain regular updates from each of the other Officials
- Establish meeting schedules for Disaster Recovery Council
- Chair Disaster Recovery Council meetings and communicate with its members
- Coordinate with other key government officials (e.g., County Administrator, Governor)
- Approve selection and implementation of response/recovery plan
- Approve resource requests and financial disbursements
- Approve release of information to media or public
- Order changes to the Town’s Operating Condition (OPCON) status

B. Operations Official

The **Operations Official** is responsible for directing and managing all operations related to the response and recovery phases:

- Implement or develop an incident-specific response/recovery plan
- Supervise all staff, contractors, and other personnel involved with the response and recovery efforts
- Identify required resources to support the response and recovery efforts
- Report status of plan implementation and efforts to **Executive Official**

C. Public Safety Official

The **Public Safety Official** is responsible for overseeing the necessary steps to ensure the safety and wellbeing of the Town's residents, visitors, staff, and any other individuals within Town limits at the time of a Disaster or Emergency event.

- Determine immediate public needs for addressing safety, medical, or life-threatening situations
- Identify appropriate resources to address public safety and the wellbeing of the public
- Interact with Emergency services (fire, police, EMS) to address unsafe or life-threatening situations
- Chair the Town's Public Safety Committee and schedule meetings as necessary

D. Communications Official

The **Communications Official** is responsible for directing all communications from Town Hall or the MEOC during an event. These responsibilities include internal, such as radios and phones to communicate between staff and other Officials, and external communications, such as the release of information to the public or other agencies.

- Establish all available communication options during an event (e.g., landline, wireless, satellite, radio)
- Ensure all key individuals are aware of primary communication method during an event
- Prepare media releases, statements, and other information for approval and dissemination to public
- Receive incoming communication requests from external agencies and direct to appropriate individual

E. Logistics Official

The **Logistics Official** is responsible for maintaining the Town's list of approved vendors to support response and recovery operations. The **Logistics Official** will oversee all aspects of the Town's use of these vendors during an event.

- Identify and select appropriate vendors to provide required resources or services
- Coordinate administrative communications with vendors
- Oversee all paperwork and documentation requirements for vendors
- Assist **Operations Official** to resolve any problems with vendors

F. Resources Official

The **Resources Official** is responsible for maintaining the list of available resources within the Town, or nearby the Town, that can be used during an Emergency event. The **Resources Official** also serves as a resource to assist any of the other Officials in any capacity.

- Identify all available resources (supplies, equipment, people, etc.), owned by Town or others, that the Town could use during an event
- Request use of resources owned by others within Town to meet immediate needs during an event
- Maintain all Emergency supplies and resources owned by Town
- Assist other Officials as necessary

G. Utilities Official

The **Utilities Official** is responsible for overseeing all Emergency operations of the Town’s Utility Plant, its contractor, and the recovery of other basic utilities serving the Town.

- Communicate directly with Plant Contractor and coordinate their response and recovery efforts
- Establish priorities for recovery of the various components of the Utility System
- Provide regular status updates to **Executive Official**
- Provide informational updates to **Communications Official** for release to public

H. Disaster Recovery Council

The Disaster Recovery Council will meet as needed to coordinate response and recovery activities across various organizations within the Town. This is not a voting Council and the Mayor has final executive power over all issues and decisions. Following is a list of the Disaster Recovery Council, but each member may appoint additional individuals within reason from their organization to sit on the Council.

<i>Organization</i>	<i>Title</i>
Town	Executive Official
Town	Public Safety Official
Town	Operations Official
Town	Communications Official
Town	Utilities Official
Town	Logistics Official
Town	Resources Official
Hawthorne Services	Utility Plant Manager
POA (including CERT)	President
Club	President
Camp St. Christopher	Rector
Marina	Dock Master

IV. Concept of Operations

The Town will utilize the following elements to manage all Emergencies and Disasters.

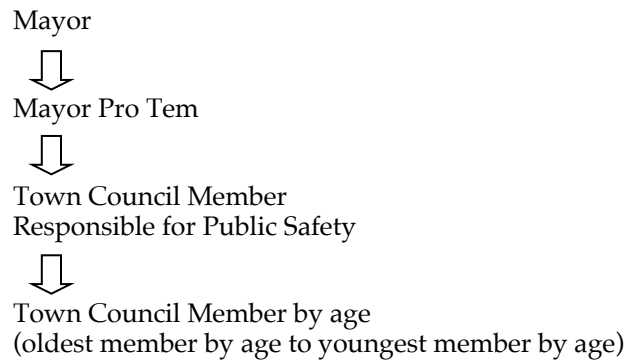
A. Operating Conditions (OPCONs)

Operating Conditions, or OPCONs, define the current status of the Town on a scale of 1 (Emergency) to 3 (normal). Each OPCON designates a set of conditions to define the status of the Town, and may also designate specific response actions for certain Emergencies or Disasters. Following are the Town’s definition of each OPCON:

<i>OPCON</i>	<i>Conditions (Status of Town)</i>
3	Normal day-to-day operations
2	Likely Disaster Impacts; preparations for cessation of normal Town operations and activation of MEOC
1	Disaster or Emergency Imminent or occurring; full Emergency response operations

B. Continuity of Government

The line of succession for the Mayor is defined in Town Code §1.3A.32 as follows:



The line of succession for the roles of Emergency operations is defined above in Section III.

C. Emergency Authority

The Town Code provides for specific Emergency Powers of the Mayor as defined in Town Code §1.2.50. This includes the declaration of a State of Emergency, which can only be declared by the Mayor or the person functioning as the Mayor per the line of succession previously defined in Section B (Continuity of Government). The Mayor may choose to declare a State of Emergency when necessary, but generally will do so in advance at OPCON 2 for events with prior warning, or after the event at OPCON 1 for those events with no prior warning.

The State of Emergency gives the Mayor additional powers to facilitate Emergency management and operations. These include the ability to declare an evacuation, establish curfews, etc. The current version of this section of Town Code is included in Appendix 8 and should be reviewed by the Mayor when a State of Emergency is declared.

Additional legal code from the County, State, and Federal levels provide the necessary authority for any Municipality to manage an Emergency or Disaster. If these code references are required they can be obtained from the Charleston County Emergency Preparedness Division.

D. MEOC

The Town does not maintain a special Emergency Operations Center for its own use, but will establish a MEOC to establish a physical location for the management of Emergency operations. The following locations within the Town will be considered for use as a MEOC:

- Town Hall (2001 Seabrook Island Road)
- Seabrook Island Club Building (3772 Seabrook Island Road)
- POA Lakehouse Facility (2319 Seabrook Island Road)
- POA Community Center (2241 Oyster Catcher Court)
- Seabrook Island Real Estate Building (1002 Landfall Way)
- Mobile Office Trailer (provided by a Vendor)

E. Warning Systems

The Town uses an outside Vendor to provide Emergency notifications to Town residents through a series of automated phone calls. This system, named Code Red, allows a Town Official to record an announcement from a telephone or internet connected device and automatically distribute that message to registered phone numbers of Town residents. Instructions for use of this system are provided in Appendix 9. In addition to the Code Red notification system, the

Town has a TWITTER account (@SeabrookIsland87) to which TWITTER compatible updates (140 character limit) and notifications of availability of updated information will be posted. Information updates will be published through the Town's website and by pre-recorded messages available at the Town's "Toll-free" telephone service (888-314-3177). The State also maintains a Code Red call notification system (public access via <http://www.scemd.org/component/content/article/2-uncategorised/177-codered-alerts-from-scemd>) through the South Carolina Emergency Management Division (SCEMD) for the distribution of emergency notifications. Charleston County operates a Citizen Alert Notification System (public access via <https://member.everbridge.net/index/453003085611698#/login>) for delivery alert messages via telephone (including cellular), e-mail, and text message. If these automated call systems are unavailable or not practical, or more immediate or urgent warnings are necessary, the Town may work with the POA to notify residents through loud speakers on vehicles driving through each and every street of the Town.

F. Support Vendors

The Town will rely upon vendors to provide support and resources for Emergency operations during any significant Emergency or Disaster. A list of the approved vendors is provided in Appendix 10, and the contracts in place with selected vendors are in Appendix 23.

V. Emergency Response and Recovery Plan

A. Introduction

This Plan defines the framework for Emergency operations for any Emergency or Disaster that impacts the Town. While some of these events offer the luxury of advanced warning and preparation, many do not. Therefore portions of this Plan which contemplate events for which there is not advanced warning are to be skipped and the Town is to commence its response with OPGON 1.

This Plan component is to be used as a template for response and recovery operations for any Emergency or Disaster. Execution of this Plan component is to be adapted in accordance with particular actions called for by the applicable one of Plan components:

- RP 1 – Emergency Response and Recovery Plan (this section)
- RP 2 – Hurricane Plan
- RP 3 – Earthquake Plan
- RP 4 – Tsunami Plan
- RP 5 – Pandemic Plan
- RP 6 – Crisis Communications Plan
- RP 7 – Town Hall Emergency Action Plans
- RP 8 – Electric Power Loss Plan
- RP 10 – Winter Storm Plan
- RP 9 – Utility Commission Emergency Plan

B. Definitions

The following definitions are for common terms used throughout this Plan.

CERT: The Community Emergency Response Team, a group of volunteers within the Town that have received Emergency training to assist the public during Emergencies, and affiliated with Lowcountry CERT and the Federal CERT program.

Charleston County Citizen Alert Notification System: A notification system provided by the County's vendor, Everbridge, that the County uses to provide Emergency information to County residents registered with the system.

Code Red: A notification system provided by the Town's vendor, OnSolve, that the Town uses to contact residents by phone with Emergency information. The State of South Carolina also uses Code Red to provide Emergency information to state residents registered with the system.

Communications Official: The individual responsible for directing all communications from Town Hall or the MEOC during an event. These responsibilities include internal, such as radios and phones to communicate between staff and other Officials, and external communications, such as the release of information to the public or other agencies. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

County: Charleston County, the county within which the Town is located.

County EOC: The Charleston County Emergency Operations Center, with primary location at 8500 Palmetto Commerce Parkway, North Charleston. The County manages all Emergency operations from this location.

Disaster: An event that presents widespread or severe damage and requires a coordinated response and recovery effort between multiple governmental and other agencies.

Disaster Recovery Council: The group consisting of members defined in Section III H of Emergency Operations that meets to prepare for, respond to, and recovery from Emergencies and Disasters within the Town.

Emergency: An event that presents dangerous conditions to the Public and requires immediate actions to protect life and property, prevent injuries, and to prevent a Disaster.

Emergency Plan: A plan for an entity that defines the roles, responsibilities, and response actions to a variety of Emergencies.

EMS: Emergency Medical Service provided by a governmental or private entity.

EOC: An Emergency Operations Center that is used to manage Emergency operations.

Event: Any occurrence or situation that presents Emergency or Disaster conditions.

Executive Official: The chief individual responsible for overseeing all activities related to the event. The primary responsibility of the **Executive Official** is decision-making. This individual must gather information from all other Officials and available sources, and make the critical decisions during the course of the event. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

FEMA: The Federal Emergency Management Agency

Logistics Official: The individual responsible for maintaining the Town's list of approved vendors to support response and recovery operations. The **Logistics Official** will oversee all aspects of the Town's use of these vendors during an event. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

Mass Care: The actions taken to protect the Disaster victims from the effects of the Disaster. Activities may include temporary shelter, food, first aid, and other life support needs.

Memorandum of Understanding: A document that details the framework and conditions between two entities for working together during an Emergency or Disaster.

Municipal Emergency Operations Center (MEOC): A location designated by the Mayor from which Town Emergency or Disaster response activities will be coordinated. The location may be a building, such as Town Hall, a temporary office trailer, or even a car, and may change during the course of the Emergency or Disaster response and recovery phases.

Official: A designated individual to perform a specific role during an Emergency or Disaster.

OPCON: The Operating Condition of the Town as defined in Section IV A of Emergency Operations.

Operations Official: The individual responsible for directing and managing all operations related to the response and recovery phases. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

Plan: The Town's Comprehensive Emergency Plan

Plant Contractor: The Town's contractor that operates the Town's Utility System

POA: The Seabrook Island Property Owners Association

Preliminary Damage Assessment: A methodology to determine the impact and magnitude of damage from a Disaster to guide decision-making during the recovery phase of Emergency operations.

Public Information Statement: A summary of the current conditions and status of the Town to be released to the Public as an informational update.

Public Safety Committee: A committee within the Town consisting of the **Public Safety Official** and several appointed members with the authority to review the Plan and make recommendations to Town Council for updates and improvements to the Plan.

Public Safety Official: The individual responsible for overseeing the necessary steps to ensure the safety and wellbeing of the Town's residents, visitors, staff, and any other individuals within Town limits at the time of a Disaster or Emergency event. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

Resources Official: The individual responsible for maintaining the list of available resources within the Town, or nearby the Town, that can be used during an Emergency event. The **Resources Official** also serves as a resource to assist any of the other Officials in any capacity. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

Security Gate: The privacy gate staffed by security officers and operated by the Seabrook Island Property Owners Association.

State of Emergency: A declaration by the Town's Mayor that authorizes specific authority to respond to an Emergency within the Town, as defined by Town Code §1.2.50.

Team: A group of individuals organized to perform specific tasks during an Emergency, e.g., Team 1 (the group that will first return to the Town following an evacuation).

Town: The Town of Seabrook Island

Town Council: The group of elected officials consisting of a Mayor and four council members.

Town Hall: The Town's administrative office building located at 2001 Seabrook Island Road.

Utilities Official: The individual responsible for overseeing all Emergency operations of the Town's Utility Plant, its contractor, and the recovery of other basic utilities serving the Town. See Section III of Emergency Operations for a complete listing of responsibilities for this Official.

Utility Commission: The group of elected officials within the Town with the authority to oversee the Town's Utility System and Plant Contractor.

Utility Plant: The production and treatment facilities within the Town that provide water and sewer services.

Utility System: The facilities and operations that provide water and sewer services to residents, including the Utility Plant, sewer lift stations, and other components.

C. Preparation and Response

The following activities for the preparation and response phases assume that time and conditions allow a tiered response from OPCON 3 down to OPCON 1. When necessary this tiered response may be omitted and the activities under OPCON 1 may be used as the first level of response. Checklists called for in OPCON 2 and OPCON 1 appear in Appendix 36.

The activities listed under OPCON 3 include the annual preparedness tasks to ensure that this Plan remains current and updated, and that the Town is well prepared for a future response.

OPCON 3 - Normal Operations

The Town will use OPCON 3 to indicate normal operations and conditions within the Town, and no expected or anticipated threats to the Town in the immediate future. Preparedness tasks will take place during OPCON 3 to ensure the Town is well prepared to respond to potential threats and events.

The following tasks should be completed by April 15 of each year.

Operations Official

1. Test Code Red messaging to all residents
2. Sign up for regional earthquake alerts from US Geological Survey (USGS) (<https://sslearthquake.usgs.gov/ens/>)
3. Sign up for Tropical Storm updates (<http://www.earlyalert.com/users/clientregistration.php>)
4. Verify County re-entry passes have been provided to updated lists of members of Teams 1 and 2; verify updated lists of Teams 1 and 2 have been provided to Charleston County EMD; provide updated lists of Teams 1 and 2 to Charleston County Sheriff's Office.
5. Review list of risks for Computer Systems (Risk Assessment, Section 3F) and continue implementing actions to mitigate these risks.
6. Verify supplies for Town's emergency supplies containers (updated list of Appendix 16) are complete and replace items as required (work with **Resources Official**)
7. Send flooding/hurricane preparedness information booklet to all residents
8. Ask POA to notify new residents of Code Red system and request registration
9. At start of hurricane season, send e-mail to all residents (Town's bulk e-mail), submit post to POA BLOG (Tidelines) and request POA "eBlast" asking for address and contact information of any individuals who will require the Town's assistance during an evacuation; based on feedback, create list of residents requiring evacuation assistance
10. Engage SIV (Village to Village) organization to assist with identifying people who may require evacuation assistance
11. Test generator, all satellite phones and radios, and text messages on cell phones
12. Verify that generator propane tank is full; order additional propane if necessary

Utilities Official

1. Meet with Plant Contractor to review Plan and discuss Plan updates for all hazards
2. Update contact list for Plant Contractor's key personnel
3. Verify with Plant Contractor that all preparedness tasks have been completed
4. Review list of risks for Utility Commission (Risk Assessment, Section 3G) and continue implementing actions to mitigate these risks.

Public Safety Official

1. Update Emergency role assignments (Appendix 7) with new staff and/or Town Council members
2. Update contact information for, emergency contacts, government and related organizations, Disaster Recovery Council member organizations, regimes, CERT, and merchants, rental agencies and regime managers operating within the Town (Appendix 11).
3. Update lists of members of Teams 1 and 2 (Appendix 13) with information obtained from Disaster Recovery Council organizations and provide updated information to **Operations Official**.
4. Review and update Code Red contact information Code Red Team 1 and Team 2 groups.
5. Update emergency supplies lists (Appendix 16) and provide updated list of Town's emergency supplies to **Operations Official** and **Resources Official**.
6. Review and update Plan (work with **Operations Official** and Town's Public Safety Committee)
7. Provide Disaster Recovery Council representatives with updates of Plan
8. Review public information (flooding, hurricane preparedness) for distribution
9. Ask CERT to review Emergency supplies, including trauma kit.
10. Review list of Recommended Future Controls in Appendix 3 and continue implementing additional controls to better mitigate the top risks.

11. Provide POA Security and Amenities Office with preparedness checklists for distribution to rental guests as appropriate to seasonal weather threats.

Logistics Official

1. Review list of vendors together with vendor contact information (see Approved Support Vendors [Appendix 10]) and options for securing outside resources
2. Review and update, as appropriate, list of hotels for lodging of Town Officials in event of their evacuation

Resources Official

1. Procure needed supplies for Town's emergency supplies containers in accordance with updated list of Appendix 16 (work with **Operations Official**).

Communications Official

1. Review and test all methods of Emergency communications
2. Ask POA to send Code Red information to new residents twice each year.
3. Change PIN codes on satellite phones and record new PIN codes on Pg. 91 (Town copies only).
4. Contact Beach Patrol to discuss timing to stop patrol and to retrieve their two 800 Mhz radios when a named tropical system is approaching

Executive Official

1. Write article for Seabrooker Newspaper and e-mail distribution to encourage all residents to prepare for hazards other than hurricanes (e.g., earthquakes) when outside assistance may not be available for 96 hours. Encourage personal preparedness for this 96 hour period and provide references to Ready.gov for detailed information (especially the Make a Plan and Build a Kit sections). Also encourage all residents to register their cell phones for the Code Red system.
2. Review and approve flooding/hurricane preparedness information booklet for distribution.

By November 15 of each year all Officials are to review Winter Storm Plan and complete preparations for winter storms in accordance with that Plan.

OPCON 2 - Emergency or Disaster Likely

With circumstances indicating that an Event is likely and upon such consultations as deemed appropriate, and with consideration of emergency readiness status (OPCON) of Charleston County, the Mayor, or in the Mayor's absence or disability, the Mayor's successor, shall determine when the Town status shall be changed to OPCON 2. With establishment of OPCON 2, the Town shall prepare for Event impacts, cease operation of normal Town business and shall fully engage in alerting the public to make preparations for the impending Event.

Operations Official

1. Post OPCON 2 status to Charleston County EOC (via PalmettoEOC "Significant Events").
2. Assist **Communications Official** to disseminate the approved OPCON 2 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town's website and "Toll-free" telephone service.
3. Distribute OPCON 2 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
4. Contact rental agencies (see contact information in Appendix 11) and request they inform tenants and incoming rental guests of the threat and potential for emergency response.
5. Contact Charleston County Sheriff, Charleston County Liaison Officer and Charleston County Public Works to confirm contact information to be used by the Town for assistance with the Town's emergency response and inform **Executive Official** of confirmed contact information.
6. Monitor conditions within the Town, including road conditions, and Charleston County EOC status and update **Executive Official** regularly.
7. Consult with **Executive Official** as to likelihood of evacuation and, if deemed likely, reserve hotel rooms for Town Officials who will be evacuated to assist with Town's emergency response.
8. Discuss threat and possible evacuation with Camp St. Christopher.
9. Determine schedule of events in Town; review potential for needed schedule changes with appropriate parties; and, inform **Executive Official** as event schedules are changed.
10. Gather information of road conditions within the Town for restrictions such as flooding and debris that may impact potential evacuation, and report restrictions to the **Public Safety Official** and **Executive Official**.
11. Ask POA and Club to activate link on their websites to Town website for Emergency information.
12. If it is determined that evacuation may be necessary, issue an e-mail "blast" and post item to Seabrook Island Blog (Tidelines) requesting that people notify the Town if they will need assistance evacuating or if they know someone who they believe will need assistance evacuating.
13. Review options for MEOC locations.
14. Verify that generator propane tank is full; order additional propane if necessary.
15. Verify that Mayor and each member of Town Council have keys to Town Hall.
16. Remind staff to be prepared to collect and pack for evacuation those documents that are not stored electronically and that will be required for resumption of business upon return following evacuation.
17. Test **Operations Official** satellite phone and radios.
18. Contact residents identified to Town as needing assistance with evacuation and confirm those who will require such assistance for temporary displacement from their residences as necessitated by the threat; for those residents: confirm whether County will provide transport to temporary shelters and confirm arrangements with affected residents for transport to County transport pick-up location; and, if County will not provide transport to shelters, work with CERT to make other arrangements for persons needing temporary accommodations and assistance with transport.
19. Monitor Camp St. Christopher's status and potential evacuation of children campers and guests.
20. Instruct Town staff to inform all callers that updated information will be on Town website and Town's "Toll-free" telephone service.
21. If threat is expected to include flooding, follow-up with Berkeley Electric about potential shut-off of power to the Town and inform **Executive Official** and **Utilities Official** of response.

22. Together with **Executive Official** contact Charleston County Sheriff to determine the extent to which traffic control by sheriffs can be expected to be established to restrict access to the Town in event of evacuation.
23. Back up all computers and shut down, if necessary.
24. Shut down Town Hall building, if necessary.
25. Verify Town vehicle is filled with gas.
26. Test generator.
27. When appropriate, dismiss staff and ask them to take their computers and packed items.
28. If Mayor declares a state of emergency and if the Mayor orders evacuation, post appropriate notices on Town billboards and to Charleston County EOC (via PalmettoEOC "Significant Events") and distribute appropriate notices (see "Town of Seabrook Island Evacuation" template of Appendix 32) via bulk email to merchants, rental agencies and regime managers operating within the Town; publish via Seabrook Island Blog (Tidelines) and e-mail "Blast" notice that any person who declines to evacuate is to provide the St. Johns Fire District their name and address and contact information for their next of kin who will not be staying behind with them.
29. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Utilities Official

1. Review situation with Plant Contractor and discuss preparatory actions, including amount of sodium hypochlorite on-site to treat deep well water if necessary.
2. Verify that Utility Plant has maximum amount of diesel fuel in tanks.
3. Verify contact information for Plant Contractor personnel.
4. Request Plant Contractor implement necessary preparatory actions.
5. Verify Plant Contractor has completed all tasks in their Emergency Plan.
6. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Public Safety Official

1. Notify all members of Disaster Recovery Council of change of status to OPCON 2; ensure messages to Disaster Recovery Council request acknowledgement from all recipients; remind members of Disaster Recovery Council that the Town's Comprehensive Emergency Plan is available at the Town's website (<https://www.townofseabrookisland.org> under "Services" at "Emergency Preparedness").
2. Review conditions within Town and recommend any necessary activities to address specific threat.
3. Verify location and readiness of all Town Officials to assist with Town's emergency response.
4. Report to Mayor names of any Town Officials unavailable to assist with the Town's emergency response.
5. Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 2 responsibilities and provide copies of the completed checklists to the **Executive Official** and **Public Safety Official**.
6. Audit Disaster Recovery Council contact information (Appendix 11).
7. Consult with **Executive Official** as to likelihood of evacuation and, if evacuation is deemed likely, gather reports of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to **Executive Official** and **Communications Official**.
8. Consult with **Executive Official** of potential response and recovery assistance from CERT and advise CERT accordingly.
9. Confirm with **Operations Official** that any resident identified as needing evacuation assistance has been provided assistance.
10. Communicate frequently asked questions and response (as prepared by **Communications Official**) to Disaster Recovery Council.
11. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official**.

Logistics Official

1. Review list of vendors and options for securing outside resources.
2. Contact vendors from Approved Support Vendors (Appendix 10) that may be required for future response and support, inform them of current Town status and expected response/recovery timeline and request their availability and updated contact information.
3. If threat is such that evacuation may be necessary, verify availability of rooms required for evacuation of Town Officials to a location sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options).
4. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Resources Official

1. Review options for resources inside the Town that may be needed for the Town's emergency response, including those from other entities (POA, Club, Camp, Marina, etc.).
2. Finalize list of available supplies and resources inside Town, including those from other entities, and verify that the entities are prepared to make those supplies or resources available if necessary.
3. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Communications Official

1. Test **Communications Official** radios and satellite phone.
2. Review and verify availability of all methods of communication of Public Information Statements including: Town website; Code Red; "Toll-free" telephone service; bulk e-mail; POA blog (TIDELINES) post submission; and, POA "eBlast" request; and methods for posting updates to Town TWITTER feed and FACEBOOK page.
3. Prepare OPCON 2 Public Information Statement announcing change of emergency readiness status, the potential for event impacts to the Town, and of actions the Town is undertaking in response to the threat (see Readiness Status Change template of Appendix 32) and indicating when next Public Information Statement is expected to be issued. Give the OPCON 2 Public Information Statement to **Executive Official** for review prior to release.
4. Post approved OPCON 2 Public Information Statement to Town's website and "Toll-free" telephone service; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service; submit a post to POA Blog (Tidelines) and request POA to issue "eBlast" duplicating the approved OPCON 2 Public Information Statement.
5. Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents; report frequently asked questions to **Public Safety Official**; prepare Public Information Statement(s) to address frequently asked questions; and request approval of **Executive Official** to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by **Executive Official**.
6. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Executive Official

1. Together with **Operations Official** contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate.
2. Contact Charleston County Liaison Officer to determine Charleston County OPCON status, if not already known and schedule for Charleston County EMD conference calls for municipalities, if any.
3. Receive information and updates on developing situation and determine if and when to call meeting of the Disaster Recovery Council.
4. If necessary, appoint alternates to fill any vacant Emergency roles.
5. Contact Mayor of Kiawah to discuss coordination of response and recovery efforts.
6. Respond to requests for interviews and statements from the media as the Town's spokesperson.

7. Meet with Town Officials to confirm OPGON 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting with Town Officials.
8. Review and approve content of OPGON 2 Public Information Statement for release.
9. Receive information and updates on situation and schedule meeting for Disaster Recovery Council, if necessary; if evacuation will be ordered, determine a schedule for conference calls with Disaster Recovery Council to be held during evacuation and provide the schedule to the **Public Safety Official**.
10. Upon consultations as deemed appropriate, the **Executive Official** will determine whether to declare a State of Emergency and order evacuation in consequence of the impending Event and will inform the **Operations Official** to notify the County EOC accordingly, notice of the Mayor's declaration and order will conform to the form of Appendix 15.
11. Determine if full evacuation is necessary. If evacuation of residents will be ordered, follow RP-2 Hurricane Plan beginning at OPGON 1, including both "A. Departure" and "B. Ongoing Priorities While Evacuated" to the fullest extent applicable. If evacuation of residents is not ordered, follow RP-1 OPGON 1 (immediately following).

OPCON 1 - Disaster or Emergency In Effect

Immediately following occurrence of an Event the Town may be under, or may require declaration of, a State of Emergency and upon such consultations as deemed appropriate, and with consideration of emergency readiness status (OPCON) of Charleston County, the Mayor, or in the Mayor's absence or disability, the Mayor's successor, shall determine when the Town status shall be changed to OPCON 1. In contemplation of there being no outside assistance available for the first 96 hours or more, the Town shall undertake response actions following priorities of this OPCON 1.

NOTE: Many of the following priorities will be implemented simultaneously.

Priority 1 – Immediate Lifesaving Actions

1. All Town Officials and staff assist any available Emergency rescue personnel (Fire Department, EMS, CERT, etc.) to help any nearby person in immediate danger. If EMS requests air ambulance transport of severely injured and critically ill, assistance will include transport of those persons to a pick-up location. Suitable sites for air ambulance pick-up include (all sites subject to pilot approval):
 - Oyster Catcher bridge
 - Seabrook Island Road prior to Oyster Catcher intersection
 - Cap'n Sams Road in front of the Fire Station
 - Off Seabrook Island Road prior to end of Cap'n Sams Road
 - St. Christopher Camp and Conference Center soccer field
 - St. Christopher Lane and Hidden Oak Drive (large field to
 - Traffic Circle at the Seabrook Island Club near Dolphin Point
 - 3400 block of Seabrook Island Road (approximately)
 - Seabrook Island Road between last traffic island west of gate house and Racquet Club sign
2. Continue efforts until all known nearby injured people and/or people in immediate danger are receiving assistance.
3. It is contemplated that St. Johns Fire District will collect information regarding the extent of damage observed by “windshield” assessment done immediately following the event. CERT members will convene at SJFD Seabrook Island station and establish two person teams to undertake an initial damage assessment for the purpose of prioritizing CERT search and rescue. CERT will coordinate its initial damage assessment with the senior SJFD staff member on hand in consideration of damage observed by SJFD. CERT will report the results of its initial damage assessment to the **Executive Official**.
4. CERT will undertake search and rescue activities to identify and assist individuals that require lifesaving aid.
5. **Executive Official** will be responsible for determining the order of all priorities and allocating resources and personnel to address the highest priority lifesaving needs first.
6. All future activities must be conducted and considered with the possibility of future events (e.g., aftershocks) after the initial event. The treatment of injured people, selection of medical and mass care sites, etc. must all be performed in a manner to prevent further injury or harm from additional aftershocks or other events.

Priority 2 – Establish Initial MEOC

1. **Executive Official** and **Operations Official** will select as an initial MEOC a building that is available and structurally sound from the following locations:
 - Town Hall (2001 Seabrook Island Road)
 - POA Lakehouse (3772 Seabrook Island Road)
 - POA Community Center (2241 Oyster Catcher Court)
 - Seabrook Island Real Estate Building (1002 Landfall Way)
 - Accessible structurally safe building with a conference room within the Town, if any, and if none, then a structurally safe building with sufficient space for Town Officials to meet
2. With establishment of communications at the chosen location, all Town Officials will be advised of the selected location of the initial MEOC.
3. **Executive Official** may establish a schedule of Town Officials to man the MEOC, if necessary.

Priority 3 – Initial Contacts, Response Assignments, Emergency Status

1. **Communications Official** will test all available communications methods, including:
 - HAM radios (2)
 - Satellite phones (2)
 - Digital radios (5)
 - Cell phones (5) – voice and/or text messages
 - Landlines
2. **Communications Official** will use HAM radio, if necessary, to report to **Executive Official** and all other Town Officials, and to inform members of Disaster Recovery Council of the method of communication to be used until otherwise notified.
3. **Communications Official** will keep a record of the best available contact method for each Town Official and member of the Disaster Recovery Council. **Communications Official** will keep a record of the availability of Town Officials for participation in the Town’s emergency response. As the **Communications Official** collects this information it will be shared with the **Executive Official** periodically.
4. To ensure early communication with Town Officials and members of the Disaster Recovery Council, the **Executive Official** shall convene a meeting at the selected site of the MEOC as early as four hours following the occurrence of the event. All Town Officials and Disaster Recovery Council members who are available and able to do so shall attend. The **Executive Official** shall announce the schedule and location for the next meeting of Town Officials and Disaster Recovery Council members.
5. **Operations Official** will determine the best available contact method for Town staff and will have primary responsibility for communicating with Town staff.
6. **Executive Official** together with **Operations Official** will contact the Charleston County Liaison Officer directly or through the County EOC to establish communications and make the initial report for the immediate needs and status of Town.
7. **Executive Official** will maintain contact with **Communications Official** to verify that all Town Officials and members of Disaster Recovery Council have been contacted to obtain their status and immediate needs.
8. As contact is made with each Town Official, staff member, and member of Disaster Recovery Council, the **Executive Official** may enlist their assistance in finding and communicating with the remaining individuals.

9. Once all Town Officials have been contacted and their condition and location confirmed, **Executive Official** will assign all available Town Officials to one of the Emergency roles (Officials).
10. If a State of Emergency has not already been declared, upon consultations as deemed appropriate, the **Executive Official** will determine whether to declare a State of Emergency and, if so, the **Operations Official** will inform the County EOC accordingly and will post the declaration on the Town bulletin board and the Town website.
11. If the **Executive Official** determines that conditions existing following the occurrence of an Event pose a threat to health and safety of persons within the Town warranting evacuation, the **Executive Official** will request the **Communications Official** to prepare an appropriate Public Information Statement for review and approval for release to Code Red, Town website, e-mail list, Town bulletin board, Charleston County EOC, and media outlets as necessary.
12. **Executive Official** will respond to requests from the media for interviews and/or statements as the Town's spokesperson.

Priority 4 – Medical Care

1. CERT will assist first responders.
2. **Public Safety Official** will solicit medical assistance from individuals available in Town known to the **Public Safety Official** to have prior medical experience.
3. CERT will establish a designated trauma and triage area to prioritize and treat injured people. Options for this designated area include:
 - POA Lakehouse Facility with 11 acre open field
 - Seabrook Island Club Golf Course
 - Seabrook Island Club Clubhouse area
 - POA Community Center
 - Club Equestrian Center Horse Pastures
 - Town Facilities (Town Hall area)
4. CERT will use its own trauma kit for 1,000 people. If additional medical supplies are required, **Public Safety Official** will report to **Resources Official** and request specific supplies.
5. As needed, **Resources Official** will solicit additional medical supplies from all available resources within the Town, and make requests to all members of Disaster Recovery Council.

Priority 5 – Firefighting

1. St. Johns Fire Department will take lead responsibility for fighting all fires.
2. If requested by the Fire Department, **Public Safety Official** will solicit assistance from all available people within the Town to assist the Fire Department as needed.
3. If water is not available to Fire Department, **Public Safety Official** will contact **Utilities Official** and **Executive Official** to request immediate priority attention to providing water from the Utility Plant to the Fire Department.

Priority 6 – Transportation

1. **Operations Official** will take lead responsibility for identifying immediate transportation access routes.
2. **Operations Official** will review all transportation routes (vehicle, boat, air) to/from the Town and determine which routes are available and collect all other details about those routes.
3. **Operations Official** will report to **Executive Official** the list of available transportation routes.
4. **Executive Official** will relay transportation route information to the County EOC, all other Officials, and members of Disaster Recovery Council.
5. It is contemplated that initial clearing of debris from Seabrook Island roads will be performed by St. Johns Fire District to provide passage for emergency vehicles. To the extent Disaster Recovery Council member organizations have equipment suitable for clearing debris from roadways and operators for such equipment available, assistance will be provided to SJFD to provide emergency vehicle access within the community. In consultation with SIPOA, **Executive Official** determines whether timely completion of road clearing for passage of emergency vehicles and access to Seabrook Island Utility lift stations will require engagement of the Town's debris management contractors. If so, **Executive Official** apprises members of Town Council accordingly. With approval of Town Council and SIPOA, **Executive Official** authorizes **Operations Official** to mobilize contractors for required road clearing. Guidelines for prioritization of debris clearing from roads appear in Appendix 33.

Priority 7 – Mass Care (Shelter, Water, Ice, Food)

1. **Logistics** and **Resources** Officials will share responsibility for arranging shelter, water, ice, and food to all displaced people who remain within the Town.
2. **Resources Official** will be responsible for identifying existing resources within the Town that can be used for basic life needs: shelter, water, ice, food (consideration shall be given to Emergency Supplies and Resources of Appendix 16). **Resources Official** will solicit resource information from all available entities, and if necessary residents, for the following items:
 - Shelter items (tents, bedding, clothes, toiletries, etc.)
 - Water (bottled water, beverages, ice, water dispensing systems, ice machines)
 - Food (perishable vs. non-perishable)
 - Cooking facilities (gas grills, propane, pots, pans, etc.)
 - Refrigeration
 - Serving and clean-up (utensils, plates, cups, dish cleaning facilities and supplies)
 - Trash collection and management
3. **Logistics Official** will be responsible for identifying additional resources from vendors, County, State, and other "outside" sources that can be delivered to the Town to supplement those existing resources already within the Town.
4. **Executive Official** will approve any purchase requests to secure resources from vendors and outside suppliers.
5. **Logistics Official** will develop a schedule or system to ration all existing resources until additional resources are available. This schedule will be discussed with other Officials and approved by **Executive Official** before implementing.

6. **Executive Official** will determine the location for congregating displaced individuals and providing Mass Care. The following options should be considered, but the selected location should not conflict with the medical trauma and triage area if possible:
 - POA Lakehouse Facility with 11 acre open field
 - Seabrook Island Club Golf Course
 - Seabrook Island Club Clubhouse area
 - POA Community Center (Oyster Catcher Court)
 - Club Equestrian Center Horse Pastures
 - Town Facilities (Town Hall area)

Priority 8 – Law Enforcement

1. Under authority of a declaration of a State of Emergency for the Town, the **Executive Official**:
 - a. may appoint individuals empowered to maintain order and safety of all people within the Town during the State of Emergency (individuals employed as security officers or related professions should be considered first);
 - b. will determine restrictions of access that will be requested of POA security;
 - c. will approve the methods and measures used by all appointed security officials to maintain order and safety within the Town;
 - d. will request additional law enforcement or security personnel as necessary from Charleston County Sheriff’s Office directly or through the County EOC.

Priority 9 – Information Sharing

1. Requests for assistance made to the Town by residents will be reported to the **Communications Official** and the **Executive Official**.
2. **Executive Official** will determine a schedule for meetings of Disaster Recovery Council (meetings may be conducted in person, via conference call or by means of radio communication or a combination of both in person and via conference call or radio communication; **Communications Official** will serve as “host” of Disaster Recovery Council conference calls); **Public Safety Official** will inform members of the Disaster Recovery Council of the schedule of meetings; Disaster Recovery Council meetings will include:
 - a. report from the **Executive Official** in respect of event impacts, status of utilities, status of security, availability of emergency services within the Town; conditions of roads providing access to the Town; and scope of damage within the Town;
 - b. reports from representatives of each Disaster Recovery Council member organization as to the status and immediate unmet needs of the member organizations
 - c. review by **Executive Official** of the list of immediate unmet needs and confirmation or setting of the date /time for the next Disaster Recovery Council meeting.
3. To the extent that Charleston County EMD conducts regularly scheduled conference call briefings with representatives of municipalities within Charleston County, **Executive Official** will inform Town Officials of the schedule of such briefings and will convene meetings of Town Officials to participate in those briefings.
4. **Communications Official** will contact Town Officials who are not at same location as **Executive Official** and provide them information for conference calls to monitor the Charleston County Emergency Management Department conference calls and to participate in follow-on discussions by Town Officials.

5. Following the conclusion of each Charleston County Emergency Management Department conference call, the **Executive Official** will convene a meeting of Town Officials (to be conducted in person and by conference call if not all Town Officials are in same location as **Executive Official**) to determine information to be communicated to and resources to be requested from Charleston County and to determine essential information to be issued by Public Information Statements:
 - a. **Resources** and **Logistics** Officials provide status of Mass Care and shelter needs and resources, as well as the status of the selected Mass Care and congregation location.
 - b. **Public Safety Official** reports the following information:
 - Number and location of injured people, and general nature of all injuries
 - Location of fires and other Emergency situations
 - Location of trapped people and approximate number trapped at each location
 - Medical trauma and triage facility status
 - c. the **Executive Official** and **Operations Official** will prepare communication for submission to Charleston County EMD (to be submitted via PalmettoEOC as “Significant Events” and/or “Resource Requests”);
 - d. **Communications Official** will prepare draft Public Information Statements and will provide the draft Public Information Statements to the **Executive Official** for approval for publication.

6. **Communications Official** will determine the best method(s) to use for dissemination of all Public Information Statements. To the extent available, Public Information Statements will be: posted on the Town website; recorded on the Town’s “Toll-free” telephone service; issued via e-mail “blast”; and posted to the Seabrook Island “blog” (Tidelines). If deemed appropriate by the **Executive Official**, Public Information Statements will be issued via CodeRED by calls, texts and e-mail. **Communications Official** will update the Town’s TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town’s website and Toll Free telephone service or essential information of the approved Public Information Statement.

Priority 10 – Preliminary Damage Assessment

Depending on availability of crews and equipment within the Town following a disaster event, it is contemplated that St. Johns Fire District will collect information concerning the extent of damage observed by “windshield” assessment done by SJFD within the Town. The **Executive Official** will contact St. Johns Fire District and request contact information for the person at SJFD who can provide Town with information concerning damage SJFD has observed. The **Executive Official**, together with **Public Safety Official**, contact the designated person at SJFD for the damage information. The **Operations Official** will provide Charleston County the damage information received from SJFD, if possible, using PalmettoEOC.

Following the disaster event, Team 1 members will undertake Preliminary Damage Assessment of structures within the Town, from vehicles if possible, and will enlist the aid of available Seabrook Island CERT members. Persons performing the Preliminary Damage Assessment will: i) be assigned predetermined areas within the Town (see Appendix 34 (CERT zones map); ii) conduct assessments in pairs; iii) will stay in communication with the MEOC while conducting assessments; and, iv) will move about on foot as much as possible if necessary to conserve available vehicle fuel. **Public Safety Official** to announce that non CERT members conducting Preliminary Damage Assessment who encounter persons in need of emergency medical treatment, emergency transport, or rescue, are to call 911 or request that the MEOC call 911 and are to stay on scene until it is confirmed that emergency responders have been requested and have been provided the location for response. Each individual performing the Preliminary Damage Assessment will roughly gauge the extent of damage to the structures or property using one of four measurements: “destroyed”, “major damage”, “minor damage” and “affected” using their own best judgment in accordance with the Damage Category Guidelines (Appendix 18). The purpose of the Preliminary Damage Assessment is to provide a basic

understanding of the amount of damage throughout the Town. All reasonable efforts will be made to identify damage to structures that may not be visible from the street. Upon completion, each individual should report the results of their assessment back to the MEOC using the form in Appendix 18 and deliver the results to the **Executive Official**. The following assignments shall guide responsibilities of Team 1 members:

1. Town Officials together with available CERT members will conduct Preliminary Damage Assessment of residences (single family and multi-family).
2. **Utilities Official** and Plant Contractor review damage to Utility Plant and lift stations
3. Property Owners Association (POA) officials review damage to POA facilities, buildings and infrastructure.
4. Seabrook Island Club officials review damage to Club properties.
5. Camp St. Christopher officials review damage to Camp property.
6. Bohicket Marina officials review damage to marina and surrounding property.

Operations Official will compile all results of preliminary damage assessment and deliver the results to Charleston County Emergency Management Department (via PalmettoEOC if available).

E. Recovery

The recovery operations begin after the initial response actions are completed and the Preliminary Damage Assessment results are available. These operations will generally begin after the initial 96 hour response period or when some limited outside assistance (e.g., County, State, FEMA) is available. It is imperative that the **Executive Official** takes charge as the leader and primary decision-maker throughout all phases of the recovery process.

Ongoing Recovery Responsibilities

For the duration of Recovery Operations:

Operations Official

1. Posts information concerning the status of the Town consistent with Public Information Statements approved by **Executive Official** to Charleston County EOC (via PalmettoEOC "Significant Events").
2. In consultation with **Executive Official** requests resources from Charleston County departments as appropriate to address unmet needs identified by members of the Disaster Recovery Council and mirrors those resource requests in submissions to Charleston County PalmettoEOC
3. Assists **Communications Official** to disseminate the approved Public Information Statements and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town's website and "Toll-free" telephone service.
4. Distributes Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
5. Contacts Berkeley Electric to determine whether and when power to the Town will be shut off and, if so, when power restoration is expected to begin; **Operations Official** informs **Executive Official** of expected power outage and/or restoration as reported by Berkeley Electric.

Public Safety Official

1. Contacts members of Disaster Recovery Council and informs them of any changes to the schedule of Disaster Recovery Council conference calls and in-person meetings.
2. Compiles a list of public hazards or unsafe conditions, and reports these to **Operations** and **Executive Officials**.

Communications Official

1. To the extent Disaster Recovery Council meetings are by, or include, conference call participation, **Communications Official** serves as "host" for those conference calls; Disaster Recovery Council meetings include:
 - a. report from the **Executive Official** in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within the Town;
 - b. reports of representatives of each Disaster Recovery Council member organization as to the status and immediate unmet needs of their organizations; in the event Disaster Recovery Council meetings are conducted during evacuation, the representatives identify members of Team 2 who are needed to conduct recovery for their organizations;
 - c. review by the **Executive Official** of the list of immediate unmet needs and confirmation or setting the date/time for the next Disaster Recovery Council meeting.
2. **Communications Official** determines best method(s) to distribute Public Information Statements to the community and, no less frequently than following conclusion of Disaster Recovery Council meeting, prepares draft Public Information Statements for approval by **Executive Official**; the Public Information Statements reflect conditions within the town, progress of recovery operations and expectations for restoration of normal operations within the Town (see Public Information Statement template of Appendix 32).
3. **Communications Official** issues approved Public Information Statements using the best available methods of: posts to the Town's website; bulk email (copied for SIPOA "eBlast" and SIPOA "blog" (TIDELINES)); updated outgoing messages on the Town's Toll Free telephone service and, if

deemed appropriate, via CodeRed emergency telephone messaging. **Communications Official** updates Town's TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town's website and Toll Free telephone service or essential information of the approved Public Information Statements.

4. In the event of evacuation, **Communications Official** issues messages (by text to mobile devices or Code Red) to Team 2 persons by 11:00 am each day indicating whether they are to return to Town the next day and whether they are to bring food and water with them. Provided another member of Team 1 is available to operate MEOC communications, the **Communications Official** may remain at the evacuation location if necessary to contact Team 2 persons before traveling to the MEOC.

Executive Official

1. Assesses progress of recovery operations, public hazards or unsafe conditions and conditions impacting health and safety for residents; determines whether conditions are such that evacuation is appropriate to protect the health and safety of residents and directs preparation of appropriate Public Information Statements summarizing the risks to health and safety and urging evacuation of residents (see Post Event Evacuation of Appendix 32) if deemed appropriate.
2. Reviews reports of progress of recovery operations, sets priorities for on-going recovery operations and compiles list of un-met needs.
3. Confirms or revises schedule of conference calls and in-person meetings with members of Disaster Recovery Council and informs **Public Safety Official** of any changes.
4. Reviews and approves Public Information Statement from **Communications Official**.
5. Responds to media requests for interviews and/or statements as the Town's spokesperson.

The transition from response to recovery generally begins with clean-up activities that will require the use of outside vendors. Therefore recovery operations generally cannot begin until some form of outside assistance and access is available. As the recovery progresses and conditions within the Town improve, the OPCON will be increased periodically to reflect the operating condition of the Town.

Priority 1 – Review and Establish Ongoing Priorities

1. Upon receiving all reports of Preliminary Damage Assessment, **Executive Official** with assistance from other Officials as necessary, establishes list of needs and ongoing priorities; **Executive Official** will consider these critical issues in establishing priorities:
 - a. Whether the volume and nature (vegetative, construction and demolition, sand) of debris inside the POA security gate supports participation by the Town for debris removal and whether POA is willing to allow participation by the Town;
 1. if Town contractors are to participate in debris removal, the Town will undertake to timely secure FEMA’s eligibility assessment for removal of debris from private property;
 2. The **Operations Official** works with **Logistics Official** to authorize debris removal by Town debris removal contractors (debris management and debris monitoring contractors as needed) and, once arranged, provide required information to the **Executive Official** to arrange County re-entry passes, if needed for those contractors. Guidelines for prioritization of debris removal from roads appear in Appendix 33.
 - b. Location of MEOC: Suitability of Town Hall or alternative locations within the Town for use as the Town’s MEOC; if no facility within the Town is suitable for use as the Town’s MEOC, whether a temporary office unit will be brought in or arrangements will be made for use of facilities outside the Town
 - c. Security: If POA security is, or will be evacuated, **Executive Official** asks POA when POA Security will be available to control access through POA’s security gate.
 1. If POA Security will not be immediately available, **Executive Official** contacts Charleston County Sheriff’s Office to confirm that Sheriff’s patrols will establish access control locations serving the Town; and,
 2. If neither POA Security nor Charleston County Sheriffs will be in place to control access, **Executive Official** will request patrols by Charleston County Sheriffs within the Town and/or deployment of National Guard to maintain security within the Town (requests for such services will be mirrored by resource requests made through Charleston County PalmettoEOC).

Priority 2 – Communications and Public Information Releases

1. **Communications Official** establishes the primary and secondary phone numbers for the MEOC (e.g., landline phone, cell phone, satellite phone) and provides these numbers to all other Officials, members of the Disaster Recovery Council, and the Charleston County EOC.

Priority 3 – Maintain MEOC

1. If MEOC is not initially located at Town Hall, **Executive Official** determines changes of location of MEOC until MEOC is established at Town Hall.
2. In the event the **Executive Official** determines that a mobile office unit is required for the MEOC, **Logistics Official** selects and orders a mobile office unit from one of the approved vendors in Appendix 10.
3. **Resources Official** identifies and then requests a qualified engineer to inspect the selected structure and determine it is safe to use as MEOC.
4. **Executive Official** develops schedule for Officials to staff the MEOC during recovery operations.
5. **Executive Official** designates an Official to debrief persons staffing the MEOC at least once each day of MEOC operation to identify signs of stress and to make work assignment recommendations to the **Executive Official** as deemed appropriate.

Priority 4 – Recovery Operations Supervision

1. **Executive Official** decides whether debris removal operations, if required, will be performed for the Town by the Town's debris management providers of Appendix 10 and requests **Logistics Official** to mobilize the selected provider(s).
2. **Executive Official** provides list of priorities and needs to **Operations Official**.
3. **Operations Official** administers recovery operations, i.e., responds to requests for resources from DRC organizations while resolving conflicting demands following established priorities, and provides progress reports to **Executive Official** on a daily basis, including progress of restoration of utilities, including Berkeley Electric, AT&T, and internet providers, but excluding SIUC.
4. **Utilities Official** oversees recovery operations of Town's Utility System (through Town's Utility contractor), and monitors recovery operations of its suppliers (i.e., St. Johns Water Company). **Utilities Official** provides progress reports to **Executive Official** on a daily basis.
5. **Operations Official** identifies needs for resources and/or additional vendor support during recovery operations, and makes fulfillment requests to **Logistics Official** (vendor support) and/or **Resources Official** (resources).
6. **Executive Official** establishes procedure to monitor recovery expenses and documentation as appropriate to support applications for reimbursement from Federal and State agencies (when debris monitoring provider is engaged, the provider's procedures will be followed).
7. **Logistics Official** implements procedure to document all recovery operations in accordance with any governmental or insurance requirements for reimbursement.
8. **Executive Official** works with County Building Services to have structural damage assessment performed.

Priority 5 – Recovery Operations Monitoring and Administration

1. If the **Executive Official** determines that debris removal will be performed for the Town by a debris management provider of Appendix 10, **Operations Official** ensures that a third-party monitoring company is in place to monitor the debris removal operations so as to support a request by the Town for FEMA reimbursement of the debris removal expense irrespective of

whether debris removal will be performed for the Town by Charleston County or another provider .

2. **Executive Official** receives daily updates on progress of recovery operations from **Operations Official** and **Utilities Official**.
3. **Logistics Official** monitors and manages all documentation and paperwork generated by recovery operations.
4. **Executive Official** schedules meetings of the Disaster Recovery Council as necessary to receive status updates from all members, share information, receive requests from members, and, if appropriate reprioritize remaining recovery operations of Town.
5. Upon completion of each Disaster Recovery Council meeting, **Executive Official** updates list of priorities and needs for remaining recovery operations of Town, and provides list to **Operations Official**.
6. **Operations Official** updates County EOC on status of recovery and makes requests as resource requests as deemed necessary by **Executive Official**.
7. **Executive Official** asks **Communications Official** to prepare new Public Information Statements as the recovery timeline changes or milestones are reached during recovery.
8. In the event of evacuation of the Town, **Executive Official** determines when sufficient recovery progress has been made to proceed to Phase II and permit residents and public to return to Town. Depending on conditions, **Executive Official** may initiate phased resident return wherein a first phase permits residents limited access for inspection only, an intermediate phase permits contractor access for structure damage mitigation, e.g., "blue tarping" and a latter phase permits residents unrestricted access to habitable structures (guidelines for providing contractor access prior to unrestricted access of residents appears in Appendix 35). The **Executive Official** will consult with the County EOC in assessing suitability of conditions for resident return. Conditions to be considered for this decision include:

Limited Access

- i. Safety hazards abated
- ii. Emergency services available (fire, EMS, law enforcement)
- iii. State evacuation order covering Town, if any, has ended
- iv. Roads providing access to the Town are passable
- v. Roads within Town are sufficiently passable to allow safe travel within Town (limited traffic will not impair on-going debris clearing or removal)
- vi. POA security is in place

Executive Official requests POA security to establish records of persons who entered through POA security gate but had not exited in compliance with any applicable curfew.

Unrestricted Access

Limited Access conditions satisfied AND

- a. Sewer/Water utilities operating at sufficient capacity
- b. Roads within Town will support resident access and temporary right-of-way parking without impeding on-going debris clearing
- c. POA security is in place

Recovery operations will continue until the goals of recovery have been met. The Town will increase the OPCON as recovery operations decrease in activity and normal Town business resumes.

1. **Executive Official** receives regular progress reports from all Officials and members of Disaster Recovery Council.
2. **Operations Official** oversees all recovery operations, and makes requests as necessary from **Logistics** and **Resources** Officials.
3. **Utilities Official** oversees full restoration of Town's Utility System and all other utilities.
4. **Logistics Official** and **Resources Official** assist other Officials as needed and respond to requests for vendor support (**Logistics Official**) or resources (**Resources Official**).
5. **Logistics Official** continues to monitor and manage procedure for documentation of all recovery operations.
6. **Executive Official** continues to monitor all recovery expenses and works with insurance company, County, State, and Federal authorities to obtain reimbursement.
7. **Executive Official** determines when the Town's OPCON can be raised based on the following requirements:
 - OPCON 2 – Town's staff has returned to work and Town is ready to resume Town's services at a limited capacity or at normal capacity. Ongoing recovery operations are still ongoing or are winding down and decreasing in scope and effort.
 - OPCON 3 – Town has fully recovered from the Disaster event and operating under normal conditions. Recovery goals met, and recovery operations have ended.
8. Upon change to a higher OPCON level, **Executive Official** requests a new Public Information Statement to be prepared, approved, and released by **Communications Official**.
9. **Executive Official** issues order to rescind the State of Emergency when conditions in Town are safe to do so.

Hurricane Plan

I. Introduction

The Town of Seabrook Island is extremely vulnerable to the effects of tropical systems. A strong hurricane under the right conditions could be devastating to the Town. Therefore it is essential that the Town and its residents prepare for these dangerous storms. This Plan will guide the Town's preparation, response, and recovery activities to an approaching tropical system.

II. Plan Summary

Charleston County's Emergency Preparedness Division will lead the regional response to hurricanes and coordinate the regional evacuation and recovery effort with State and Federal officials. The Town will work with Charleston County officials to ensure the Town's efforts are well coordinated with the overall regional response.

The Town will use Operating Conditions (OPCON(s)) to designate specific response actions to approaching storms. While the Town's OPCON level may follow the same level established by Charleston County, it is not required to do so and may choose to change its OPCON level independently of Charleston County in response to changing conditions.

The safe and effective evacuation of the Town's residents, visitors, staff, and other individuals is a primary goal of the response plan. The limited nature of the single road leaving the Town, combined with evacuation traffic from nearby Kiawah Island and Johns Island, requires a staged evacuation effort to limit traffic congestion. The evacuation plan calls for two stages: early evacuation and evacuation. Upon evacuation, all Town Officials available for assisting with the Town's emergency response will be lodged at inland public accommodations beyond the range of forecasted significant direct storm damage. After the event, Town Officials, and, potentially, selected members of Seabrook Island CERT will be lodged at inland accommodations sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town ("Near Location"). Town staff will choose their own evacuation locations.

Recovery operations after the hurricane passes will be conducted as quickly and safely as possible. Three different groups of individuals will be permitted for re-entry to the Town, and recovery operations will be conducted in phases as each group is permitted to enter the Town. The first phase will include preliminary damage assessment to be conducted by a first group (Team I). Team 1 will be limited to Emergency response personnel, Town officials; approved officials of the Town's largest organizations: the Property Owners' Association (POA), Seabrook Island Club, Camp St. Christopher, and Bohicket Marina; and members of Seabrook Island CERT. The Town will be responsible for preliminary damage assessment of residences and will be assisted in those efforts by Seabrook Island CERT members. Members of Team 1 from other organizations will be responsible for damage assessment of the facilities of their respective organizations. A second group of individuals (Phase II) will then be permitted for reentry to the Town to conduct the initial recovery operations. Once the Town's essential infrastructure and services are restored to the point for the Town to reopen, the third group of individuals (Phase III), all residents, will be permitted for re-entry to the Town. The full-scale recovery of the Town may last from several weeks to several years.

III. Preparation and Response

This Plan supersedes Plan RP-1, Emergency Response and Recovery Plan, due to the unique nature of hurricanes. Preparedness actions are set forth in OPCON 3 (see Plan RP-1), the normal operating condition of the Town. Hurricane response actions are set forth in the following descriptions of OPCON 2 and OPCON 1. Checklists called for in OPCON 2 and OPCON 1 are in Appendix 36.

OPCON 3 - Normal Operations

Hurricane season runs from June 1 through November 30, but tropical storms and hurricanes can also fall outside of this window. The peak season is August 15 through October 15 during which time the chances are greatest for impacts to the Town from a hurricane. OPCON 3 will be maintained throughout hurricane season to indicate normal operations while there are no imminent threats to the Town from a hurricane.

All preparedness activities for hurricane season are listed under OPCON 3 of the Emergency Response and Recovery Plan (RP-1).

When a tropical storm or hurricane has the potential to impact the South Carolina coastline but the County and Town have not yet decided to move to OPCON 2, the Town's Executive, Public Safety, and Logistics Officials will consider early preparations prior to OPCON 2, including the following:

1. Review and consider early reservation of hotel rooms for Town Officials, including multiple locations in case storm deviates from forecast track.
2. Assess personnel availability for Town roles.
3. Assess generator availability based on recent storms and discuss with Utilities Official.

OPCON 2 – Tropical Storm or Hurricane Impacts Likely (Early Evacuation)

If a tropical system is deemed likely to significantly impact the Town, the Mayor, or in the Mayor's absence or disability, the Mayor's successor, shall, in accordance with conditions and consultations as deemed appropriate, determine when the Town status shall be changed to OPCON 2, preferably no later than when OPCON status of Charleston County Emergency Management Department has been changed to OPCON 2. With establishment of OPCON 2, the Town will encourage all residents to finalize their personal and home preparations and begin early evacuation. The Town shall make preparations for evacuation.

Operations Official

1. Post OPCON 2 status with recommendation for early evacuation on Town billboards and to Charleston County EOC, (via PalmettoEOC "Significant Events").
2. Assist **Communications Official** to disseminate the approved OPCON 2 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town's website and "Toll-free" telephone service.
3. Distribute OPCON 2 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
4. Ask Camp St. Christopher to notify parents of all campers of the potential for evacuation.
5. Advise rental agencies (see contact information in Appendix 11) of potential for evacuation for visitors/tourists.
6. Issue an e-mail "blast" and post item to Seabrook Island Blog (Tidelines) requesting that people notify the Town if they will need assistance evacuating or of people they know who they believe will need assistance evacuating.
7. Monitor Charleston County EOC status and storm updates daily.
8. Consult with **Executive Official** as to likelihood of evacuation of Town Officials and, if deemed likely, reserve hotel rooms for Town Officials who will be evacuated to assist with Town's emergency response. Accommodations are to be reserved at both the initial alternative locations chosen for avoidance of storm impacts and the selected location allowing daily commuting to the Town after storm impacts have abated.
9. Review options for MEOC locations.
10. Ask POA and Club to activate links on their websites to Town website for Emergency information.
11. Determine schedule of events in Town; review potential for needed schedule changes with appropriate parties; and, inform **Executive Official** as event schedules are changed.
12. When Charleston County EMD establishes OPCON 2, contact Charleston County Sheriff, Charleston County Liaison Officer and Charleston County Public Works to confirm contact information to be used by the Town in the event of evacuation and after the event.
13. Contact landscape contractor and establish timing for installation of hurricane panels on Town Hall; follow-up with contractor to verify that installation of hurricane panels on Town Hall will be timely completed for closure of Town Hall.
14. Contact Town's debris management contractor and debris removal monitor service provider and notify them of the hurricane threat and the then current projected date of storm impact.
15. Remind staff to be prepared to collect and pack for evacuation those documents that are not stored electronically and that will be required for resumption of business upon return following evacuation.
16. Verify Mayor and Town Council members each have key to Town Hall.
17. Test **Operations Official** satellite phone and radios.
18. Verify Town vehicles are filled with gas.
19. Ask POA to notify contractors at the security gate to prepare their worksites for storm force winds and flooding with potential for evacuation.
20. Ask Berkeley Electric whether they contemplate shut-off of power to the Town and inform **Executive Official** of response.
21. Confirm Camp St. Christopher's understanding of the need to prepare for or begin evacuation of children campers and guests.
22. Publish via Seabrook Island Blog (Tidelines) and issue e-mail "blast" notice that any person who declines to evacuate is to provide the St. Johns Fire District their name and address and contact information for next of kin who will not be staying behind with them.

23. Instruct Town staff to inform all callers that updated information will be on Town website.
24. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Utilities Official

1. Verify adequate sodium hypochlorite on-site.
2. Verify with Plant Contractor location and availability of personnel after storm passes.
3. Verify that Utility Plant has maximum amount of diesel fuel in tanks.
4. Update Plant Contractor's contact information and confirm contact information for Utilities Official and Plant Contractor to **Executive Official** and **Public Safety Official**.
5. Verify evacuation plans and evacuation timing of plant personnel.
6. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Public Safety Official

1. Verify location and readiness of all Town Officials.
2. Report names to Mayor of any Town Officials unavailable to assist with the Town's emergency response.
3. Notify all members of Disaster Recovery Council of change of status to OPCON 2; ensure messages to Disaster Recovery Council request acknowledgement from all recipients and remind Disaster Recovery Council members that the Town's Comprehensive Emergency Plan can be downloaded from the Town's website (<https://www.townofseabrookisland.org> under "Services" at "Emergency Preparedness"); when received from **Communications Official**, communicate frequently asked questions and answers to Disaster Recovery Council
4. Gather reports of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to **Executive Official** and **Communications Official**.
5. Audit Disaster Recovery Council contact information (Appendix 11).
6. Together with **Executive Official** contact St. John's Fire District and Charleston County Sheriff's Office for updated information as to actions they will take in respect of the Town after storm passes.
7. Confirm with **Operations Official** that any resident requesting evacuation assistance has been provided assistance.
8. Communicate frequently asked questions and responses (as prepared by **Communications Official**) to Disaster Recovery Council.
9. Alert CERT of OPCON 2 status and potential for recovery assistance after storm passes.
10. Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 2 responsibilities and provide copies of the completed checklists to the **Executive Official** and **Public Safety Official**.
11. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official**.

Logistics Official

1. No later than the earliest announcement from Charleston County Emergency Management Department of a contemplated increase in its emergency readiness status, the **Logistics Official** will consult with the **Executive Official** as to evacuation accommodations to be considered in contemplation of possible evacuation of Town Officials. It is preferred that no less than two geographically distant alternative locations be identified to accommodate uncertainty as to the direction the storm will take. The **Logistics Official** will verify availability of rooms required for evacuation of Town Officials to i) identified initial locations sufficiently inland to be beyond forecast significant direct storm damage; and, ii) a location sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options); assist **Operations Official** reserve hotel rooms required for Town Officials who will be evacuated.
2. Assist **Operations Official** to reserve hotel rooms (Appendix 14) required for Town Officials who will be evacuated.
3. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Resources Official

1. Provide recommended list of Emergency supplies (Appendix 16) to all Team 1 members (Appendix 13) to bring with them during evacuation.
2. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Communications Official

1. Review and verify availability of all methods of communication of Public Information Statements including: Town website; CodeRed; "Toll-free" telephone service; bulk e-mail; POA blog (TIDELINES) post submission; and, POA "eBlast" request; and methods for posting updates to Town TWITTER feed and FACEBOOK page.
2. Test **Communications Official** radios and satellite phone.
3. Prepare OPCON 2 Public Information Statement announcing change of emergency readiness status, the potential for storm impacts to the Town for which evacuation may be required, and requesting that residents needing evacuation assistance contact the Town (see Hurricane Advisory template of Appendix 32); request approval of draft Statement by **Executive Official**.
4. Post approved OPCON 2 Public Information Statement to Town's website and "Toll-free" telephone service; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service; submit a post to POA Blog (Tidelines) and request POA to issue "eBlast" duplicating the approved OPCON 2 Public Information Statement.
5. Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents; report frequently asked questions to **Public Safety Official**; prepare Public Information Statement(s) to address frequently asked questions; request approval of **Executive Official** to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by **Executive Official**.
6. Prepare checklist (see Appendix 36) of completed tasks of OPCON 2 and deliver copies to **Executive Official** and **Public Safety Official**.

Executive Official

1. If necessary, appoint alternates to fill any vacant Town Officials Emergency role.
2. If schedule for Charleston County EMD conference calls for municipalities is not known, contact County Liaison Officer to determine that schedule.
3. Convene special meetings of Town Officials to participate in the scheduled Charleston County EMD conference calls.
4. Contact POA President to determine whether POA debris clearing and removal contractors, including debris monitoring service providers, have confirmed their availability; schedule follow-up contact with POA if necessary so as to ensure timely mobilization of debris management contractors, including debris monitoring service providers.
5. Together with **Operations Official** contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate.
6. Together with **Operations Official** contact Charleston County Public Works and Charleston County Liaison Officer to determine expected availability of County debris removal services following storm impact.
7. Meet with Town Officials to confirm OPCON 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting with Town Officials (meetings shall be conducted by conference calling or other remote means to accommodate evacuation).
8. Call meeting of Disaster Recovery Council to review plans for recovery personnel after storm and to establish schedule for conference call meetings with Disaster Recovery Council during evacuation.
9. Together with Mayor of Kiawah, contact Charleston County Sheriff to request that, while the Towns of Kiawah and Seabrook are under an evacuation order and until the Towns have their respective security teams in place, the Sheriff's Office station a patrol unit at the Freshfields Village traffic circle to limit access to the Towns to persons with County passes or other

identification satisfactory to the officers on patrol. In the event only one or the other of Kiawah and Seabrook will have security teams on duty while an evacuation order is in effect, that information will be provided to the Sheriff's Office so that they may adjust location of patrols accordingly.

10. Review and approve content of OPCON 2 Public Information Statement for release.

OPCON 1 - Tropical Storm or Hurricane Impacts are Imminent (Evacuation)

The Town status will change to OPCON 1 at the earlier of: when the Mayor, or in the Mayor's absence or disability, the Mayor's successor, shall in accordance with conditions and consultations as deemed appropriate, determine that a tropical storm or hurricane poses an imminent threat to lives and safety of persons within the Town; or, when the Governor has issued an evacuation order effective for areas including the Town and Charleston County EOC has moved to OPCON 1. A hurricane warning may or may not be in place during OPCON 1, but the main consideration will be the time required to safely evacuate persons within the Town before tropical storm or hurricane conditions are expected.

A. Final Preparations and Departure

Operations Official

1. Post, as applicable, declaration of State of Emergency and ordered evacuation of the Town on Town billboards, and to Charleston County EOC (via Palmetto EOC "Significant Events").
2. Assist **Communications Official** to disseminate the approved OPCON 1 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town's website and "Toll-free" telephone service.
3. Distribute OPCON 1 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
4. Contact residents identified to Town as having indicated they will need assistance with evacuation and confirm those who will require such assistance; for those residents: confirm whether County will provide transport to temporary shelters and confirm arrangements with affected residents for transport to County transport pick-up location; and, if County will not provide transport to shelters, work with CERT to make other arrangements for persons needing assistance with transport.
5. Together with **Executive Official** contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate; request names of POA security persons who will be provided Charleston County passes for access to the Town while an evacuation order is in place for the Town..
6. Together with **Executive Official** contact Charleston County Public Works and Charleston County Liaison Officer to determine expected availability of County debris removal services following storm impact.
7. Verify with Camp St. Christopher that all campers and guests have left, and all others are leaving.
8. Contact Town's debris removal contractor and debris removal monitor service provider and notify them of the then current projected date of storm impact and, if requested by **Executive Official**, request that debris management contractor arrange Town visit of an operations manager to assess damage for mobilization.
9. Gather information of road conditions within the Town for restrictions such as flooding and debris that may impact potential evacuation, and report restrictions to the **Public Safety Official** and **Executive Official**.
10. Ask Berkeley Electric whether they contemplate shut-off of power to the Town and inform **Executive Official** of response.
11. In preparation for Town Hall Shut-Down, load Town Emergency Supplies (Appendix 16) in Town vehicle for evacuation.
12. Test generator.
13. Shut down all workstations and complete final back-ups of server.
14. Instruct staff members to pack up their computer workstations, critical files (Appendix 28), resources, etc.
15. When appropriate, dismiss all staff (staff takes their computer workstations and packed items with them).
16. Complete Town Hall Building Shut-Down Procedure (Appendix 12).
17. Take portable interface device and computer workstation, all critical files, checkbook, and one satellite phone in Town vehicle and leave Town.

18. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official** and **Public Safety Official**.

Utilities Official

1. Verify Plant Contractor has completed tasks in their Emergency Plan.
2. Upon confirmation that plant has shut down, verify that main valve from St. John's Water is closed.
3. If necessary (loss of water pressure has occurred or will occur), verify Boil Water Advisory is on Plant Gate and POA Security Gate billboard.
4. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official** and **Public Safety Official**.

Public Safety Official

1. Notify all members of Disaster Recovery Council of change of status to OPCON 1 and remind members of Disaster Recovery Council of schedule of conference calls to be conducted during evacuation; ensure messages to Disaster Recovery Council request acknowledgement from all recipients.
2. Gather information of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to **Executive Official** and **Communications Official**.
3. Remind all Town Officials to take their Town issued mobile devices (Surface tablets and mobile telephones) with them when they evacuate.
4. Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 1 responsibilities and provide copies of the completed checklists to the **Executive Official** and **Public Safety Official**.
5. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official**.

Logistics Official

1. Provide hotel information and directions to Town Officials.
2. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official** and **Public Safety Official**.

Resources Official

1. Communicate to all members of Team 1 (Appendix 13) that each person is responsible for bringing their own Emergency supplies, referencing the evacuation supply list (Appendix 16).
2. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official** and **Public Safety Official**.

Communications Official

1. Prepare Public Information Statement announcing change of emergency readiness status to OPCON 1 and declared State of Emergency and, as appropriate, ordered evacuation (see Evacuation template of Appendix 32); request approval of draft Statement by **Executive Official**.
2. Post approved OPCON 1 status Public Information Statement to Town's website, "Toll-free" telephone service and Code Red; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service; submit a post to POA Blog (Tidelines) and request POA to issue "eBlast" reflecting the approved OPCON 1 Public Information Statement.
3. Bring all remaining portable communications equipment during evacuation.
4. Prepare checklist (see Appendix 36) of completed tasks of OPCON 1 and deliver copies to **Executive Official** and **Public Safety Official**.

Executive Official

1. Together with **Operations Official** contact POA to confirm expected cessation of POA security operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate and request Sheriff's patrols serving the Town as soon as practical following cessation of POA security services.
2. Meet with Town Officials to confirm OPCON 1 - 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting

with Town Officials (meetings may be conducted by conference calling or other remote means to accommodate evacuation).

3. Issue State of Emergency order and, if deemed appropriate, a mandatory evacuation order (Appendix 15) and arranges to have order placed on Town website and bulletin board.
4. Contact **Operations** and **Public Safety** Officials, and others as necessary, to assess status of evacuation. Request assistance from Charleston County EOC as necessary to facilitate evacuation and stop all incoming traffic.
5. Upon confirmation from all parties that evacuation is complete, ask **Operations Official** to relay status (including residents staying behind list from St. Johns Fire District, if available) to Charleston County EOC.
6. Bring one satellite phone during evacuation.

All Emergency Roles/Officials

1. Gather Comprehensive Emergency Plan binder, County re-entry passes, Town issued mobile digital devices and Emergency supplies on evacuation list (Appendix 16) in preparation for evacuation.
2. Evacuate to location(s) designated by **Logistics Official**.

B. Ongoing Priorities While Evacuated

Priority 1 – Communications

1. In the event that not all Officials evacuated to the same location, **Communications Official** contacts Officials who are not at the same location as **Executive Official** and informs **Executive Official** of their locations and contact information to be used so long as those Officials are not at the same location as the **Executive Official**.
2. **Executive Official** schedules and convenes in-person meetings of Town Officials to participate in Charleston County Emergency Management Department daily conference calls.
3. **Communications Official** contacts Town Officials who are not at same location as **Executive Official** and provides them information for conference calls to monitor the Charleston County Emergency Management Department conference calls and to participate in follow-on discussions by Town Officials.
4. **Executive Official** makes contact with **Public Safety**, **Communications**, and **Operations** Officials and confirms or revises schedule for Disaster Recovery Council conference calls.
5. **Public Safety Official** contacts members of Disaster Recovery Council and informs them of any changes to the schedule of Disaster Recovery Council conference calls established by **Executive Official** at OPCON 2.
6. **Communications Official** serves as “host” for conference calls with Disaster Recovery Council conducted according to schedule determined by **Executive Official**;
 - a. Disaster Recovery Council conference calls will begin with a report from the **Executive Official** in respect of on-going storm impacts, status of utilities, status of security, availability of emergency services within the Town and conditions of roads, providing access to the Town and, to the extent known, scope of damage within the Town and conditions of roads within the Town;
 - b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization
 - c. Disaster Recovery Council conference calls will end with the **Executive Official** reviewing the list of immediate unmet needs and confirming or setting the date/ time for the next Disaster Recovery Council conference call.
7. Following the conclusion of each Charleston County Emergency Management Department conference call, the **Executive Official** will convene a meeting (in-person and by conference call if necessary) of Town Officials to determine information to be reported to and resource requests to be made of Charleston County and to determine information to be addressed in the next Public Information Statement.
8. The **Communications Official** will prepare Public Information Statements (see Public Information Statement template of Appendix 32) for approval by **Executive Official** and issues approved Public Information Statements by those of the following methods that are available: posts to the Town’s website; bulk email (copied for SIPOA “eBlast” and SIPOA “blog” (TIDELINES)); updated outgoing messages on the Town’s Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging.
9. Upon issuance of Public Information Statements, **Communications Official** updates Town’s TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town’s website and Toll Free telephone service or essential information of the approved Public Information Statement.
10. **Operations Official** will assist **Communications Official** to disseminate the approved Public Information Statements and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town’s website and “Toll-free” telephone service.
11. **Operations Official** will distribute OPCON 2 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
12. **Operations Official** makes contact with staff members to check status and provide details on how to communicate.
13. **Operations Official** will submit information mirroring essential status information of the Public Information Statements to Charleston County EOC and requests for resources (via PalmettoEOC “Significant Events” and “Resource Requests”).

Priority 2 – Establish Security

1. **Executive Official** asks POA when POA Security will be available to control access through POA's security gate.
2. If POA Security will not be immediately available, **Executive Official** confers with mayor of Kiawah to coordinate need for Charleston County Sheriffs to control access to Kiawah as well as Seabrook; **Executive Official** contacts Charleston County Sheriff's Office to request that Sheriffs be deployed to control access to the Town ; and,
3. If neither POA Security nor Charleston County Sheriffs will be in place to control access, **Executive Official** will request patrols by Charleston County Sheriffs within the Town and/or deployment of National Guard to maintain security within the Town. Requests for such services will be mirrored by resource requests made through Charleston County PalmettoEOC.

Priority 3 – Determine Scope of Damage

1. **Executive Official** contacts St. Johns Fire District and requests contact information for person at SJFD who will provide Town with information concerning damage SJFD has observed. **Executive Official**, together with **Public Safety Official**, contact the designated person at SJFD for the damage information.
2. **Executive Official** contacts Charleston County Sheriffs for information as to the extent of damage within the Town that they observe first hand.
3. **Executive Official** contacts Charleston County EMD for aerial observations of damage that include the Town.
4. **Communications Official** contacts Charleston area broadcast services to request availability of aerial observations of damage that include the Town.

Priority 4 – Status of Emergency Services

1. **Public Safety Official** contacts St. Johns Fire District, Charleston County Emergency Services and Charleston County Sheriffs for status of availability of emergency services (fire, EMS and law enforcement) and reports the status to **Executive Official**.

Priority 5 – Status of Roads

1. **Executive Official**, together with **Operations Official**, contact Charleston County Sheriff to determine the extent to which access control have been established to restrict access to the Town.
2. **Executive Official**, together with **Operations Official** contact Charleston County Public Works and Charleston County Liaison Officer to determine whether/when County debris removal contractors have been/will be mobilized to clear roads serving the Town.
3. **Public Safety Official** contacts road conditions "scouts" (see Appendix 13) and/or any of County Sheriff's Office, St. Johns Fire District and County EOC to determine condition of roads providing access to the Town and whether access control points have been established to restrict access to the Town.

Priority 6 – Status of Utilities

1. **Operations Official** contacts Berkeley Electric to determine whether and when power to the Town will be shut off and, if so, when power restoration is expected to begin; **Operations Official** informs **Executive Official** of expected power outage and/or restoration as reported by Berkeley Electric.
2. **Utilities Official** will determine whether there has been a loss of water pressure within the SIUC water distribution system and informs the **Public Safety Official** of the need for posting Boil Water advisories as appropriate (see "Boil Water Advisory" template of Appendix 32).

IV. Recovery

Recovery operations begin after storm conditions have abated sufficiently to allow for safe travel to the Town or a location suitable for daily commuting to the Town. The recovery operations are divided into three phases as described below. It is imperative that the **Executive Official** take charge as the leader and primary decision-maker throughout all phases of the recovery process.

A. Phase I – Preliminary Damage Assessment

- Team 1 gains access to Town
 - Establishes initial MEOC
 - Performs Preliminary Damage Assessment
- Disaster Recovery Council meets

B. Phase II – Initial Recovery Operations

- Team 2 enters Town to conduct recovery operations
- Establishes MEOC at Town Hall (if not done at Phase I) or mobile office unit
- Facilitates entry of contractors for debris removal and structural damage mitigation (so-called “blue tarping” of structures)
- Town and POA determine who will conduct debris removal and contracted recovery services
- Restores utilities, clears roads, and ensures Town is safe for re-entry

C. Phase III – Resident Re-entry and Full Recovery Operations

- Residents and public permitted to enter Town
- Ongoing recovery operations
- Documentation and expense monitoring; submit claims for reimbursement
- Increasing of Town’s OPCON level throughout recovery

Following are the members of the two Teams to re-enter the Town during Phases I and II:

- Team 1 (Phase I)
These individuals will have pre-approved and distributed County re-entry passes before evacuation of the Town. A listing of the Team 1 persons to be provided with passes is included in Appendix 13.
 - All Town Officials (**Executive, Operations, Public Safety, Communications, Logistics, Resources, and Utilities**)
 - Hawthorne Services Plant Manager
 - POA President or appointed individual(s) approved by **Executive Official**
 - Club President or appointed individual(s) approved by **Executive Official**
 - Camp St. Christopher Executive Director or appointed individual(s) approved by **Executive Official**
 - Marina Dock Master or appointed individual(s) approved by **Executive Official**
 - St. Johns Fire Department
 - Selected members of Seabrook Island CERT
- Team 2 (Phase II)
These individuals will be determined by the members of Team 1 during Recovery Phase I. Their names will be submitted to the County EOC upon approval by the **Executive Official**. Appendix 13 includes names of persons considered to be likely members of Team 2.
 - Town personnel
 - Hawthorne Services personnel
 - POA personnel
 - Club personnel
 - Camp St. Christopher personnel
 - Marina personnel
 - Others as necessary (possibly including additional Seabrook Island CERT members)

Ongoing Recovery Responsibilities

For the duration of Recovery Operations:

Operations Official

1. Posts information concerning the status of the Town consistent with Public Information Statements to Charleston County EOC (via PalmettoEOC “Significant Events”).
2. In consultation with **Executive Official** requests resources from Charleston County departments as appropriate to address unmet needs identified by members of the Disaster Recovery Council and mirrors those resource requests in submissions to Charleston County PalmettoEOC
3. Assist **Communications Official** to disseminate the approved Public Information Statements and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town’s website and “Toll-free” telephone service.
4. Distributes Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
5. Contacts Berkeley Electric to determine whether and when power to the Town will be shut off and, if so, when power restoration is expected to begin; **Operations Official** informs **Executive Official** of expected power outage and /or restoration as reported by Berkeley Electric.

Public Safety Official

1. Contacts members of Disaster Recovery Council and informs them of any changes to the schedule of Disaster Recovery Council conference calls and in-person meetings.
2. Gathers information of hazards and unsafe conditions within the Town that are deemed to pose a risk to public safety.

Communications Official

1. Serves as “host” for conference calls with Disaster Recovery Council conducted according to schedule determined by **Executive Official**; except as otherwise set forth herein:
 - a. Disaster Recovery Council conference calls will begin with a report from the **Executive Official** in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within the Town;
 - b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization;
 - c. Disaster Recovery Council conference calls will end with the **Executive Official** reviewing the list of immediate unmet needs and confirming or setting the date/ time for the next Disaster Recovery Council conference call.
2. No less frequently than following conclusion of Disaster Recovery Council conference call or in-person meeting, prepares Public Information Statements reflecting conditions within the town, progress of recovery operations and expectations for resident return (see Public Information Statement template of Appendix 32) for approval by **Executive Official**; issues approved Public Information Statements by: posts to the Town’s website; bulk email (copied for POA “eBlast” and SIPOA “blog” (TIDELINÉS)); updated outgoing messages on the Town’s Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging. **Communications Official** updates Town’s TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town’s website and Toll Free telephone service or essential information of the approved Public Information Statements.
3. Issues messages (by text to mobile devices or Code Red) to Team 2 persons by 11:00 am each day indicating whether they are to return to Town the next day and whether they are to bring food and water with them. Provided another member of Team 1 is available to operate MEOC communications, the **Communications Official** may remain at the evacuation location if necessary to contact Team 2 persons before traveling to the MEOC.

Executive Official

1. Confirms or revises schedule of conference calls and in-person meetings with members of Disaster Recovery Council and informs **Public Safety Official** of any changes.
2. Review and approve Public Information Statement from **Communications Official**.

Priority 1 – Communications

1. **Communications Official** informs Town Officials of methods for communication to be used with persons performing the Preliminary Damage Assessment.

Priority 2 – Establish Rally Point

1. **Executive Official**, in consultation with **Public Safety Official**, and **Operations Official**, and using best available information of conditions of roads providing access to Town determines when to begin travel to Town.
2. Once road conditions permit travel to Town, **Executive**, **Public Safety** and **Operations** Officials travel to Town and assess suitability of Town Hall for use.
3. If Town Hall is not suitable for use, **Logistics Official** makes reservations at hotel suitable for daily commuting to Town for all Officials. The selected hotel will serve as a Rally Point.
4. Under circumstances where Seabrook Island CERT members will participate in Preliminary Damage Assessment and require accommodations outside of Town for that purpose, **Executive Official** determines whether accommodations are to be provided by the Town for those CERT members and instructs **Logistics Official** to make the necessary reservations (Rally Point hotel is first choice).

Priority 3 – Establish MEOC

1. **Executive Official**, in consultation with **Public Safety Official**, and **Operations Official**, determines best location to establish MEOC (Town Hall building is first option, if available; if Town Hall is not accessible or otherwise not suitable, then hotel established as Rally Point will be used until an alternative location can be established within the Town).
2. **Executive Official** establishes MEOC and informs all other Town Officials of location.
3. **Public Safety Official** contacts Disaster Recovery Council members from Team 1 and informs them of location of MEOC.
4. **Operations Official** informs Liaison Officer at Charleston County EOC (Liaison Desk) of the location of MEOC and phone number there (cell phone or satellite phone, if necessary) and updates Charleston County PalmettoEOC with contact information for Town's MEOC.

Priority 4 – Establish Security and Gain Access to Town (if not already accessed)

1. **Executive Official** asks POA when POA Security will be available to control access through POA's security gate. If POA Security will not be immediately available, **Executive Official** contacts Charleston County Sheriff's Office to confirm that Sheriff's patrols will establish access control locations serving the Town. If neither POA Security nor Charleston County Sheriffs will be in place to control access, **Executive Official** will request patrols by Charleston County Sheriffs within the Town and/or deployment of National Guard to maintain security within the Town. Requests for such services will be mirrored by resource requests made through Charleston County PalmettoEOC.
2. It is contemplated that St. Johns Fire District will undertake displacement of debris from roadways to provide passage for emergency vehicles to the Seabrook Island SJFD station and access to Seabrook Island fire hydrants. In consultation with POA, **Executive Official** determines whether timely establishment of passage for emergency vehicles and access to Seabrook Island Utility lift stations will require engagement of the Town's debris management contractors. If so, **Executive Official** apprises members of Town Council accordingly. With approval of Town Council and POA, **Executive Official** authorizes **Operations Official** to mobilize contractors for required road clearing. Guidelines for prioritization of debris clearing from roads appear in Appendix 33.

3. Once roads within the Town are rendered passable, **Executive Official** determines when Preliminary Damage Assessment will begin.

Priority 5 – Conduct Preliminary Damage Assessment

1. The purpose of the Preliminary Damage Assessment is to provide a basic understanding of the amount of damage throughout the Town. Whether being done first-hand or by review of aerial images (video and / or photographs), each individual performing the Preliminary Damage Assessment will characterize the extent of damage to the structures as one of: “destroyed”, “major damage”, “minor damage”, and “affected” using their own best judgment in accordance with the Damage Category Guidelines (Appendix 18). It is contemplated that SJFD will conduct a so called “windshield survey” of damage. In addition, it is contemplated that County Sheriffs patrols may be contacted for reports of damage. . Availability of aerial images of damage within the Town from Charleston County resources, including the Sheriff’s Office, Public Works, and Building Services will be requested. **Executive Official** shares the early reports of damage with POA.
2. If adequate access is possible, members of Team 1 available to enter the Town shall participate in performance of first hand Preliminary Damage Assessment. Persons performing first-hand Preliminary Damage Assessment will: i) be assigned predetermined areas within the Town (see Appendix 34 (CERT Zone Map)); ii) conduct assessments in pairs; and, iii) will stay in communication with the MEOC while conducting assessments. In the case of first-hand damage assessment, all reasonable efforts will be made to identify damage to structures that may not be visible from the street. **Public Safety Official** will inform those Team 1 members conducting first-hand Preliminary Damage Assessment that should they encounter persons in need of emergency medical treatment, emergency transport or rescue, they are to call 911 or request that the MEOC call 911 and are to stay on scene until it is confirmed that emergency responders have been requested and have been provided the location for response. To the extent engaged in first-hand Preliminary Damage Assessment or, if reviewing aerial photographs only, the following assignments shall guide responsibilities of Team 1 members:
 - a. Town Officials together with available CERT members will conduct Preliminary Damage Assessment of residences (single family and multi-family).
 - b. **Utilities Official** and Plant Contractor review damage to Utility Plant and lift stations
 - c. Property Owners Association (POA) officials review damage to POA facilities, buildings and infrastructure.
 - d. Seabrook Island Club officials review damage to Club properties.
 - e. Camp St. Christopher officials review damage to Camp property.
 - f. Bohicket Marina officials review damage to marina and surrounding property.
 - g. Under circumstances where Preliminary Damage Assessment is conducted while an evacuation order remains in effect for the Town, the **Public Safety Official** will, or if POA security is operating the POA security gate, will request that POA security, verify that persons engaged in preliminary damage assessment have exited. Upon completion, the results of Preliminary Damage Assessment are to be reported using the form in Appendix 18 and delivered to the **Executive Official**.
3. **Operations Official** delivers results of Preliminary Damage Assessment to Charleston County EOC (via PalmettoEOC if available).

Priority 6 – Review and Establish Ongoing Priorities

1. Upon receiving all reports of Preliminary Damage Assessment, **Executive Official** will schedule a meeting of the Disaster Recovery Council (in-person or by conference call) to review the results:
 - a. The Disaster Recovery Council meeting begins with a report from each member on their damage assessment results, status, and immediate needs of their organization.
 - b. Disaster Recovery Council members determine which additional personnel (Team 2) and prequalified contractors are required for Phase II Recovery Operations and whether retuning Team 2 members will need to bring food and water supplies with them.

- c. The Disaster Recovery Council meeting ends with the **Executive Official** reviewing the list of immediate needs and setting a date/time for the next meeting.
2. Under circumstances when Charleston County Sheriffs have established access control locations controlling access to the Town, **Executive Official** provides additional County re-entry passes (see sample in Appendix 13) to members of Disaster Recovery Council for Team 2 individuals and identified contractors for whom such passes have not previously been provided. **Operations Official** provides the names of the identified Team 2 individuals to the Charleston County Liaison Official and Charleston County Sheriffs Office. Each entity of Disaster Recovery Council will be responsible for distributing re-entry passes to their Team 2 personnel and contractors. Once access through the POA security gate is controlled by POA security, the **Executive Official** will inform POA security of approved members of Team 2 and the identified contractors.
3. **Executive Official**, with assistance from other Officials as necessary, establishes list of needs and ongoing priorities.
4. Key Decisions: **Executive Official** will consider these critical issues in establishing priorities:
 - a. Whether the volume and nature (vegetative, construction and demolition, etc.) of debris inside the POA security gate supports participation by the Town for debris removal. If Town contractors are to be used for debris removal, the Town will undertake to timely secure FEMA's eligibility assessment for removal of debris from private property. The **Operations Official** works with **Logistics Official** to authorize debris removal by Town debris removal contractors (debris management and debris monitoring contractors as needed) and, once arranged, provide required information to the **Executive Official** to arrange County re-entry passes, if needed for those contractors. Guidelines for prioritization of debris removal from roads appear in Appendix 33.
 - b. Is the Town Hall building suitable for use? Is a mobile office unit required for recovery operations?
 - c. What security forces or personnel are required to maintain security of the Town?
5. **Operations Official** requests assistance with any of the immediate needs or ongoing priorities (requests not originated through Charleston County PalmettoEOC are mirrored there).
6. No later than the Town's submission of Preliminary Damage Assessment results to Charleston County, the **Executive Official** confirms receipt of notice of FEMA Applicants Briefing for Charleston County. If that notice has not been received, **Executive Official** requests the date and time for the Applicants Briefing from Charleston County EMD. **Executive Official** determines the person(s) who will take part in that Briefing on behalf of the Town.

Recovery Phase II – Initial Recovery Operations

OPCON 1

Following review of Preliminary Damage Assessment, the Town will arrange credentials to enter the Town for additional individuals ("Team 2") designated by Team 1 members. Team 2 members will conduct initial recovery operations for the purpose of meeting the critical requirements for public re-entry, i.e., restore all utilities, clear roads, and remove any public safety hazards.

Priority 1 – Communications and Public Information Releases

1. **Communications Official** establishes the primary and secondary phone numbers for the MEOC (e.g., landline phone, cell phone, satellite phone) and provides these numbers to all other Officials, members of the Disaster Recovery Council, and the Charleston County EOC.
2. To the extent meetings with the Disaster Recovery Council are conducted by conference calls, including combined in-person meetings with teleconference attendees, **Communications Official** serves as "host" for the conference calls.
3. **Communications Official** provides adequate coverage of MEOC phones to ensure someone is available to answer phones and take messages during the recovery process.

Priority 2 – Maintain MEOC

1. **Executive Official** determines location and structure for MEOC (Town Hall or mobile office unit).
2. **Logistics Official**, if so directed, selects and orders a mobile office unit from one of the approved vendors in Appendix 10.
3. **Public Safety Official** ensures the selected structure is safe to use as MEOC.
4. **Executive Official** updates determination of expected availability of POA security and, if necessary, renews requests for law enforcement patrols or National Guard presence to restrict access to the Town (such renewed requests will be mirrored at Charleston County Palmetto EOC). **Executive Official** arranges County re-entry passes as necessary for contractors identified by Team 2. Once access through the POA security gate is controlled by POA security, **Executive Official** informs POA security of the identified contractors.
5. **Executive Official** develops schedule for Officials to staff the MEOC during recovery operations.
6. **Executive Official** designates an Official to debrief persons staffing the MEOC at least once each day of MEOC operation to identify signs of stress and to make work assignment recommendations to the **Executive Official** as deemed appropriate.
7. **Operations Official** and Disaster Recovery Council members provide member of MEOC acting staff a list of individuals who require passage through Town access control points to conduct initial recovery operations.

Priority 3 – Recovery Operations

1. Promptly upon determination that the Town will undertake debris removal from POA's property, **Executive Official** together with **Operations Official** will inform Charleston County Public Works that the Town desires to have FEMA conduct its eligibility assessment for debris removal from private property. The Town and POA will cooperate to gather documentation required by FEMA to support the requested FEMA assessment, including: existing Memorandum of Understanding between the Town and POA together with authorization by POA for the Town to proceed with debris clearing/removal from POA property; right of entry agreement by POA for debris clearing/removal by or for the Town; photographic or other documentation of the volume of debris requiring removal; insurance information of POA and the Town; maps and list of POA roads involved; ownership information for the involved POA road rights-of-way; and, any other information and documentation requested or required by FEMA to review the Town's requested assessment.
2. **Executive Official** determines whether a debris management provider of Appendix 10 will be used for debris removal.
3. If necessary, **Logistics Official** arranges for mobilization of debris management provider(s) of Appendix 10.

4. **Executive Official** provides list of priorities and needs to **Operations Official**.
5. **Operations Official** administers recovery operations i.e., responds to requests for resources from DRC organizations while resolving conflicting demands following established priorities, and provides progress reports to **Executive Official** on a daily basis, including progress of restoration of utilities including Berkeley Electric, AT&T and internet providers, but excluding SIUC. **Operations Official** maintains a daily running total of costs incurred by or for the Town for conduct of recovery operations, including costs of debris management whether conducted by Charleston County or by an independent contractor engaged by the Town.
6. **Utilities Official** oversees recovery operations of Town's Utility System (through Town's Utility contractor), and monitors recovery operations of its suppliers (i.e., St. Johns Water Company). **Utilities Official** provides progress reports to **Executive Official** on a daily basis.
7. **Operations Official** identifies needs for resources and/or additional vendor support during recovery operations, and makes fulfillment requests to **Logistics Official** (vendor support) and/or **Resources Official** (resources).
8. **Public Safety Official reports hazards and unsafe conditions deemed to pose a risk to public safety** to the **Operations** and **Executive** Officials.
9. Each day, **Operations Official** arranges a briefing by debris contractors concerning progress and planned activity and invites attendance by **Utilities Official**, St. Johns Fire District representative, POA (engineering) and Club (engineering).
10. **Logistics Official** implements procedure to document all recovery operations in accordance with any governmental or insurance requirements for reimbursement.
11. **Operations Official** works with County Building Services to have structural damage assessment performed of structures within Town.

Priority 4 – Monitoring of Recovery Operations

1. If the **Executive Official** determines that debris removal will be performed for the Town by a debris management provider of Appendix 10, **Operations Official** ensures that a third-party monitoring company is in place to monitor the debris removal operations so as to support a request by the Town for FEMA reimbursement of the debris removal expense irrespective of whether debris removal will be performed for the Town by Charleston County or another provider.
2. **Executive Official** receives daily updates on progress of recovery operations from **Operations Official** and **Utilities Official**.
3. **Logistics Official** monitors and manages all documentation and paperwork generated by recovery operations.
4. Upon completion of each Disaster Recovery Council meeting, **Executive Official** updates list of priorities and needs for remaining recovery operations of Town, and provides list to **Operations Official**.
5. **Executive Official** determines when sufficient recovery progress has been made to proceed to Phase III and permit residents and public to return to Town. Depending on conditions, **Executive Official** may initiate phased resident return wherein a first phase permits residents limited access for inspection only and contractor access for structure damage mitigation, e.g., "blue tarping", all subject to a curfew, and a latter phase permits residents unrestricted access to habitable structures (guidelines for providing contractor access prior to unrestricted access of residents appears in Appendix 35). Conditions to be considered for the two phases of resident return include:
 - a. Limited Access
 - i. Safety hazards abated
 - ii. Emergency services available (fire, EMS, law enforcement)
 - iii. State evacuation order covering Town has ended
 - iv. Roads providing access to the Town are passable
 - v. Roads within Town are sufficiently passable to allow safe travel within Town (limited traffic will not impair on-going debris clearing or removal)
 - vi. POA security is in place

Executive Official requests POA security to establish records of persons who entered through POA security gate but had not exited in compliance with any applicable curfew.

b. Unrestricted Access

Limited Access conditions satisfied AND

- i. Sewer/Water utilities operating at sufficient capacity
 - ii. Roads within Town will support resident access and temporary right-of-way parking without impeding on-going debris clearing
 - iii. POA security is in place
6. When the decision is made to permit resident entry into Town, Phase II (Initial Recovery Operations) ends and Phase III (Resident Re-entry and Full Recovery Operations) begins.

Recovery Phase III – Resident Re-Entry and Full Recovery Operations OPCON 2 - 3

Residents and the public will be permitted for re-entry into the Town once conditions are safe. Full recovery operations will continue until the goals of recovery have been met.

Priority 1 – Communications and Public Information Release

1. **Communications Official** ensures that adequate coverage is in place to answer phone calls and respond to questions as residents begin to return.

Priority 2 – Maintain MEOC

1. **Executive Official** develops schedule for Officials to man the MEOC during recovery operations.
2. Official on duty is no longer required to check individuals in and out of Town, but still receives and handles all requests and information flowing to the MEOC.
3. **Operations Official** schedules Town's staff for MEOC to conduct Town's services and provide support to residents.

Priority 3 – Manage Recovery Operations

1. **Executive Official** receives regular status reports from all Officials and members of Disaster Recovery Council.
2. **Executive Official** schedules meetings of Disaster Recovery Council as necessary to receive status updates from all members, share information, receive requests from members, set goals, definition and timeline of completed recovery, and, if appropriate, reprioritize remaining recovery operations of Town.
3. **Operations Official** administers Town's recovery operations, i.e., responds to requests for resources from DRC organizations while resolving conflicting demands following established priorities, and makes requests as necessary from **Logistics** and **Resources** Officials.
4. **Utilities Official** oversees full restoration of Town's Utility System.
5. **Public Safety Official** identifies any public hazards or unsafe conditions and reports these to **Operations** and **Executive** Officials.
6. **Logistics Official** and **Resources Official** assist other Officials as needed and respond to requests for vendor support (**Logistics Official**) or resources (**Resources Official**).
7. **Logistics Official** continues to monitor and manage procedure for documentation of all recovery operations.

Earthquake Plan

I. Introduction

The Town of Seabrook Island, and the entire Lowcountry of South Carolina, is vulnerable to the effects of a major earthquake. The Middleton Place Summerville Seismic Zone is one of the most seismically active areas in the Eastern United States. The 1886 earthquake in Charleston demonstrated the magnitude of this threat, causing significant damage, injury, and loss of life throughout the Lowcountry. Therefore it is essential for the Town and its residents to prepare for this serious threat that does not provide advanced warning.

II. Plan Summary

Charleston County's Emergency Preparedness Division will lead the regional response to any major earthquake and coordinate the regional response and recovery effort with State and Federal officials. The Town will work with Charleston County officials to ensure the Town's efforts are well coordinated with the overall regional response.

Current science and technology does not allow for accurate predictions or warnings of major earthquakes. Therefore it is expected that such an event will be accompanied by no warning, complicating the response efforts. Accordingly, the Town will immediately move to OPGON 1 of Emergency Response and Recovery Plan RP-1 following an earthquake that significantly disrupts Town services and requires extraordinary effort to maintain public safety. The early response actions taken by Town and other individuals will be critical in the fate of its residents and overall outcome of the event. These actions will be performed with care to prevent further damage or injury when aftershocks occur.

The State and County response plans indicate that they likely will not be able to provide assistance to local municipalities for at least 96 hours following a major regional Disaster with no advanced warning. Therefore the Town will plan to coordinate response activities of all available resources.

Recovery operations will begin when outside assistance becomes available, at least in limited capacity. In general, the transition from response to recovery activities will be roughly 3 – 5 days after the initial event. The Town will determine who will conduct debris clearing and will prioritize recovery operations to be performed. Should conditions within the Town following an earthquake pose substantial risks to health and safety of residents, the Town may urge evacuation of residents until recovery operations have progressed to sufficiently overcome such risks. Full recovery may take from several weeks to months or even years depending on the severity of the earthquake.

III. Preparation, Response, and Recovery

Preparation is critical because earthquakes do not provide advanced warning. The Town will encourage all residents and organizations within the Town to individually prepare for self-sustainability for the first 96 hours following a significant earthquake. The Town will promote training for earthquake response through such activities as the annual Disaster Day program.

The Town will follow RP-1, Emergency Response and Recovery Plan for an earthquake. Response actions will begin immediately at OPGON 1. It is essential to prepare for aftershocks during the response and recovery efforts.

Tsunami Plan

I. Introduction

Tsunamis are a series of very long waves traveling at very fast speeds usually initiated by an earthquake on the ocean floor. They are generally not noticed by air or ships at sea until they approach the coastline and their wave height increases to as high as 100 feet. While the threat of a significant tsunami is low for the South Carolina coastline, the impact and effects could be devastating to the Town and its residents. The Town sits on a barrier island and therefore is extremely vulnerable to an approaching tsunami.

According to a 2010 presentation by the National Weather Service¹, scientists have identified a number of natural events in the Atlantic Ocean that could generate a tsunami with the potential to impact the U.S. Eastern Shoreline. These events include earthquakes along plate tectonic zones of concern within the Atlantic Ocean, including the Puerto Rico trench and others. The National Weather Service presentation indicates that a Magnitude 9 earthquake in the Puerto Rico trench could generate a tsunami that would threaten Charleston within five hours with a wave height of five feet. Charleston County has developed a Tsunami Plan and was certified as “Tsunami Ready” through a federal program in 2006.

II. Plan Summary

The National Oceanic and Atmospheric Administration (NOAA) operates Tsunami Warning Centers to monitor and provide warnings for potential and actual tsunamis. These warnings would be received by State and Charleston County officials, who in turn would notify the vulnerable coastal communities such as the Town. Notifications may be made through local media, Reverse 911 and/or REACH SC systems, or other means to provide immediate warning to all residents in vulnerable areas.

Charleston County’s Emergency Preparedness Division will lead the effort to evacuate all vulnerable communities. The Town will work with Charleston County officials to ensure the Town’s efforts are well coordinated with the overall regional response. Upon notification from the State or County of an approaching tsunami, the Town will immediately move to OPCON 1. A State of Emergency will be declared and a mandatory evacuation may be issued, if time allows, to move all residents to a safer inland location as determined by Charleston County officials. If an evacuation is not possible before the tsunami approaches, all residents will be instructed to move to the top floor of their homes or nearby building. Notification to residents will be performed by a combination of the Code Red system and the POA’s vehicles with loudspeakers driving through all streets within the Town.

Response and recovery operations will vary depending on whether the Town was fully evacuated or not. These operations may last days, weeks, or even months. The complexity of the operations will increase significantly if an evacuation is not possible and a devastating tsunami hits the Town. Support from Charleston County, the State, and the Town’s outside Vendors will be required if any significant tsunami impacts the Town.

¹ “United States East Coast Tsunami Threats”, Steve Pfaff, National Weather Service, 2010 (<http://www.erh.noaa.gov/ilm/stormready/tsunami/player.html>)

III. Preparation, Response, and Recovery

Since tsunamis along the U.S. East Coast are so rare and not commonly considered a real threat, preparation will be critical to ensure that the Town and its residents are ready to respond effectively when needed. The Town will encourage all residents and organizations within the Town to individually prepare for tsunamis, identifying the safest, high elevation locations within their homes or buildings to ride out a tsunami if necessary. The Town will also work closely with Charleston County to receive training on the County's Tsunami Plan and to participate in future drills or exercises.

To respond to an approaching tsunami, Town, County, and State officials must quickly determine whether evacuation of the Town could be undertaken so as to be effective to prevent injuries or loss of life. If the Town is to be evacuated, the Hurricane Plan starting with OPCON 1 will be followed for the evacuation, response, and recovery procedures. If an evacuation is not possible, then the Town will follow RP-1, Emergency Response and Recovery Plan starting with OPCON 1. In this case, the Town will order evacuation of all beaches and warn all residents to move to the safest, high elevation area of their house or building. The safest locations will be those with an elevation greater than 20 feet. Additionally, the Town will inform all residents that the approaching tsunami will likely be a series of waves which may increase in height. Code Red (see instructions in Appendix 9), in conjunction with State and County notification systems, will be used to notify all residents of the appropriate response actions.

Pandemic Plan

I. Introduction

A pandemic is a significant infectious disease outbreak that covers the globe in a series of waves. Pandemics are most often associated with a novel form of influenza or other contagious diseases and most of the global population is vulnerable due to a lack of existing immunity. In the 20th century, there were three (3) global pandemic episodes:

- 1918 (Spanish Flu)
- 1957 (Asian Flu)
- 1968 (Hong Kong Flu)

Historians and epidemiologists estimate that the 1918 pandemic killed 50,000,000 people worldwide, including 500,000 in the United States. The 1957 pandemic killed approximately 70,000 people in the United States and the 1968 pandemic killed approximately 34,000 in the United States.

While a pandemic does not cause the typical damage to infrastructure and property as many other Disasters, it does have the potential to disrupt normal Town operations and impact a significant number of its residents. Therefore the Town must prepare for this threat in conjunction with the existing Plans developed by the State and County.

II. Plan Summary

Infectious disease experts at the World Health Organization (WHO) and the U.S. Department of Health and Human Service's Centers for Disease Control (CDC) expect a new influenza virus to be the likely cause of the next influenza pandemic. Influenza viruses go through several phases of mutation as they progress toward the ability to cause a pandemic. The first phase is establishment within an animal population. Most viruses never pass beyond animal-to-animal transmission and those viruses pose no threats to humans. The influenza viruses that do become threats to humans pass through additional phases, with different phase (or interval) definitions provided by the WHO and CDC. These phases, or intervals, as defined by the WHO and CDC are presented in the table at the end of this section.

This plan is focused on the threat posed by viruses that have passed into the Alert phase (or Recognition interval) and beyond. The trigger points for escalating action by the Town are based on the geographical proximity of demonstrated human-to-human transmission to South Carolina.

<i>Trigger Point</i>	<i>CDC Interval</i>	<i>Human-to-Human Transmission Location(s)</i>
Trigger Point 1	Recognition	Anywhere globally
Trigger Point 2	Initiation	Anywhere globally
Trigger Point 3	Acceleration	First case in United States
Trigger Point 4	Acceleration	First case in South Carolina
Trigger Point 5	Acceleration	First case in Charleston County

It must be emphasized the Trigger Points identified above could be reached in rapid succession and with little time allowed for implementation of corresponding actions. If significant human-to-human transmission is documented in any part of the world and it is brought to South Carolina shortly thereafter, then Trigger Points 3, 4 and 5 could all be met in a matter of a few days.

The State Department of Health and Environmental Control (DHEC) will take the lead in managing the regional response to a Pandemic, in coordination with the Charleston County Emergency Management Department as necessary. The Town will work with State and County officials to ensure that the Town complies with all necessary actions in coordination with those agencies. The Town will focus attention on the continuous delivery of its functions and services, especially the

water and sewer utility services. A significant Pandemic outbreak in the Lowcountry would likely restrict most residents to their homes. Therefore it is essential for the Town to ensure continuous operation and delivery of water and sewer services to its residents while dealing with illness and absences among the Town's staff and its Utility Plant contractor. Prime consideration and attention will be given to the continuous operation of the Town's water and sewer utility, but other Town services and functions may be temporarily suspended as staffing and other issues dictate.

III. Preparation, Response, and Recovery

Since a pandemic event is primarily a staffing risk for the Town (with other agencies like DHEC managing the disease treatment and control risks), the Town's preparations will be limited to a few activities. Documentation of the Town's critical functions is provided in Appendix 24 and can be used to cross-train staff and Town Officials to handle different functions as needed due to staff illness and absences. The Town will consider other disease control methods for its staff when necessary, including the use of N95 respirator masks, non-latex examination gloves, and social distancing of staff and Town Officials.

The Town's Utility Commission will review the contractor's Pandemic Plan and request the contractor to provide updates to the Plan as necessary. The Utility Commission may also seek the input of the Town's Public Safety Committee while reviewing the contractor's Plan.

The Town may follow sections of RP-1, Emergency Response and Recovery Plan as necessary. The following specific actions will be taken by the Town in response to each of the Trigger Points identified on the previous page.

1. Response – Trigger Point 1: Recognition interval (CDC), anywhere globally

When the CDC announces the Recognition interval has begun, the Town will implement the following actions to prepare for a possible pandemic that could impact the Town:

- A. Monitor Pandemic Status
 - a. The **Operations Official** will identify the best information sources to monitor the status of the pandemic, including the identification of first cases within the United States, South Carolina, and Charleston County.
 - b. The **Operations Official** will provide regular updates to the **Executive Official**, at least every two weeks.

2. Response - Trigger Point 2: Initiation interval (CDC), anywhere globally

When the CDC announces the Initiation interval has begun, indicating that a pandemic wave has begun to spread globally, the Town will implement the following actions:

- A. Establish Planning Priorities and Policies
 - a. The **Operations Official** will review pandemic status and planning items, including the following:
 - i. Establish policies for PTO and FMLA absences unique to pandemic, including policies regarding when a previously ill person is no longer infectious and may return to work after illness.
 - ii. Establish policies for employees who have been exposed to influenza virus, or who suspected to be ill, or who become ill at the worksite (including infection control response and immediate mandatory PTO or FMLA).
 - iii. Establish policies to use when employees leave work ill or call in ill, such as:
 - Wipe down the ill employee's computer, mouse, keyboard, phone, desk, and other work areas with disinfecting wipes.
 - Procedure to disinfect employee's work area.
 - iv. Establish policies for telecommuting and flexible work hours. Consult with Town's IT vendor to determine what is needed to allow staff members to work off-site.
 - v. Review criteria and procedures for virtual meetings and closing Town Hall.

- B. Obtain Supplies
 - a. The **Resources Official** will review current supplies, and if necessary, obtain sufficient and infection control supplies for Town Hall, including:
 - i. Educational materials (hand washing posters, etc.)
 - ii. Alcohol gel hand-hygiene dispensers
 - iii. Facial tissues and receptacles for their disposal
 - iv. Sanitizing wipes for disinfecting work surfaces
 - v. Cloth face masks and non-latex disposable gloves

3. Response - Trigger Point 3: Acceleration interval (CDC), first case in United States

When the CDC announces the Acceleration interval has begun and/or the first case is documented within the United States, but not yet within South Carolina, the Town will implement the following actions:

- A. Issue Advisory to Public and Staff
 - a. The **Communications Official** will develop Public Information Statements as needed, and request approval from the **Executive Official**.
 - b. Upon approval, the **Communications Official** will distribute the Public Information Statements via the regular communication channels for such notices.
- B. Review Planning Priorities and Policies
 - a. The **Operations Official** will review all pandemic policies and procedures, and distribute to all Town Officials and staff.
 - b. The **Utilities Official** will review the Utility Pandemic Plan with the Utility Plant Contractor.
- C. Restrict Travel
 - a. The **Executive Official** will consider if travel restrictions should be implemented to reduce the risk of infection by Town staff and Officials. Consider the use of telephone conference calls and/or videoconference calls as an alternative to face-to-face meetings.
- D. Post Public Safety Notices
 - a. The **Operations Official** will consider the posting of prominent notices at the entrance(s) to Town Hall advising people not to enter if they have symptoms of influenza.
- E. Confirm Supplies
 - a. The **Resources Official** will confirm that all pandemic supplies are in place at Town Hall, and that all staff know where supplies are and how /when to use them.

4. Response - Trigger Point 4: Acceleration interval (CDC), first case in South Carolina

When the first positive case is announced within South Carolina, the Town will implement the following actions:

- A. Issue Advisory to Public and Staff
 - c. The **Communications Official** will develop Public Information Statements as needed, and request approval from the **Executive Official**.
 - d. Upon approval, the **Communications Official** will distribute the Public Information Statements via the regular communication channels for such notices.
- B. Review Status and Implement Policies
 - a. The **Public Safety Official** will convene a meeting of the Disaster Recovery Council to review pandemic status and planning items.
 - b. The **Executive Official** will review the current succession plan for Town Council and staff.
 - c. The **Operations Official** will review or develop policy for Town Hall to close. See the sample memorandum to Town employees listed in Appendix 32 (Memo from Joseph Cronin dated March 20, 2020).
 - d. The **Utilities Official** will meet regularly with the Utility Plant Contractor to receive status updates, at a minimum of twice per week.

5. Response - Trigger Point 5: Acceleration interval (CDC), first case in Charleston County

When the first positive case is announced within Charleston County, the Town will implement the following actions:

- A. Issue Advisory to Public and Staff
 - a. The **Communications Official** will develop Public Information Statements as needed, and request approval from the **Executive Official**.
 - b. Upon approval, the **Communications Official** will distribute the Public Information Statements via the regular communication channels for such notices.
- B. Close Town Hall and Conduct Operations Remotely
 - a. The **Operations Official** will issue a memorandum to all staff and Town Officials including details related to the closure of Town Hall in coordination with a similar closure of public buildings by Charleston County. See the sample memorandum to Town employees listed in Appendix 32 (Memo from Joseph Cronin dated March 20, 2020).
 - b. The **Executive Official** will determine if Town Hall should close prior to an announcement by Charleston County of the closure of County buildings.
 - c. The **Executive Official** will determine if and when to issue a State of Emergency for the Town.
 - d. The **Utilities Official** will maintain daily communication with the Utility Plant contractor to verify that they have adequate staff and back-up staff to keep the Town's utility system operational.
 - e. The **Public Safety Official** will develop a schedule of meetings for the Disaster Recovery Council to review pandemic status and planning items. Meetings will be scheduled on a regular interval (e.g., monthly) or as needed.
- C. Monitor Pandemic Status
 - a. The **Operations Official** will monitor pandemic status through media and advisories provided by SC EMD and/or DHEC.
 - b. The **Operations Official** will monitor for CDC announcement of the Deceleration interval, indicating that infections are decreasing within the United States.
 - c. As appropriate the **Operations Official** and **Executive Official** will reduce pandemic restrictions, such as remote working, Town Hall closure, public meetings, etc. when SC EMD and/or DHEC officials advise it is safe to do so.
- D. Adapt Operations for other Emergencies or Disasters
 - a. During a declared virus outbreak, the **Public Safety Official** will consider adopting the following additional protective measures as part of recovery activities associated with other emergencies:
 - Limiting damage assessment teams to two people from the same household or otherwise protecting team members through facemasks and appropriate distancing to the extent possible (e.g., in a car, one person in the driver's seat and other person in the rear passenger side seat).

WHO and CDC Pandemic Phases and Intervals

World Health Organization (WHO) phases	US Centers for Disease Control and Prevention (CDC) intervals	Federal indicators for CDC intervals	State/Local indicators for CDC intervals
<p>Inter-pandemic phase: Period between influenza pandemics</p> <p>Alert phase: Influenza caused by a new subtype has been identified in humans</p>	<p>Investigation: Investigation of novel influenza A infection in humans or animals</p>	<p>Identification of novel influenza A infection in humans or animals anywhere in the world with potential implications for human health</p>	<p>Identification of novel influenza A infection in humans or animals in the United States with potential implications for human health</p>
	<p>Recognition: Recognition of increased potential for ongoing transmission of a novel influenza A virus</p>	<p>Increasing number of human cases or clusters of novel influenza A infection anywhere in the world with virus characteristics, indicating increased potential for ongoing human-to-human transmission</p>	<p>Increasing number of human cases or clusters of novel influenza A infection in the United States with virus characteristics indicating increased potential for ongoing human-to-human transmission</p>
<p>Pandemic phase: Global spread of human influenza caused by a new subtype</p>	<p>Initiation: Initiation of a pandemic wave</p>	<p>Confirmation of human cases of a pandemic influenza virus anywhere in the world with demonstrated efficient and sustained human-to-human transmission</p>	<p>Confirmation of human cases of a pandemic influenza virus in the United States with demonstrated efficient and sustained human-to-human transmission</p>
	<p>Acceleration: Acceleration of a pandemic wave</p>	<p>Consistently increasing rate of pandemic influenza cases identified in the United States, indicating established transmission</p>	<p>Consistently increasing rate of pandemic influenza cases identified in the state, indicating established transmission</p>
	<p>Deceleration: Deceleration of a pandemic wave</p>	<p>Consistently decreasing rate of pandemic influenza cases in the United States</p>	<p>Consistently decreasing rate of pandemic influenza cases in the state</p>
<p>Transition phase: Reduction in global risk, reduction in response activities, or progression toward recovery actions</p>	<p>Preparation: Preparation for future pandemic waves</p>	<p>Low pandemic influenza activity but continued outbreaks possible in some jurisdictions</p>	<p>Low pandemic influenza activity but continued outbreaks possible in the state</p>

Winter Storm Plan

I. Introduction

Winter storms that produce sub-freezing temperatures over several days accompanied by precipitation in the form of sleet, freezing rain and snow can result in tree damage and icy roads that create hazardous driving conditions. Some localized power interruptions are possible with downed power lines from tree damage. Prolonged periods of cold weather can result in extraordinary demand for replenishment of residential propane supplies. These impacts threaten the comfort, convenience, and potentially the health and safety of residents whose health care needs require regular visits to area medical facilities. Responsibility for roadways within the Town is divided between the POA (roadways interior of the POA security gate) and Charleston County (public roadways exterior of the POA security gate). Maintenance of the local electrical power distribution system is the responsibility of Berkeley Electric which in turn relies on supply of power from Santee Cooper for distribution within the Town. Residential propane is supplied by privately owned businesses including Berkeley Propane and Blue Flame Gas. The Town will monitor local conditions, actions being taken by the responsible organizations and will communicate information to the community that pertains to the health and/or safety of residents. To the extent temporary shelter can be arranged locally for town residents whose homes suffer loss of essential utilities, the Town will seek to arrange temporary shelter with preference being given to residents with medical needs.

II. Plan Summary

In the event of winter storm impacts forecast for Charleston County, the Town will follow increases of emergency readiness status (“OPCON”) by Charleston County Emergency Management Department as appropriate to maintain public health and/or safety. Neither the Town nor Charleston County maintain resources for treatment of roadways and rely on South Carolina Department of Transportation for snow and ice removal. It is to be expected that the highest priority for snow and ice removal will be given to interstate and other primary roads within Charleston County. Charleston County Sheriff’s Office is responsible for determining whether hazardous driving conditions necessitate closure of roads or bridges. The Town will keep Charleston County EMD aware of the Town’s status and will communicate information to residents as conditions change.

III. Preparation, Response, and Recovery

A. Preparation

The following tasks should be completed by December 1st of each year:

1. The **Operations Official** will ensure that the supply of propane for the Town Hall generator is topped up.
2. The **Operations Official** will ensure that there are supplies of salt and sand at Town Hall to treat steps and walkways on Town property for snow and ice.
3. The **Public Safety Official** will publish an article addressing preparedness for winter storms and emphasizing individual responsibility for: ensuring supplies of propane are adequate for extended cold weather, having materials on hand to treat snow and ice on steps and walkways, and maintaining vehicle fuel levels to account for reduced local availability of fuel.
4. The **Public Safety Official** will provide POA security and Amenities Office a winter storm preparedness check list for distribution to rental guests on their initial arrival.
5. The **Resources Official** will identify local publicly available sources that maintain or will maintain an inventory of materials suitable for use to treat steps and driveways on which snow and/or ice has accumulated; the **Resources Official** will inform the **Executive Official**, the **Public Safety Official** and the **Communications Official** of those sources.

B. Response

When local weather forecasting reflects that a winter storm is likely to impact the Town with potential to impair or disrupt transportation, utilities services and communications services, the Town will commence the following emergency response actions and will continue those of the actions appropriate to on-going storm impacts until storm impacts abate:

Operations Official

1. In accordance with determination made by **Executive Official**, post OPGON 2 status and updates of Town status, such as temporary closure of Town Hall to Charleston County EOC (via PalmettoEOC "Significant Events").
2. If **Executive Official** has determined that local accommodations are to be arranged for one or more members of Town staff, reserve accommodations for Town staff members to allow daily commuting between the Town and those accommodations.
3. Contact representatives of Club, POA and St. Christopher Camp and Conference Center and request that they provide information of availability of equipment useful for treating and clearing roads within the Town for expected accumulation of snow and/or ice and availability of operators for available equipment.
4. Contact representatives of Club, POA and St. Christopher Camp and Conference Center and request them to provide information of availability of facilities that could be used for temporary shelter for persons within the community whose residential supply of utilities is interrupted.
5. Send e-mail to all residents (Town's bulk e-mail), submit post to POA BLOG (Tidelines) and request POA "eBlast" asking residents who themselves need, or who know residents they believe need, temporary shelter in consequence of storm impacts to contact the Town with their names and contact information; compile a list of persons needing temporary shelter; engage Town Officials in contacting identified persons.
6. Assist **Communications Official** to disseminate the approved Winter Weather Public Information Statements and to update the Town's TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service.
7. Distribute Winter Weather Public Information Statements via bulk email to merchants, rental agencies and regime managers operating within the Town.
8. Gather information of road conditions within the Town from POA, and report conditions to the **Public Safety Official** and **Executive Official**.
9. Prepare checklist (see Appendix 36) of completed tasks of Winter Storm Response and deliver copies to **Executive Official** and **Public Safety Official**.

Utilities Official

1. Monitor weather forecasts and advise **Executive Official** of potential impacts to water supply from frozen residential water supply lines; and to sewerage service in consequence of potential interruption of electrical power.
2. Advise **Executive Official** of interruptions of water supply and sewerage service as they arise.
3. Prepare checklist (see Appendix 36) of completed tasks of Winter Storm Response and deliver copies to **Executive Official** and **Public Safety Official**.

Public Safety Official

1. Verify location and readiness of other Town Council members and Mayor.
2. Report names to Mayor of any Town Council members unable to assist.
3. Notify all members of Disaster Recovery Council of changes of Town's emergency response readiness status with request for acknowledgement from all recipients; distribute emergency response information mirroring Winter Weather Public Information Statements to members of Disaster Recovery Council; request that Disaster Recovery Council representatives who will not be staying within the Town take their HAM radios with them..
4. Inform all members of Disaster Recovery Council of date, time and location of initial meeting of Disaster Recovery Council as determined by **Executive Official**.

5. No less frequently than once each day, gather reports of conditions of local roads from **Operations Official**, SC DOT and Charleston County Sheriff's Office and report traffic restrictions to **Executive Official** and **Communications Official**.
6. Prepare checklist (see Appendix 36) of completed tasks of Winter Storm Response and deliver copies to **Executive Official**.

Logistics Official

1. No later than the earliest announcement from Charleston County Emergency Management Department of a contemplated increase in its emergency readiness status, the **Logistics Official** will consult with the **Executive Official** as to whether arrangements for local accommodations are to be made for members of Town staff in contemplation of impaired access to the Town in consequence of storm impacts. The **Logistics Official** will verify availability of rooms sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options) and will inform the **Executive Official** of availability of accommodations.
2. Prepare checklist (see Appendix 36) of completed tasks of Winter Storm Response and deliver copies to **Executive Official** and **Public Safety Official**.

Communications Official

1. For meetings of Disaster Recovery Council conducted as conference calls, serves as "host" for those conference calls; except as otherwise set forth herein:
 - a. Disaster Recovery Council meetings will begin with a report from the **Executive Official** in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within and providing access to the Town;
 - b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization;
 - c. Disaster Recovery Council meetings will end with the **Executive Official** reviewing the list of immediate unmet needs and confirming or setting the date/time for the next Disaster Recovery Council conference call.
2. Prepare Winter Weather Public Information Statements (see Winter Weather Advisory template of Appendix 32) for approval by **Executive Official** and issues approved Public Information Statements by; posts to the Town's website; bulk email (copied for SIPOA "eBlast" and SIPOA "blog" (TIDELINES)); updated outgoing messages on the Town's Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging. **Communications Official** updates Town's TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town's website and Toll Free telephone service or essential information of the approved Public Information Statement.
3. Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents, prepare Public Information Statement(s) to address frequently asked questions; request approval of **Executive Official** to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by **Executive Official**.
4. Prepare checklist (see Appendix 36) of completed tasks of Winter Storm Response and deliver copies to **Executive Official** and **Public Safety Official**.

Executive Official

1. In accordance with conditions and consultations as deemed appropriate, determine when the Town's emergency readiness status shall be changed in order to guide emergency response. Particular consideration shall be given to the emergency readiness status (OPCON) of Charleston County in view of uncertainty as to the immediacy of the potential impact. The change will likely be in accordance with adoption of OPCON 2 by the Charleston County Emergency Management Department.

2. In accordance with conditions within the community determine whether and when to convene an initial meeting of the Disaster Recovery Council and inform the **Public Safety Official** of the date, time and place of that initial meeting.
3. In consultation with **Operations Official**, determine availability of members of Town staff to temporarily relocate to accommodations suitable for daily commuting between those accommodations and the Town in contemplation that commuting of staff members from their homes may be severely impaired by storm impacts.
4. Contact representatives of Town of Kiawah and request them to provide information of availability of facilities that could be used for temporary shelter for Seabrook Island residents whose homes suffer loss of utilities while roads inland remain unsafe.
5. Convene meetings of Town Officials to participate in Charleston County Emergency Management Department daily conference calls, if any, and to identify items of information for inclusion in Public Information Statements.
6. Contact, or instructs **Public Safety Official** to contact, first responders (St. Johns Fire District, Charleston County Emergency Services, Charleston County Sheriff's Office) for information concerning availability of first responder services for residents of the Town.
7. In consultation with the **Operations Official**, determine whether to temporarily cease regular business operations at Town Hall.

C. Recovery

The Town's undertaking of the following recovery actions will begin when local weather forecasting reflects that winter storm impacts are likely to end within one day:

Operations Official

1. If **Executive Official** confirms that removal of debris is to be undertaken by Town's debris management contractors, **Operations Official** contacts the contractors to determine their availability to timely respond and authorizes their mobilization.
2. Requests those of Club, POA and St. Christopher Camp and Conference Center with suitable available resources to undertake removal of accumulated snow and ice from roadways within the Town and reports progress of road clearing to the **Public Safety Official** and **Executive Official**.
3. Assists **Communications Official** to disseminate the approved Winter Weather Public Information Statements and to update the Town's TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service.
4. Distributes Winter Weather Public Information Statements via bulk email to merchants, rental agencies and regime managers operating within the Town.
5. Monitors progress of clearing of roads of debris and accumulated snow and ice, and reports conditions to the **Public Safety Official** and **Executive Official**.
6. Prepares checklist (see Appendix 36) of completed Winter Storm Recovery tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Utilities Official

1. Monitor weather forecasts and advise **Executive Official** of potential impacts to water supply from frozen residential water supply lines and to sewerage service in consequence of potential interruption of electrical power.
2. Prepare checklist (see Appendix 36) of completed Winter Storm Recovery tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Public Safety Official

1. Notify all members of Disaster Recovery Council of changes of Town's emergency response readiness status with request for acknowledgement from all recipients; distribute emergency response information mirroring Winter Weather Public Information Statements to members of Disaster Recovery Council.

2. Gather reports of conditions of local roads from **Operations Official**, SC DOT and Charleston County Sheriff's Office and report traffic restrictions to **Executive Official** and **Communications Official**.
3. Prepare checklist (see Appendix 36) of completed Winter Storm Recovery tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Logistics Official

1. If **Executive Official** determines that any facility within the Town is to be used to provide temporary shelter, **Logistics Official** determines availability of food, water and bedding within the Town that can be used for the needs of persons who are temporarily sheltered and informs **Resources Official** of sources of those supplies.
2. Prepare checklist (see Appendix 36) of completed Winter Storm tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Resources Official

1. Arranges for procurement of supplies identified by **Logistics Official** and delivery of those supplies to the facility(s) to be used for temporary shelter.
2. Prepare checklist (see Appendix 36) of completed Winter Storm Recovery tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Communications Official

1. For meetings of Disaster Recovery Council conducted as conference calls, the **Communications Official** serves as "host" for those conference calls; except as otherwise set forth herein:
 - a. Disaster Recovery Council meetings will begin with a report from the **Executive Official** in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within and providing access to the Town;
 - b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization;
 - c. Disaster Recovery Council meetings will end with the **Executive Official** reviewing the list of immediate unmet needs and confirming or setting the date/time for the next Disaster Recovery Council meeting.
2. Prepare Winter Weather Public Information Statements (see Winter Weather Advisory template of Appendix 32) for approval by **Executive Official** and issues approved Public Information Statements by; posts to the Town's website; bulk email (copied for SIPOA "eBlast" and SIPOA "blog" (TIDELINES)); updated outgoing messages on the Town's Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging. **Communications Official** updates Town's TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town's website and Toll Free telephone service or essential information of the approved Public Information Statement.
3. Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents, prepare Public Information Statement(s) to address frequently asked questions; request approval of **Executive Official** to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by **Executive Official**.
5. Prepare checklist (see Appendix 36) of completed Winter Storm Recovery tasks and delivers copies to **Executive Official** and **Public Safety Official**.

Executive Official

1. It is contemplated that initial clearing of debris from Seabrook Island road will be performed by St. Johns Fire District to provide passage for emergency vehicles. To the extent Disaster Recovery Council member organizations have equipment suitable for clearing debris from roadways and operators for such equipment available, their assistance will be provided to SJFD so as to provide emergency vehicle access within the community. In consultation with

- POA, the **Executive Official** determines whether timely completion of debris clearing for passage of emergency vehicles and access to Seabrook Island Utility lift stations will require engagement of the Town's debris management contractors. If so, **Executive Official** apprises members of Town Council accordingly. With approval of Town Council and SIPOA, **Executive Official** authorizes **Operations Official**, to mobilize contractors for required road clearing. Guidelines for prioritization of debris clearing from roads appear in Appendix 33.
2. In accordance with conditions and consultations with **Operations Official**, determine whether any facility within the Town, including Town Hall, or the Kiawah Municipal Center can be effectively used to provide temporary shelter for residents whose homes have suffered loss of utilities while roads inland remain unsafe from storm impacts; determines content and timing of announcement of availability of temporary shelter for residents.
 3. Convene meetings of Town Officials to participate in Charleston County Emergency Management Department daily conference calls, if any, and to identify items of information for inclusion in Public Information Statements.
 4. Contact, or instruct **Public Safety Official** to contact, first responders (St. Johns Fire District, Charleston County Emergency Services, Charleston County Sheriff's Office) for information concerning availability of first responder services for residents of the Town.
 5. Review and approve Winter Weather Public Information Statements received from **Communications Official**.
 6. In accordance with conditions and consultations with Town Officials, determine when the Town's emergency readiness status shall be returned to OPCON 3 (Normal Operations).

Appendix 4. Hazard Mitigation Plan

Jurisdictions Represented and Participating in the Charleston Regional Hazard Mitigation Plan

CRS Jurisdictions processed by Charleston County:

Town of Seabrook Island

**A RESOLUTION FOR THE ADOPTION OF THE REVISED
CHARLESTON REGIONAL HAZARD MITIGATION PLAN BY
TOWN OF SEABROOK ISLAND
RESOLUTION 2017-06**

WHEREAS, the Town of Seabrook Island has experienced the effects of natural and man-made hazard events; and

WHEREAS, the Charleston County Council approved the formation of the Charleston Regional Hazard Mitigation Plan Committee that has prepared a recommended *Charleston Regional Hazard Mitigation Plan*; and

WHEREAS, the recommended *Charleston Regional Hazard Mitigation Plan* has been widely circulated for review by residents/business organizations/professional organizations of the unincorporated and incorporated areas of Charleston County, state, federal, regional and local government agencies and has been supported by those reviewers; and

WHEREAS, the Town of Seabrook Island has adopted the *Charleston Regional Hazard Mitigation Plan*, most recently readopted it in 2013, and is required to adopt the amended version of this plan on a five-year cycle for the Town to remain eligible for certain Federal programs in which Charleston County participates; and

NOW, THEREFORE, be it resolved that

1. The *Charleston Regional Hazard Mitigation Plan* is hereby adopted as an official plan of the Town of Seabrook Island.
2. The Charleston Regional Hazard Mitigation Project Committee is recognized as a continuing entity charged with reviewing, maintaining the *Charleston Regional Hazard Mitigation Plan* in accordance with Community Rating System, Flood Mitigation Assistance, Disaster Mitigation Act and Public Information Plan requirements, and periodically reporting on the progress towards and revisions to the plan to the Town Council for the Town of Seabrook Island.

Done this 28th day of November, 2017.

TOWN OF SEABROOK ISLAND



Mayor

Action Plan for Unincorporated Charleston County

**Unincorporated Charleston County, SC fully services the following jurisdictions and therefore all have the same action plan. Additions and individualized projects for this plan will be shown under the applicable jurisdiction: Town of Awendaw, Town of Hollywood, Town of Lincolnville, Town of McClellanville, Town of Meggett, Town of Ravenel, Town of Rockville, and Town of Seabrook Island.*

Following are the proposed projects to be undertaken/ continued in Charleston County for hazard mitigation during May 2017 - April 2018

(Abbreviations for "Type" are as follows: "PA" is Preventive Activities, "PP" is Property Protection Activities, "NB" is Natural and Beneficial Functions/Resource Preservation Activities, "ES" is Emergency Services Activities, "SP" is Structural Projects Activities, and "PI" is Public Information Activities, "GIS" is Geographic Information Systems Activities.)

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PA	Continue enforcement of the International series Building-related and Fire codes and the floodplain management regulations (including the two foot freeboard, cumulative substantial improvement clause, and/or other provisions deemed necessary to enhance Community Rating System credits) to maintain participation in the National Flood Insurance Program and the Community Rating System	Building Inspection Services	General Fund	Minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	1
PA, PI	Continue to expand the Community Wildfire Protection Plan (CWPP) to include all Fire Departments / Districts in the County. Support the CWPP by increasing public awareness with the purpose of improving the protection of all structures	Building Inspection Services Project Impact County-wide Fire Departments and Districts	General Fund	Minimize future wildfire damage; protect the lives of our citizens from natural and man-made hazards; educating citizens regarding steps to take to reduce vulnerabilities; improve hazard resistance of infrastructure; reduce vulnerability of our infrastructure to natural and man-made hazards	1
PP, PI	Promote standards for existing homes to be retrofitted to exceed minimal codes	Building Inspection Services	General Fund	Reduce existing flood damage; preserve environmental resources; minimize future hurricane damages; minimize future earthquake damages; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability.	1
PP, PI	Continue providing information to citizens regarding hazard safe interior rooms (PPI)	Building Inspection Services	General Fund	Minimize future tornado-related loss of life; Educating citizens regarding vulnerability to hazards and steps which may reduce vulnerability.	2

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PI	Provide hazard related information to all residents through locally distributed telephone book (PPI)	Building Inspection Services	General Fund	Protecting the lives of citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future hurricane damage; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve water quality.	1
PA, PI	Continue to provide coordination of County stormwater management through development and implementation of a comprehensive program. Enhance efforts at improving water quality through environmental educational activities	Planning Public Works Building Inspection Services	General Fund Enterprise Fund Grant Funding	Improve water quality; minimize future flood damage; reduce existing flood damage; educating citizens regarding steps to take to reduce vulnerabilities; improve hazard resistance of infrastructure; reduce vulnerability of our infrastructure to natural and man-made hazards	1
PA	Continue implementing the stormwater master plan for Charleston County and the applicable regulations	Public Works Building Inspection Services Planning	Enterprise Fund Grant Funding	Minimize future flood damage; minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	2
PA	Implement new standards requiring reverse grade to move back towards the property and away from waterways.	Public Works Building Inspection Services	General Fund	Minimize runoff of pesticides and other pollutants into waterways.	2
PA	Continue enforcement of zoning regulations, including the low density zoning provisions of the Zoning and Land Development Regulations (ZLDR)	Planning	General Fund	Minimize future flood damage; preserve environmental resources; promote long-term economic prosperity; preserve open space; encourage recreational activities; minimize future hurricane damage; minimize future earthquake damage; protecting the lives of our citizens from natural and man-made hazards	1
PA, PI	Conduct or co-sponsor training workshops regarding the International Building-related, flood, and Fire Prevention Codes and Regulations, and on sustainable construction / landscaping practices, when there is interest in these workshops (PPI)	Building Inspection Services	General Fund self-supporting through workshop revenues	Educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; improve hazard resistance of infrastructure; minimize hurricane damage; preserve environmental resources	1

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)
PA, PP, PI, NB	Continue providing information to citizens regarding propane tank anchoring, hazard safe interior rooms, boat anchoring and maintenance, generator safety, riparian buffer zones, hazard resistant landscaping, and artifact protection, among other issues (PPI)	Building Inspection Services Project Impact Community Partners	General Fund Grant Funding	Educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; minimize future hurricane damages; preserve environmental resources	2
PA	Continue enforcing regulations requiring new manufactured homes brought into Charleston County to be constructed to wind zone 2 requirements as required per State law	Building Inspection Services	General Fund	Minimize future hurricane damages; protecting lives of citizens from natural and man-made hazards	1
PA	Continue prohibiting new manufactured homes to be installed in "V" flood zones and requiring manufactured homes installed in "A" flood zones to be on permanent foundations	Building Inspection Services	General Fund	Minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage; protecting lives of citizens from natural and man-made hazards	1
PP	Continue demolishing structures posing a threat to public safety, considering location within the special flood hazard area as a prioritization factor	Building Inspection Services	Grant Funding	Reduce existing flood damages; promote long-term economic prosperity; encourage recreational activities; minimize future hurricane damage; minimize future flood damage; reducing vulnerability of infrastructure to hazards	3
PP	Seek funding for retrofitting, demolishing, or relocating repetitively flooded properties, if suitable candidates should be identified. Utilize <i>Charleston County Repetitive Loss Area Analysis</i> for identifying suitable candidates	Building Inspection Services	Grant Funding	Reduce existing flood damage; minimize future flood damage; preserve historic building inventory; reducing vulnerability of built-environment to hazards	1
PP, PI	Continue distributing a brochure on protecting boats from damages during hurricanes to interested citizens through expos, offices, marinas, and boat dealers (PPI)	Building Inspection Services Project Impact	Grant Funding	Educating citizens regarding steps to take to reduce hazard vulnerability; minimize future hurricane damage; encourage recreational activities; preserve environmental resources, improve water way quality	3

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PP, PI	Continue distributing a brochure on protecting and preserving historic artifacts to interested citizens through expos, government offices, etc. (PPI)	Building Inspection Services Project Impact	Grant Funding	Educating citizens regarding steps to take to reduce hazard vulnerability; preserve historic building inventory; minimize future flood damage	2
PP	Seek funding for retrofitting critical facilities or infrastructure to enhanced hazard resistance in accordance with the County of Charleston Facilities Master Plan Update "Building Utilization and Needs Survey" or other applicable plans as funding sources become available	Building Inspection Services	Grant Funding	Reduce vulnerability of infrastructure to natural and man-made hazards; minimize future hurricane damage; minimize future earthquake damage; reduce existing flood damage; preserve historic building inventory; promote long-term economic prosperity	1
NB	Continue enforcement of the tree protection/landscaping ordinance	Planning	General Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; improve water quality; improve air quality	2
NB	Continue maintaining permanent open space as parks	Parks and Recreation Commission Building Inspection Services	General Fund Special Revenue Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; minimize future flood damages	2
NB	Continue encouraging the Greenbelt Advisory Board to acquire green space in the special flood hazard area, to the extent feasible	Building Inspection Services Parks and Recreation Commission	Special Revenue Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; minimize future flood damages; improve water quality; improve air quality	2

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
NB	Continue participating in "Build-A-Dune" projects as funding permits, and assist other jurisdictions in participating in this initiative upon request. Implement and participate in the Charleston County Beachfront Management Plan to enhance and preserve our coastlines	Building Inspection Services Public Works Project Impact	Grant Funding	Minimize future flood damage; reduce existing flood damage; preserve environmental resources; improve hazard resistance of infrastructure; minimize future hurricane damage; educating citizens regarding vulnerability to hazard and steps to reduce vulnerability; establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazard events	2
NB, PI	Continue to distribute literature on riparian buffer zones and hazard resistant landscaping to citizens through government offices and at expos (PPI)	Building Inspection Services Project Impact	Partner donations Grant Funding	Educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; minimize future flood damage; preserve environmental resources; improve water quality; improve hazard resistance of infrastructure; preserve open space; encourage recreational activities; minimize future hurricane damage; improve water quality; improve air quality	2
NB	Develop and implement projects to reduce air and water pollution in Charleston County under the Project Impact partnership. Promote conservation of energy resources	Building Inspection Services Project Impact	Grant Funding	Preserve environmental resources; improve water quality; improve air quality	1
NB	Encourage cooperation between county departments, other government entities, interested businesses, and citizens regarding recommended sustainable practices to protect environmental quality	Building Inspection Services Project Impact other County Departments as applicable	Grant Funding General Fund	Preserve environmental resources; improve water quality; improve air quality; promote long term economic prosperity	2

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
ES, PI	Continue hazardous material training (PPI)	Hazardous Materials Coordinator	Enterprise Fund Grant Funding	Protecting lives of our citizens from man-made hazards; minimize future hazardous materials incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events.	1
ES	Continue Terrorist Response Training (PPI)	Hazardous Materials Coordinator	General Fund	Protecting lives of our citizens from man-made hazards; minimize future terrorist activity incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; promote long-term economic prosperity.	1
ES	Continue coordinating Emergency Operations Center activities related to a hazard event, including holding drills for EOC personnel and maintain the Charleston County Continuity of Operations Plan (COOP)	Emergency Management	General Fund	Protecting lives of citizens from natural and man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; preserve environmental resources; promote long-term economic prosperity	1
ES	Continue responding to hazard emergencies	EMS, Fire Departments, Sheriff Department, Haz. Mat. Coordinator, Emergency Management	General Fund Enterprise Fund	Protecting lives of citizens from natural and man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; preserve environmental resources; preserve historic building inventory; promote long-term economic prosperity	1

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
ES	Continue to require improved construction practices for new County-owned critical facilities that are sensitive to flood zone (e.g. avoiding "A" and "V" flood zones where feasible) and seismic considerations	Facilities Management	General Fund Bond Funding	Protecting lives of citizens from natural and man-made hazards; reducing vulnerability of infrastructure and built-environment to hazards; minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage	1
ES	Continue working to attain resources and to provide training for maritime firefighting through the Maritime Incident Response Team (MIRT)	Hazardous Materials Coordinator	Grant Funding	Protecting the lives of citizens from man-made hazards; Establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and response for hazard events; Minimize future hazardous materials incidents; minimize future terrorist activity incidents; promote long-term economic prosperity	1
ES, PI	Maintain the National Weather Service "StormReady" and "TsunamiReady" Community designations	Emergency Management	General Fund	Protecting lives of citizens from natural hazards; educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future tornado-related loss of life; minimize future flood damage; reduce existing flood damage; minimize future hurricane damage; reduce existing flood damage	1
ES	Continue coordinating the Anti- Terrorism Task Force (COBRA) of specially trained police, fire and EMS personnel to respond to terrorist acts (PPI)	Hazardous Materials Coordinator	Grant Funding	Protecting lives of our citizens from man-made hazards; minimize future terrorist activity incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; promote long-term economic prosperity.	1

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
ES, PI	Continue sponsoring the Community Emergency Response Training (CERT) program (PPI)	Emergency Management	Grant Funding	Protecting lives of citizens from natural and man-made hazards, establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce that vulnerability; minimize future terrorist activity incidents	2
ES	Maintain a web-based Emergency Operations Center capability	Emergency Management	General Fund	Protecting lives of citizens from natural and man-made hazards, establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and recovery for hazard events; preserve environmental resources; promote long-term economic prosperity	1
SP	Continue the drainage maintenance and canal cleaning program	Public Works	General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve water quality; improve hazard resistance of infrastructure; promote long-term economic prosperity	1
SP	Continue utility right of way permitting, considering emergency vehicle access and flood zone related issues in permitting decisions	Public Works	General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve hazard resistance of infrastructure; promote long-term economic prosperity	1
SP	Continue the elevation reference mark inspection program	Public Works	General Fund	Minimize future flood damage; Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazards	1

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
SP	Continue to provide design, permitting, and construction services for the drainage improvement projects	Public Works Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	Grant Funding General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve water quality; improve hazard resistance of infrastructure; promote long-term economic prosperity	1
SP	Continue the road repair/construction program, considering needs during evacuation and soil liquefaction potential in prioritization decisions	Public Works Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	General Fund Grant Funding Enterprise Funding	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future earthquake losses; improve hazard resistance of infrastructure; promote long-term economic prosperity	1
SP	Design/elevate roadways being constructed or reworked through the ½ cent sales tax program to minimize flooding potential to the extent feasible. Identify those roads susceptible to flooding	Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	Enterprise Funding	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future earthquake losses; improve hazard resistance of infrastructure; promote long-term economic prosperity	1
SP	Continue to distribute a generator safety brochure to interested generator retail outlets, utility companies and the general public (PPI)	Building Inspection Services Project Impact	Partner donations General Fund	Protecting the lives of citizens from natural and man-made hazards; educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; improve hazard resistance of infrastructure; minimize future hurricane-related losses	2
SP	Continue to provide information about the USGS stream gauge program to the public (PPI)	Building Inspection Services Project Impact	Partner donations Grant funding	Protecting the lives of citizens from natural hazards; minimize future flood damage; establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and response for hazard events	2

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PI	Continue providing hazard-related literature/information to citizens at County offices (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; minimize future tornado-related loss of life; minimize future hurricane damage; minimize future terrorist activity incidents	2
PI	Mail an outreach project to floodplain residents to those property owners whose property is located in the special flood hazard area (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; minimize future flood damage; minimize future hurricane damage; improve water quality	1
PI	Continue providing speakers to civic groups regarding hazard related activities and environmental quality topics. Update the Speaker's Bureau list as needed (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve water quality; improve air quality	1
PI	Continue programs aimed towards providing resources to local schools and civic groups to enhance their ability to educate students regarding hazard events and hazard event preparation. Provide educational programs at schools on hazards or environmental quality as opportunities arise (PPI)	Building Inspection Services Project Impact	Grant Funding Project Impact resources	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events; reducing future flood damage, reducing vulnerability of infrastructure and built environment to natural and man-made hazards; improve water quality; improve air quality	1

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PI	Continue participating in hazard-related/product or environmental protection-related expos or public events (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events; improve water quality; improve air quality	2
PI	Maintain the flood zone frequently asked questions page on the Charleston County web site to provide information on protecting against flood hazards to the public (PPI)	Building Inspection Services	General Fund	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	2
PI	Maintain the Project Impact internet page on the Charleston County web site to relay information on Project Impact events and methods to reduce hazard-related losses to the public (PPI)	Building Inspection Services	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	2
PI	Maintain a web page with information on environmental resource protection / air and water quality pollution-reduction strategies Promote carpooling, public transportation and bicycle paths	Building Inspection Services	Grant Funding	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; Preserve environmental resources; improve water quality; improve air quality	1
PI	Continue educational efforts and initiatives promoting energy conservation. Promote LEED construction practices	Building Inspection Services	General Fund Grant Funding	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve air quality; preserve environmental resources	2
PI, PA, PP, NB, ES, SP	Continue participating in the annual maintenance and approval of Hazard Mitigation Plan /Program for Public Information Committee efforts to achieve maximum public outreach.	Building Inspection Services Project Impact	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	1

<i>Type</i>	<i>Activity</i>	<i>Lead Agency</i>	<i>Funding Source</i>	<i>Goal(s) addressed</i>	<i>Priority (1 highest to 4 lowest)</i>
PI	Maintain the Web and Facebook pages for Project Impact (PPI)	Building Inspection Services Project Impact	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; Preserve environmental resources; improve water quality; improve air quality	1
GIS	Continue inter-departmental efforts to share geographic digital information and property specific construction-related information	GIS Building Inspection Services Planning at Stormwater Emergency Management	General Fund Grant Funding	Protecting the lives of citizens from natural hazards; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events	2
PI	Digitize elevation certificates and make them accessible to the public	Building Inspection Services	Project Impact Fund General Fund	Minimize future flood damage; Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazards	2
PI, PP,	Prepare flood insurance assessment table and address the community's insurance coverage gaps and other concerns	Building Inspection Services	General Fund	Minimize future flood damage minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	1
PA, PP	Continue to conduct studies on BFEs, floodways, and other pertinent flood concerns.	Planning Building Inspection Services	Grant Funding	To minimize future flood damage, and protect the lives of our citizens from natural and man-made hazards.	1
NB	Maintain the beachfront management plan that preserves our shorelines	Building Inspection Services	General Fund	To minimize future flood damage, and protect the lives of our citizens from natural and man-made hazards.	1

Additional Recommended Projects may be added to this project list as the Project Impact/Disaster Resistant Communities committees consider other projects and recommend these projects for implementation.

Status Report for Unincorporated Charleston County

**Unincorporated Charleston County, SC fully services the following jurisdictions and therefore all have the same status report. Additions and individualized projects for this plan will be shown under the applicable jurisdiction: Town of Awendaw, Town of Hollywood, Town of Lincolnville, Town of McClellanville, Town of Meggett, Town of Ravenel, Town of Rockville, and Town of Seabrook Island.*

Following are the proposed projects that were undertaken / continued in Unincorporated Charleston County for hazard mitigation during 2016-2017 and their status as of April 2017

(Abbreviations for "Type" are as follows: "PA" is Preventive Activities, "PP" is Property Protection Activities, "NB" is Natural and Beneficial Functions/Resource Preservation Activities, "ES" is Emergency Services Activities, "SP" is Structural Projects Activities, and "PI" is Public Information Activities, "GIS" is Geographic Information Systems Activities.)

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PA	Continue enforcement of the International series Building-related and Fire codes and the floodplain management regulations (including the two foot freeboard, cumulative substantial improvement clause, and/or other provisions deemed necessary to enhance Community Rating System credits) to maintain participation in the National Flood Insurance Program and the Community Rating System	Building Inspection Services	General Fund	Minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	1	Charleston County has maintained a Class 4 Rating in the Community Rating system (CRS). Additional Class ratings can be found in the HMP (Appendix 2, Table A.2-1).
PA, PI	Continue to expand the Community Wildfire Protection Plan (CWPP) to include all Fire Departments / Districts in the County. Support the CWPP by increasing public awareness with the purpose of improving the protection of all structures	Building Inspection Services Project Impact County-wide Fire Departments and Districts	General Fund	Minimize future wildfire damage; protect the lives of our citizens from natural and man-made hazards; educating citizens regarding steps to take to reduce vulnerabilities; improve hazard resistance of infrastructure; reduce vulnerability of our infrastructure to natural and man-made hazards	1	Project Impact continues to increase awareness of all hazards, including fire, at community expos and presentations. Charleston County Consolidated-911 has streamlined response and the department is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc.
PP, PI	Promote standards for existing homes to be retrofitted to exceed minimal codes	Building Inspection Services	General Fund	Reduce existing flood damage; preserve environmental resources; minimize future hurricane damages; minimize future earthquake damages; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability.	1	Reworked and published new brochures to push this message in 2016. Brochures are available at all appropriate expos and handed out at County permitting office.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PP, PI	Continue providing information to citizens regarding hazard safe interior rooms	Building Inspection Services	General Fund	Minimize future tornado and hurricane-related loss of life; educating citizens regarding vulnerability to hazards and steps which may reduce vulnerability.	2	Ongoing educational project through use of brochures and information given to citizens.
PI	Provide hazard related information to all residents through local telephone book	Building Inspection Services	General Fund	Protecting the lives of citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future hurricane damage; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve water quality.	1	Servicing local phonebooks and updated yearly for new publications. Ongoing
PA, PI	Continue to provide coordination of County stormwater management through development and implementation of a comprehensive program. Enhance efforts at improving water quality through environmental educational activities	Planning Public Works Building Inspection Services	General Fund Enterprise Fund Grant Funding	Improve water quality; minimize future flood damage; reduce existing flood damage; educating citizens regarding steps to take to reduce vulnerabilities; improve hazard resistance of infrastructure; reduce vulnerability of our infrastructure to natural and man-made hazards	1	Charleston County has completed the Stormwater Comprehensive Plan for the 72,000-acre Mead Westvaco site known as East Edisto for development that is now in progress. Building Inspection Services has process LOMRs for land area not included in Comprehensive Plan.
PA	Continue implementing the stormwater master plan for Charleston County and the applicable regulations	Public Works Building Inspection Services Planning	Enterprise Fund Grant Funding	Minimize future flood damage; minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	2	The Stormwater Master Plan was completed in 2012, enforcement is continuing. The County now has current and preliminary digital NFIP Flood Insurance Rate Maps implemented in GIS system. Ongoing
PA	Implement new standards requiring reverse grade to move stormwater runoff back towards the property and away from waterways.	Public Works Building Inspection Services	General Fund	Minimize runoff of pesticides, herbicides and other pollutants into waterways.	2	Still in planning stage. Assessing the best avenues to implement these standards/regulations.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PA	Continue enforcement of zoning regulations, including the low density zoning provisions of the Zoning and Land Development Regulations (ZLDR)	Planning	General Fund	Minimize future flood damage; preserve environmental resources; promote long-term economic prosperity; preserve open space; encourage recreational activities; minimize future hurricane damage; minimize future earthquake damage; protecting the lives of our citizens from natural and man-made hazards	1	The Zoning & Planning Department updated the Comprehensive Plan in 2015 encouraging the preservation of the Rural Area, preserving open space, and requiring vegetated buffers along the OCRM Critical Line. Plan will be updated and adopted again in 2018.
PA, PI	Conduct or co-sponsor training workshops regarding the International Building-related, flood, and Fire Prevention Codes and Regulations, and on sustainable construction / landscaping practices, when there is interest in these workshops (PPI)	Building Inspection Services	General Fund self-supporting through workshop revenues	Educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; improve hazard resistance of infrastructure; minimize hurricane damage; preserve environmental resources	1	Building Inspection Services participated in 103 meetings, expos, or events between May of 2012 to 2017. Twenty-two of those events occurred in 2016-2017. Some notable speakers are Director Carl Simmons who spoke at a total of 34 events ranging from SC Department of Insurance meetings to FEMA flood map sessions, and Jim Houser speaks regularly at the Trident Home Builders meeting for a total of 36 events in the past 5 years. The department regularly meets with individual citizens, homeowners, contractors and other local governments.
PA, PP, PI, NB	Continue providing information to citizens regarding propane tank anchoring, hazard safe interior rooms, boat anchoring and maintenance, generator safety, riparian buffer zones, hazard resistant landscaping, and artifact protection, among other issues (PPI)	Building Inspection Services Project Impact Community Partners	General Fund Grant Funding	Educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; minimize future hurricane damages; preserve environmental resources	2	Project Impact attended 25 expos during this time period where information was distributed to attendees. 6 of these expos were attended between May 2016-April 2017.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PA	Continue enforcing regulations requiring new manufactured homes brought into Charleston County to be constructed to wind zone 2 requirements as required per State law	Building Inspection Services	General Fund	Minimize future hurricane damages; protecting lives of citizens from natural and man-made hazards	1	Enforcement has been maintained including regulations to 2' freeboard. Ongoing
PA	Continue prohibiting new manufactured homes to be installed in "V" flood zones and requiring manufactured homes installed in "A" flood zones to be on permanent foundations	Building Inspection Services	General Fund	Minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage; protecting lives of citizens from natural and man-made hazards	1	Continue to prohibit manufactured homes in VE Zones and require engineered foundations in AE Zones. A change in regulation to 2' freeboard.
PP	Continue demolishing structures posing a threat to public safety, considering location within the special flood hazard area as a prioritization factor	Building Inspection Services	Grant Funding	Reduce existing flood damages; promote long-term economic prosperity; encourage recreational activities; minimize future hurricane damage; minimize future flood damage; reducing vulnerability of infrastructure to hazards	3	There have been 15 substandard structures demolished through Building Inspection Services during the period of 2016-2017 in Unincorporated Charleston County and jurisdictions that are fully serviced by the Department. 3 of the 15 were in a SFHA.
PP	Seek funding for retrofitting, demolishing, or relocating repetitively flooded properties, if suitable candidates should be identified. Utilize Charleston County Repetitive Loss Area Analysis for identifying suitable candidates	Building Inspection Services	Grant Funding	Reduce existing flood damage; minimize future flood damage; preserve historic building inventory; reducing vulnerability of built-environment to hazards	1	As of 2017, there is 1 suitable candidates that met the eligibility requirements and is in grant application process.
PP, PI	Continue distributing a brochure on protecting boats from damages during hurricanes to interested citizens through expos, offices, marinas, and boat dealers (PPI)	Building Inspection Services Project Impact	Grant Funding	Educating citizens regarding steps to take to reduce hazard vulnerability; minimize future hurricane damage; encourage recreational activities; preserve environmental resources, improve water way quality	3	Project Impact attended 25 expos during this time period where information was distributed to attendees; 6 expos were in 2016-2017. Brochure has been recently updated with new information.
PP, PI	Continue distributing a brochure on protecting and preserving historic artifacts to interested citizens through expos, government offices, etc. (PPI)	Building Inspection Services Project Impact	Grant Funding	Educating citizens regarding steps to take to reduce hazard vulnerability; preserve historic building inventory; minimize future flood damage	2	Project Impact attended 25 expos during this time period (6 in 2016-2017) where information was distributed to attendees.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PP	Seek funding for retrofitting critical facilities or infrastructure to enhanced hazard resistance in accordance with the County of Charleston Facilities Master Plan Update "Building Utilization and Needs Survey" or other applicable plans as funding sources become available	Building Inspection Services	Grant Funding	Reduce vulnerability of infrastructure to natural and man-made hazards; minimize future hurricane damage; minimize future earthquake damage; reduce existing flood damage; preserve historic building inventory; promote long-term economic prosperity	1	Two grants to Charleston County were awarded for educational programs however no structural components were included in these grants. Grants are being closed out now. Roper St Francis in Partnership with Charleston County received a structural grant to upgrade emergency systems. Grant is in progress.
NB	Continue enforcement of the tree protection/landscaping ordinance	Planning	General Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; improve water quality; improve air quality	2	All road improvement projects are enhanced with landscape plantings (trees and shrubs) for roads constructed under the half-percent (1.2%) percent sales tax. Also the County continues to administer and enforce its tree protection and preservation ordinance and landscape ordinance which include grand tree protection and landscape buffer requirements.
NB	Continue maintaining permanent open space as parks and restricted use areas.	Parks and Recreation Commission Building Inspection Services	General Fund Special Revenue Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; minimize future flood damages	2	139,848 acres are deeded privately or publicly to remain as open space and an estimated 89,000 of that total is in a special flood hazard area.
NB	Continue encouraging the Greenbelt Advisory Board to acquire green space in the special flood hazard area, to the extent feasible	Building Inspection Services Parks and Recreation Commission	Special Revenue Fund	Preserve environmental resources; promote long-term economic prosperity; encourage recreational activities; minimize future flood damages; improve water quality; improve air quality	2	On-going Since its inception the Greenbelt Program has protected 21,170 acres of land in Charleston County.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
NB	Continue participating in "Build-A-Dune" projects as funding permits, and assist other jurisdictions in participating in this initiative upon request. Implement and participate in the Charleston County Beachfront Management Plan to enhance and preserve our coastlines	Building Inspection Services Public Works Project Impact	Grant Funding	Minimize future flood damage; reduce existing flood damage; preserve environmental resources; improve hazard resistance of infrastructure; minimize future hurricane damage; educating citizens regarding vulnerability to hazard and steps to reduce vulnerability; establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazard events	2	No grant funding was secured for build-a dune projects during this time period. The County's Beachfront Management Plan adopted in 2015 focuses on current conditions, regulations, strategies for preservation and other relevant information and is being maintained as required. Next ordinance update will be in 2018.
NB, PI	Continue to distribute literature on riparian buffer zones and hazard resistant landscaping to citizens through government offices and at expos (PPI)	Building Inspection Services Project Impact	Partner donations Grant Funding	Educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; minimize future flood damage; preserve environmental resources; improve water quality; improve hazard resistance of infrastructure; preserve open space; encourage recreational activities; minimize future hurricane damage; improve water quality; improve air quality	2	Project Impact attended 25 expos since May 2012 (6 expos in 2016-2017) where information was distributed to attendees.
NB	Develop and implement projects to reduce air and water pollution in Charleston County under the Project Impact partnership. Promote conservation of energy resources.	Building Inspection Services Project Impact	Grant Funding	Preserve environmental resources; improve water quality; improve air quality	1	Project Impact attended 25 expos since May 2012 (6 expos in 2016-2017) where information was distributed to attendees.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
NB	Encourage cooperation between county departments, other government entities, interested businesses, and citizens regarding recommended sustainable practices to protect environmental quality	Building Inspection Services Project Impact other County Departments as applicable	Grant Funding General Fund	Preserve environmental resources; improve water quality; improve air quality; promote long term economic prosperity	2	All Community Development departments are now using the same web based software program with extensive transparency for the public.
ES, PI	Continue hazardous material training (PPI)	Hazardous Materials Coordinator	Enterprise Fund Grant Funding	Protecting lives of our citizens from man-made hazards; minimize future hazardous materials incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events.	1	Emergency Management conducted training sessions on topics including Clandestine Labs/Site Safety Officer, Rae Systems Portable Technician, IAFF 80-HR Hazardous Materials Technician Course, Surface Transportation Emergency Preparedness and Incident Command. In addition, individuals were sent to specialized training at nationwide core competence centers including the Nevada National Security Site Center for Radiological/Nuclear Training.
ES	Continue Terrorist Response Training (PPI)	Hazardous Materials Coordinator	General Fund	Protecting lives of our citizens from man-made hazards; minimize future terrorist activity incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; promote long-term economic prosperity.	1	Training occurs on a continual basis, at least annually. For the 2016-2017 period, Terrorist Response Training included Weapons of Mass Destruction Refresher training conducted by the FBI, SLED, DHEC and other agencies on January 10, 2017 and Preparedness for Suicide Bombing Incidents conducted on Feb. 23-34, 2017.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
ES	Continue coordinating Emergency Operations Center activities related to a hazard event, including holding drills for EOC personnel and maintain the Charleston County Continuity of Operations Plan (COOP)	Emergency Management	General Fund	Protecting lives of citizens from natural and man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; preserve environmental resources; promote long-term economic prosperity	1	The EOC regularly holds training sessions for area responders, officials and staff. The EOC regularly holds training sessions for area responders, officials and staff. The Charleston County Emergency Operations Center successfully activated for and effectively coordinated responses to two real world incidents - including Tropical Storm Hermine on Sep. 2, 2016 and for Hurricane Matthew from Oct. 3-9, 2016. Additionally, the EOC conducted a full scale drill on June 7, 2017, to practice and improve upon lessons learned from these tropical weather systems.
ES	Continue responding to hazard emergencies	EMS, Fire Departments, Sheriff Department, Haz. Mat. Coordinator, Emergency Management	General Fund Enterprise Fund	Protecting lives of citizens from natural and man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce vulnerability; preserve environmental resources; preserve historic building inventory; promote long-term economic prosperity	1	Charleston County Consolidated Dispatch recorded 85 fuel spills, 397 Gas Leaks/Odors, 24 Hazmat Incidences, and 999 Outdoor fires between May 1, 2016 and April 30, 2017. From May 2012-April 2016, Consolidated Dispatch recorded 447 fuel spills, 1087 Gas Leaks/Odors, 138 Hazmat Incidences, and 2907 Outdoor fires.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
ES	Continue to require improved construction practices for new County-owned critical facilities that are sensitive to flood zone (e.g. avoiding "A" and "V" flood zones where feasible) and seismic considerations	Facilities Management	General Fund Bond Funding	Protecting lives of citizens from natural and man-made hazards; reducing vulnerability of infrastructure and built-environment to hazards; minimize future flood damage; minimize future earthquake damage; minimize future hurricane damage	1	The new Charleston County Emergency Operations Center (EOC) is located inland outside the SFHA and is fully operational.
ES	Continue working to attain resources and to provide training for maritime firefighting through the Maritime Incident Response Team (MIRT)	Hazardous Materials Coordinator	Grant Funding	Protecting the lives of citizens from man-made hazards; Establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and response for hazard events; Minimize future hazardous materials incidents; minimize future terrorist activity incidents; promote long-term economic prosperity	1	Quarterly training sessions on marine firefighting are held during this time as well as on-going.
ES, PI	Maintain the National Weather Service "StormReady" and "TsunamiReady" Community designations	Emergency Management	General Fund	Protecting lives of citizens from natural hazards; educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; minimize future tornado-related loss of life; minimize future flood damage; reduce existing flood damage; minimize future hurricane damage; reduce existing flood damage	1	Charleston County has been recertified as a "Storm Ready" and "Tsunami Ready" Community. The designation is valid through 2017.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
ES	Continue coordinating the Anti- Terrorism Task Force (COBRA) of specially trained police, fire and EMS personnel to respond to terrorist acts (PPI)	Hazardous Materials Coordinator	Grant Funding	Protecting lives of our citizens from man-made hazards; minimize future terrorist activity incidents; preserve environmental resources; improve hazard resistance of infrastructure; assessing vulnerability to man-made hazards; establishing cooperative relationships between public, private and non-profit sectors to enhance response for hazard events; promote long-term economic prosperity.	1	In addition to conducting various training sessions, the WMD Regional Response Team (COBRA) Team responded to a real world assistance call for suspicious powder at the Berkeley County Court House Emergency Management on Jan. 23, 2017. It also conducted a full scale alert and exercise on Feb. 22, 2017, with assistance from SLED, the Department of Energy and other agencies.
ES, PI	Continue sponsoring the Community Emergency Response Training (CERT) program (PPI)	Emergency Management	Grant Funding	Protecting lives of citizens from natural and man-made hazards, establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding vulnerability to hazards and steps to reduce that vulnerability; minimize future terrorist activity incidents	2	As of Aug. 8, 2017, there are 578 CERT members and 45 teen CERT members active on the roster across Charleston County. Classes were conducted at the College of Charleston in March and April 2017 in order to better prepare the college community for potential incidents.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
ES	Maintain a web-based Emergency Operations Center capability	Emergency Management	General Fund	Protecting lives of citizens from natural and man-made hazards, establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and recovery for hazard events; preserve environmental resources; promote long-term economic prosperity	1	<p>The Charleston Emergency Operations Center successfully used its internet based WebEOC emergency management software to share information and situational awareness and coordinate responses during Tropical Storm Herminie and Hurricane Matthew, as well as during the activation and drill conducted on June 7, 2017.</p> <p>In addition, the county also used its emergency management app to put out vital information during Tropical Storm Herminie and Hurricane Matthew.</p> <p>Emergency Management maintains in coordination with Consolidated Dispatch Center "Citizens Notification" software to notify citizens via home phone, mobile phone, text, fax and email should the situation warrant alerting the citizens. Over 60,000 citizens were alerted and informed using this system during Hurricane Matthew. Additionally, other county agencies (Mosquito Control, for example) have begun utilizing the system for more day to day events that the public needs to be informed about (mosquito spraying, for example).</p>
SP	Continue the drainage maintenance and canal cleaning program	Public Works	General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve water quality; improve hazard resistance of infrastructure; promote long-term economic prosperity	1	Continuing to survey drainage features and compile a GIS database to improve tracking efficiency. Program goal to reduce mean time between recurring maintenance activities.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
SP	Continue utility right of way permitting, considering emergency vehicle access and flood zone related issues in permitting decisions	Public Works	General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve hazard resistance of infrastructure; promote long-term economic prosperity	1	Continue the encroachment permitting process to manage encroachments in ROW and drainage easements to maintain and improve emergency vehicle access and flood zone issues. Continue to require that when new ROW is permitted / added deeded drainage easements are required as part of the permit/approval process.
SP	Continue the elevation reference mark inspection program	Public Works	General Fund	Minimize future flood damage; Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazards	1	Benchmarks are annually inventoried and updated and/or recovered. By utilizing high accuracy GPS the National Geodetic Survey has accepted Stability B benchmarks.
SP	Continue to provide design, permitting, and construction services for the drainage improvement projects	Public Works Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	Grant Funding General Fund	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; improve water quality; improve hazard resistance of infrastructure; promote long-term economic prosperity	1	There were 13 completed projects providing drainage improvements, paving of dirt roads and sidewalks and 235 paved roads were resurfaced or applied a preservation application to provide better vehicle travel conditions from May 1, 2016 to April 30, 2017. Other projects are on-going
SP	Continue the road repair/ construction program, considering needs during evacuation and soil liquefaction potential in prioritization decisions	Public Works Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	General Fund Grant Funding Enterprise Funding	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future earthquake losses; improve hazard resistance of infrastructure; promote long-term economic prosperity	1	There were 13 completed projects providing drainage improvements, paving of dirt roads and sidewalks and 235 paved roads were resurfaced or applied a preservation application to provide better vehicle travel conditions from May 1, 2016 to April 30, 2017. Other projects are on-going

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
SP	Design/elevate roadways being constructed or reworked through the sales tax program to minimize flooding potential to the extent feasible. Identify those roads susceptible to flooding	Assistant Administrator for Transportation & Public Works (Transportation Sales Tax)	Enterprise Funding	Protect the lives of our citizens from natural hazards; reduce existing flood damage; minimize future flood damage; minimize future earthquake losses; improve hazard resistance of infrastructure; promote long-term economic prosperity	1	The Main, Hollings, Holmes, and Sallie Manigault Roads improvement projects were completed through the end of 2016 period. Trexler Avenue, Victory Lane and Jewel Street projects were completed during the 2016-2017 period. Improvements included elevating the road, improving outfall systems and improving the capacity of the drainage system (culverts) reducing potential flooding. These improvements were funded through the County wide half-cent (1/2) sales tax program.
SP	Continue to distribute a generator safety brochure to interested generator retail outlets, utility companies and the general public (PPI)	Building Inspection Services Project Impact	Partner donations General Fund	Protecting the lives of citizens from natural and man-made hazards; educating citizens regarding vulnerability to natural hazards and steps to reduce vulnerability; improve hazard resistance of infrastructure; minimize future hurricane-related losses	2	Project Impact attended 25 expos since May 2012 (6 expos in 2016-2017) where information was distributed to attendees.
SP	Continue to provide information about the USGS stream gauge program to the public (PPI)	Building Inspection Services Project Impact	Partner donations Grant funding	Protecting the lives of citizens from natural hazards; minimize future flood damage; establishing cooperative relationships between the public, private and non-profit sectors to enhance preparedness and response for hazard events	2	Working on possible new avenues for disseminating new information such as brochures, expo presentations and continuing the partnership with USGS.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PI	Continue providing hazard-related literature/information to citizens at County offices (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; minimize future flood damage; minimize future earthquake damage; minimize future tornado-related loss of life; minimize future hurricane damage; minimize future terrorist activity incidents	2	Printed material (brochures, pamphlets, etc.) are always displayed and made available for public use. Printed media are also updated on a regular basis.
PI	Mail an outreach project to floodplain residents to those property owners whose property is located in the special flood hazard area (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; minimize future flood damage; minimize future hurricane damage; improve water quality	1	Flood mailers were sent out earlier this year to all property owners in the SFHA. This project is updated and conducted annually.
PI	Continue providing speakers to civic groups regarding hazard related activities and environmental quality topics. Update the Speaker's Bureau list as needed (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve water quality; improve air quality	1	Building Inspection Services participated in 103 meetings, expos, or events between May of 2012 to 2017. Twenty-two of those events occurred in 2016-2017. Some notable speakers are Director Carl Simmons who spoke at a total of 34 events ranging from SC Department of Insurance meetings to FEMA flood map sessions, and Jim Houser speaks regularly at the Trident Home Builders meeting for a total of 36 events in the past 5 years. The department regularly meets with individual citizens, homeowners, contractors and other local governments.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PI	Continue programs aimed towards providing resources to local schools and civic groups to enhance their ability to educate students regarding hazard events and hazard event preparation. Provide educational programs at schools on hazards or environmental quality as opportunities arise (PPI)	Building Inspection Services Project Impact	Grant Funding Project Impact resources	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events; reducing future flood damage, reducing vulnerability of infrastructure and built environment to natural and man-made hazards; improve water quality; improve air quality	1	Project Impact has awarded mini-grants to teachers and other educators to fund special lessons in hazard mitigation annually since 2010. Worked with Kaleidoscope Summer Camp program to give out hundreds of activity books this year. Multiple brochures and children's activity books are also handed out to students of all ages on a regular basis at expos and in offices. Ongoing
PI	Continue participating in hazard-related/ product or environmental protection-related expos or public events (PPI)	Building Inspection Services Project Impact	General Fund	Protecting the lives of citizens from natural hazards; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events; improve water quality; improve air quality	2	Building Inspection Services participated in 103 meetings, presented at expos, or events between May of 2012 to 2017. Twenty-two of those events occurred in 2016-2017. Some notable speakers are Director Carl Simmons who spoke at a total of 34 events ranging from SC Department of Insurance meetings to FEMA flood map sessions, and Jim Houser speaks regularly at the Trident Home Builders meeting for a total of 36 events in the past 5 years. The department regularly meets with individual citizens, homeowners, contractors and other local governments.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PI	Maintain the flood zone frequently asked questions page on the Charleston County web site to provide information on protecting against flood hazards to the public (PPI)	Building Inspection Services	General Fund	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	2	Respond to, and update on a regular basis. In addition, a flood hotline has been set up for inquiries during the preliminary map review process. This phone line is active and monitored. A newspaper advertisement was also published in March 2017 for citizens to mail in inquiries for a staff member to return with a phone call.
PI	Maintain the Project Impact internet page on the Charleston County web site to relay information on Project Impact events and methods to reduce hazard-related losses to the public (PPI)	Building Inspection Services	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	2	This internet page is monitored constantly and updated with new information and/or brochures as they become available.
PI	Maintain a web page with information on environmental resource protection / air and water quality pollution-reduction strategies. Promote carpooling, public transportation and bicycle paths	Building Inspection Services	Grant Funding	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; Preserve environmental resources; improve water quality; improve air quality	1	Facebook and Twitter sites are maintained and updated. Television programming produced is available for viewing on the "You Tube" site.
PI	Continue educational efforts and initiatives promoting energy conservation. Promote LEED construction practices.	Building Inspection Services	General Fund Grant Funding	Educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; improve air quality; preserve environmental resources	2	Project Impact attended 25 expos since May 2012 (6 expos in 2016-2017) where information was distributed to attendees. Four mini-grants to area schools also supported energy conservation and hazard mitigation.

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PI, PA, PP, NB, ES, SP	Continue participating in the annual maintenance and approval of Hazard Mitigation Plan / Program for Public Information Committee efforts to achieve maximum public outreach.	Building Inspection Services Project Impact	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability	1	During this period ending in 2017, the County has held 3 public meetings and maintained correspondence with jurisdictions about the importance of the Plan. During the last 5 years, at least 2 public meetings have been held each year.
PI	Maintain the Web and Facebook pages for Project Impact (PPI)	Building Inspection Services Project Impact	General Fund	Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness and recovery for hazard events; educating citizens regarding their vulnerability to natural hazards and steps to take to reduce vulnerability; Preserve environmental resources; improve water quality; improve air quality.	1	Respond to, and update on a regular basis. Ongoing
GIS	Continue inter-departmental efforts to share geographic digital information and property specific construction-related information	GIS Building Inspection Services Planning at Stormwater Emergency Management	General Fund Grant Funding	Protecting the lives of citizens from natural hazards; establishing cooperative relationships between the public, private, and non-profit sectors to enhance preparedness and recovery for hazard events	2	Continue compiling updated Topo and Storm Drainage System Expansion information. This system is maintained constantly and updated whenever new data is available.
PI	Digitize elevation certificates and make them accessible to the public	Building Inspection Services	Project Impact Fund General Fund	Minimize future flood damage; Establishing cooperative relationships between public, private and non-profit sectors to enhance preparedness for hazards	2	Completed archive and continues as new elevation certificates are received. Ongoing

Type	Activity	Lead Agency	Funding Source	Goal(s) addressed	Priority (1 highest to 4 lowest)	Status
PI, PP,	Prepare flood insurance assessment table and address the community's insurance coverage gaps and other concerns	Building Inspection Services	General Fund	Minimize future flood damage minimize future hurricane damage; protect the lives of our citizens from natural and man-made hazards	1	Completed assessment for 2017-18 PIP, will continue to assess for yearly HMP update or as new information becomes available, whichever is sooner.
PA, PP	Continue to conduct studies on BFEs, floodways, and other pertinent flood concerns.	Planning Building Inspection Services	Grant Funding	To minimize future flood damage, and protect the lives of our citizens from natural and man-made hazards.	1	Active process - concurrent with drainage improvement plans and studies being conducted in reference to new FEMA maps.
NB	Maintain the beachfront management plan that preserves our shorelines	Building Inspection Services	General Fund	To minimize future flood damage, and protect the lives of our citizens from natural and man-made hazards.	1	Beachfront management plan is required by state law; regulations will be implemented with the next ordinance amendment later in 2017 and approved by County Council.

Additional Recommended Projects may be added to this project list as the Project Impact/Disaster Resistant Communities committees consider other projects and recommend these projects for implementation.

Appendix 7. Emergency Role Assignments

Current Emergency Role Assignments

<i>Role</i>	<i>Primary Individual Assigned</i>	<i>Current Assignee</i>
Executive Official	Mayor	John Gregg
Operations Official	Town Administrator	Joe Cronin
Public Safety Official	Town Council	Skip Crane
Communications Official	Town Council	Pat Fox
Logistics Official	Town Council	Jeri Finke
Resources Official	Town Council	Barry Goldstein
Utilities Official	Utility Commission Chair	Annie Smith-Jones

**TOWN OF SEABROOK ISLAND, SC
ORDINANCE NO. 2009-07
ADOPTED- OCTOBER 27, 2009**

**AN ORDINANCE TO AMEND § 1.2.50 *ET SEQ.* OF THE TOWN CODE FOR THE
TOWN OF SEABROOK ISLAND**

WHEREAS, Town Council has recommended the adoption of the amendments to the Town Code for the Town of Seabrook Island; and

WHEREAS, Town Council is authorized to amend the Town Code by ordinance; and

WHEREAS, Town Council believes the amendment of its Town Code to include these changes to be in the best interests of the Town and its citizens.

NOW THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL:

SECTION I. Amendment to Title I: Government and Administration

Town Code § 1.2.50 *et seq.* is amended to read as follows:

§1.2.50 Emergency Powers of the Mayor

§1.2.51 Upon the happening of any one or more of the following events, to wit:

- (a) the formation of any unruly mob;
- (b) the existence of a state of war, whether declared or not, or of any insurrection;
- (c) the occurring of any tornado, hurricane, cyclone, earthquake, flood or any other force or event which disrupts or threatens to disrupt the normal activities of the community;
- (d) the occurrence of multiple acts of arson; or of any act or event which unduly alarms and/or threatens the public;
- (e) the occurrence of a nuclear event;

the Mayor, or in his absence, the person designated by Town of Seabrook Island Ordinance 2009-03 (hereinafter “the Mayor”), may declare a state of emergency to exist within the corporate limits of the Town. The state of emergency shall be declared by proclamation signed by the Mayor and posted on the Town’s official bulletin board(s), and shall be legally effective immediately upon posting. The proclamation shall be in substantially the following language:

Appendix 8. Town Codes for Emergency Authority.

“It has been determined that (here state the event giving rise to the emergency) has occurred within the corporate limits of the Town of Seabrook Island, South Carolina, and that accordingly, a state of emergency does in fact exist. I therefore proclaim a state of emergency and invoke the provisions of Section 1.2.50 of this Ordinance.”

§1.2.52 In the event a state of emergency is declared by the Mayor under the provisions of subsection §1.2.51 hereof, the Mayor shall become vested with the following extraordinary powers, which may be exercised at the discretion of that official:

- (a) to establish curfew to be effective within the corporate limits;
- (b) to prohibit the sale of gasoline, explosives, dynamic and/or any other type of inflammable or explosive materials; firearms or any other materials or supplies or any component parts thereof which could be readily be utilized as weapons;
- (c) to mobilize and deputize the community safety task force under the command of the Mayor and county’s chief law enforcement officer;
- (d) to disperse assemblies or congregations of people;
- (e) to suspend issuance of parade permits;
- (f) to order evacuation of the Town;
- (g) to request the assistance of the military and/or police forces of federal, state and/or other local agencies; and
- (h) to take such action as appears necessary to protect life and property and maintain peace and good order.

§1.2.53 Any orders issued by the Mayor under his extraordinary powers during a declaration of state of emergency shall be effective immediately with the posting of the orders upon the Town’s official bulletin board(s), or upon verbal communications by the Mayor directly to the persons or person whom the order is intended to affect.

§1.2.54 The state of emergency shall legally end when the Mayor determines that the peace and good order of the Town are no longer threatened and declares this in a proclamation which shall be posted upon the Town’s official bulletin board(s) or upon a majority vote of Town Council, whichever occurs first.

§1.2.55 Any powers of the community safety task force as authorized under Subsection §1.2.52(c) of this section shall be exercised after mobilization by the Mayor and shall immediately cease upon the proclamation of the end of the state of emergency.

Appendix 8. Town Codes for Emergency Authority.

§1.2.56 Anyone violating any provision of this section or any orders issued by the Mayor; hereunder shall, upon conviction, be punished as provided in Section 1.3D.90 of this Ordinance. (Ordinance 87-8, 9/24/87)

SECTION II. Severability

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provision thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION III. Effective Date

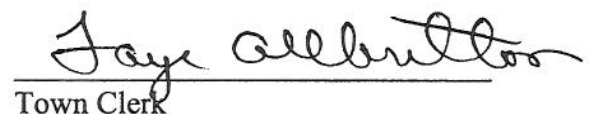
This Ordinance shall be effective upon passage by the Town Council.

PASSED, APPROVED AND ADOPTED BY THE COUNCIL FOR THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA, ON THIS 27th DAY OF OCTOBER, 2009.

TOWN OF SEABROOK ISLAND



Mayor



Town Clerk

First Reading: September 22, 2009
Public Hearing: October 27, 2009
Second Reading: October 27, 2009

Appendix 8. Town Codes for Emergency Authority.

TOWN OF SEABROOK ISLAND, SC
ORDINANCE NO. 2009-09
ADOPTED- NOVEMBER 24, 2009

AN ORDINANCE TO AMEND CHAPTER 1 OF TITLE VI OF THE TOWN CODE FOR THE
TOWN OF SEABROOK ISLAND

WHEREAS, a debris-generating event may be so widespread that debris removal from property within the Town's territorial limits is in the public interest; and

WHEREAS, Town Council seeks to protect the public interest in the wake of a debris-generating event by eliminating or lessening immediate threats to lives, public health, and safety; and by eliminating or lessening immediate threats of significant damage to improved public or private property through means which are cost effective; and by ensuring the economic recovery of the Town for the benefit of the Town-at-large; and

WHEREAS, Town Council is authorized to amend the Town Code by ordinance; and

WHEREAS, Town Council believes the amendment of its Town Code as set forth herein to be in the best interests of the Town and its citizens.

NOW THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL:

SECTION I. Amendment to Chapter 1 of Title VI: Health and Sanitation

Chapter 1 of Title VI: Health and Sanitation, is amended to add the following:

§6.1.50 Public Nuisance Created by a Debris-Generating Event

Notwithstanding any other provision of this Chapter, when a debris-generating event causes debris to be deposited on any property, public or private, to expressly include rights-of-way owned and/or maintained by private property owners or associations of private property owners, within the Town's territorial limits, so that debris removal work is required to eliminate or lessen immediate threats to lives, public health, and safety; or debris removal work is required to eliminate or lessen immediate threats of significant damage to improved public or private property through measures which are cost effective; or debris removal work is required to ensure the economic recovery of the Town to the benefit of the Town-at-large, the debris accumulation on such property shall be deemed a "public nuisance created by a debris-generating event" and the Town shall see that it is abated.

§6.1.50.10 Debris Defined

As used in this Chapter, "debris" is any material, including trees, branches, personal property, and building material on public or private property that is directly deposited by a debris-generating event.

§6.1.50.20 Abatement of Public Nuisance Created by a Debris-Generating Event

With respect to public nuisances created by a debris-generating event, the Town, using its resources, which may include, but are not limited to, debris-removal contractor(s) or debris-monitoring services, is unconditionally authorized to take emergency measures to abate the nuisance by entering private property

Appendix 8. Town Codes for Emergency Authority.

upon which a nuisance exists and removing debris therefrom. Depending upon the severity of the nuisance and the immanency of the risk to the public interest, the Town may, in the Mayor's discretion, enter private property and remove debris therefrom without notice to the property owner(s). Where, in the Mayor's discretion, it is practicable to do so, the Town shall notify the owner(s) of the property and allow the owner(s) a reasonable opportunity to remove, or cause to be removed, debris therefrom. To the extent that any cost associated with the abatement of a public nuisance created by a debris-generating event is attributable to the acts or omissions of the owner(s) of a parcel of property, the Town may seek any remedy available to it recoup such cost, including, but not limited to, the remedies granted by this Chapter.

SECTION II. Severability

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provision thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION III. Effective Date

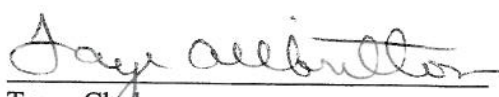
This Ordinance shall be effective upon passage by Town Council.

PASSED, APPROVED AND ADOPTED BY THE COUNCIL FOR THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA, ON THIS 24TH DAY OF NOVEMBER, 2009.

TOWN OF SEABROOK ISLAND



Mayor



Town Clerk

First Reading: October 27, 2009
Public Hearing: November 24, 2009
Second Reading: November 24, 2009

Appendix 10. Approved Support Vendors

Current Town Approved Support Vendors

Disaster Debris Management Providers

Charleston County Department of Public Works
Charleston County Administrator
4045 Bridgeview Drive 2001
North Charleston, SC 29405

Contact: James R. Neal, Public Works Director (843) 202-7600
jneal@chalrestoncounty.org
Charleston County EOC Debris Removal (843) 746-3882

Phillips & Jordan
10201 Parkside Drive
Knoxville, TN 37922

Contact: Tommy Webster, Disaster Services Operations Manager
twebster@pandj.com (865) 688-8342 office
(828) 644-3222 cell
(863) 688 8369 fax

Disaster Debris Management Monitoring

Rostan Solutions LLC
3433 Lithia Pinecrest Road
Suite 287
Valrico, FL 33596

Contact: Sam Rosania
srosania@rostan.com (813) 505-1313

Disaster Debris Storage & Reduction Sites

Haulover Creek Development Company, LLC
901 East Cary Street
Suite 1500
Richmond, VA 23219

Contact: Roger M. Warren (843) 768-5826
One Sanctuary Beach Drive (843) 768-5815 fax

Seabrook Island Club Equestrian Center Pasture
2313 Seabrook Island Road
Johns Island, SC 29455

Contact: Caleb Elledge (843) 768-9121
3772 Seabrook Island Road

Satellite Phone Service

GIT Satellite Communications
13740 Research Blvd
Suite Q-2
Austin, TX 78750

Contacts: Support (888) 488-8815 main
Services@gitsat.com (512) 918-9502 alt.

ID Cards

ID Shop
1219 Montague Avenue
Greenwood, SC 29649

Contact: Kim Crawford
kim@idshop.com

(864) 223-9600 x141 office
(864) 223-4992 fax

Appendix 12. Town Hall Shut Down Procedures.

Shut Down Town Hall for Evacuation

The following procedure should be followed to shut down Town Hall properly during an evacuation.

Procedure:

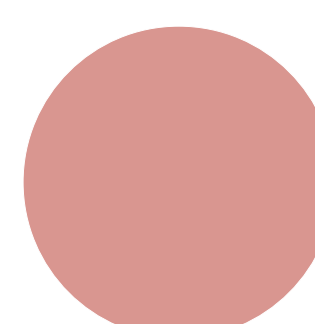
1. Shut off back-up generator.
2. Have Town Landscape Maintenance Contractor place storm shutters in place.
3. Take down flags.
4. Place garbage cans under Town Hall building.
5. Secure Town Cart in storage shed.
6. Pack and bring during evacuation all critical documents listed in Appendix 28.
7. Secure all files to remain in Town Hall.
8. Remove all computers from Town Hall and carry off island.
9. Move large copier to hallway.
10. Shut off water underneath Town Hall building under Town Clerk's office.
11. Shut off water at meter on the front left corner of town property (facing Seabrook Island Rd. from Town Hall).
12. Shut off power at electrical panel.
13. Lock all doors and secure final storm shutters.
14. Drive Town vehicle off island.

Town Hall Evacuation Map



IN CASE OF FIRE:

Proceed calmly to the nearest exit. →
Meet at the Flag Pole in Parking Lot.



Appendix 14. Hotels for Town Officials during Evacuation

HOTELS ON EVACUATION TO COLUMBIA, SC

Hyatt Place Columbia/Downtown/The vista
Address: 819 Gervais St, Columbia, SC 29201
Phone: (803) 978-2013

Hilton Garden Inn Columbia/Harbison
Address: 434 Columbiana Dr, Columbia, SC 29212
Phone: (803) 407-6640

Residence Inn by Marriott Columbia Northwest/Harbison
Address: 944 Lake Murray Blvd, Irmo, SC 29063
Phone: (803) 749-7575

HOTELS ON EVACUATION TO AUGUSTA, GA

AUGUSTA MARRIOTT
2 10TH STREET, AUGUSTA, GA 30901
706-722-8900

Courtyard by Marriott
1045 Stevens Creek Road, Augusta, GA 30907
706-737-3737

Double Tree by Hilton
2651 Perimeter Pkwy, Augusta, GA 30909
706-855-8100

HOTELS ON EVACUATION TO GREENVILLE, SC

The Western Poinsett'
120 South Main Street
864-421-9700

Courtyard by Marriott
50 West Broad Street, Greenville SC 29601
864-451-5700

Hampton Inn and Suites by Hilton
171 River Place, Greenville, SC 29601
864-271-8700

Hotels for Town Officials during Evacuation (continued)

HOTELS ON RETURN TO CHARLESTON

Embassy Suites Charleston Airport Hotel & Convention Center

Address: 5055 International Blvd, North Charleston, SC 29418

Phone: (843) 747-1882

Double Tree by Hilton Hotel North Charleston - Convention Center

Address: 5264 International Blvd, North Charleston, SC 29418

Phone: (843) 576-0300

Fairfield Inn & Suites by Marriott Charleston Airport/Convention Center

Address: 4841 Tanger Outlet Blvd, North Charleston, SC 29418

Phone: (843) 300-3100

Courtyard North Charleston Airport/Coliseum

Address: 2415 Mall Drive, North Charleston, SC
29406

Phone: (843) 747-9122

MANDATORY EVACUATION ORDER

Because of the threat of severe personal injury and property damage from Hurricane _____, the Mayor has declared a state of emergency in the Town of Seabrook Island. Accordingly, an immediate evacuation of the Town is hereby ordered. During the state of emergency, all utility services – electricity and water – will be discontinued. All persons should leave as expeditiously as possible using the prescribed evacuation route – Bohicket Road to U.S. 17 South to S.C. 64 to Walterboro and continue to August, GA.

You will receive updates and notification of when the state of emergency is lifted by cell phone, if you have registered with Code Red. Otherwise, you can receive updates by calling 768-9121 or by local radio and television. Do not attempt to return to the Island until the state of emergency has been lifted.

November 2009

**TO BE POSTED ON
TOWN BULLETIN BOARD**

It has been determined that the possibility of severe personal injury and property damage from Hurricane _____ exists within the corporate limits of the Town of Seabrook Island, South Carolina, and that accordingly a state of emergency does in fact exist. I, therefore, proclaim a state of emergency and invoke the provisions of Sections 1.2.50 of Ordinance 2009-07.

November 2009

Appendix 16. Emergency Supplies and Resources

Emergency Supplies for Town Hall

- (5) Flashlights with batteries
- (1) Battery powered weather radio with batteries
- (2) Battery powered radio and siren combination units
- (10) Rolls of plastic sheeting
- (5) Rolls of heavy tape (duct tape or similar) and scissors
- (4) Cases of drinking water (no more than one year old)
- (10) 3600 calorie packages of Nutrition Bars (no more than five (5) years old)
- (2) First-aid kits
- Fire extinguishers

Hazard Resources

- (2) Orange cones
- (1) Roll CAUTION tape

Emergency Supplies for Evacuation (First Team to bring during re-entry)

72 hours supplies for each individual returning on First Team:

- Drinking water (1 gallon per day per person)
- Food (MRE(s) or equivalent for each person per day)
- First-aid kits
- Notebooks, clipboards, pens, pencils
- Plastic sheeting
- Heavy tape (duct tape or similar)
- Battery powered radios and batteries
- Flashlights and batteries
- Cell phones with car charger
- Satellite phones with car charger
- Inverter for car cigarette lighter (to power any small electronics with AC cord)
- Sleeping arrangements at nearby hotel

Bohicket Marina Resources

- (1) Forklift

Hazard Resources

- (6) Orange cones
- (1) Roll Yellow CAUTION tape
- (3) A-Frame signs
- (2) Golf Carts

Camp St. Christopher Resources

- (4) Generators: Freestanding: 5000, 6500; At Kitchen: 8000, 10000 watts
- (3) Chain Saws (12" – 20" blades)
- (2) Pole Saws
- (2) Pick-up trucks
- (1) Kubota Tractor (forks, bucket, grader)

Appendix 16. Emergency Supplies and Resources (Continued)

- (1) Zodiac (10' long)
 - (1) Submersible pump
 - (2) HAM radios
 - (16) Walkie-Talkies
 - (2) AED defibrillator
- Kitchen / Dining Halls (at grade; below BFE)
Three-bed medical clinic and some basic First Aid supplies
Multi-purpose building (fire resistant & 120 mph wind construction)
½ to 5 days of food supplies for Camp occupants

Hazard Resources

- (12) Orange road cones (small)
 - (2) Orange road cones (large)
 - (3) Saw Horses
 - (2) Rolls Yellow CAUTION tape (3) Orange marking paint (up-side-down spray cans)
- CERT

Hazard Resources

- (3 – 4) Rolls Yellow CAUTION tape

Utility Plant Resources

- (1) Backhoe
 - (1) Vac Truck
 - (1) Small Generator
- Pumps
Diesel Fuel 15000 gallons
(2) Chain Saws

Hazard Resources

Seabrook Island Club Resources

- (2) Generators
 - (6) Chain Saws
 - (2) Backhoes
 - (3) Tractors and Dump Wagons
 - (1) Small Dump Truck
 - (6) Large First Aid Kits
- 36,000 sq ft. Club building with Kitchen supplies
(2) 1,000 gal LP tanks for on-site generator
2,000 lbs of ice can be made daily
Horses

Hazard Resources

- Orange road cones (number not specified)
- Yellow caution tape (number of rolls not specified)
- Gravel & fill material (small stockpile)

Appendix 16. Emergency Supplies and Resources (Continued)

POA Resources

CERT with full Trailer and supplies (located at the Club Maintenance Shed)

- Medical supplies and triage unit
- Search and Rescue supplies
- Generators
- Chain Saws
- 8 – 10 Ham Radio Operators
- 15 – 20 CERT members
- 500 freeze dried meals
- Water purification tablets
- Triage Tent 13' x 13' with tarp floor

Hazard Resources

Security

- (30) Yellow (“No Parking”) cones
- (16) orange cones
- (2) new barricades
- (1) old barricade

Maintenance

Portable folding road signs (orange, diamond shaped and marked with warnings; number not specified)

Appendix 17. Command Post Forms.

Seabrook Command Post Checkpoint Log

Name of Individual On Duty: _____

Title: _____

Date: _____

<i>Visitor Name</i>	<i>Organization</i>	<i>Purpose</i>	<i>County Pass # or Other ID</i>	<i>Time In</i>	<i>Time Out</i>	<i>Notes</i>

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into as of the 16 day of September, 2013, by and between the Town of Seabrook Island ("Town") and the Seabrook Island Property Owners Association ("POA"), collectively referred to herein as the "Parties."

WHEREAS, the Parties acknowledge a mutual and shared goal of preparing for, responding to, and recovering from various emergency and disaster events.

WHEREAS, it is the intention of the Parties to improve communication, coordination, and cooperation among them with respect to future emergency and disaster events.

WHEREAS, it is the intention of the Parties that this MOU set forth the understandings of the Parties as to how relevant functions are to be handled in an emergency situation.

NOW THEREFORE, based on the premises set forth above, the following is a statement of the Parties' understandings:

I. UNDERSTANDING

The Parties agree as follows:

1. PLANNING

- a. The Town has formed a Disaster Recovery Council ("DRC") consisting of representatives of the Town and the other major entities operating within the municipal boundaries of the Town, including the POA and the Seabrook Island Club ("Club"), to facilitate the sharing of information relevant to the DRC member entities and coordinate their response directly preceding, during, and following an emergency or disaster event.
 - i. The Parties shall each designate at least one person to serve as its representative on the DRC.
 - ii. From time to time, the Town will call meetings of the DRC to facilitate the training, planning, communication, and coordination efforts between the Parties and other relevant entities located within the jurisdiction of the Town.
- b. The POA will designate one or more representatives to attend meetings of the Town's Public Safety Committee as ad hoc, non-voting members.

- c. The POA will coordinate its Emergency Preparedness Plan with the Town's Comprehensive Emergency Plan ("CEP") to ensure consistency to the extent required, including but not limited to representation on the DRC, the identification of representatives for the first and second teams as described in the CEP to return to the Town after an evacuation, and the primary and secondary methods of communication between the Parties during an emergency or disaster event. The POA will provide its Emergency Preparedness Plan to the Town to be appended to the CEP.
- d. The Parties will identify and communicate to each other the chain of command within their respective organizations to facilitate communication and decision-making during an emergency or disaster event. Information exchanged will include cell phone numbers, e-mail addresses and information to be used to contact persons in the chain of command who have been evacuated from the Town.
- e. The Parties will review their individual emergency response plan documents and this MOU annually.

2. ASSETS

- a. Each Party will prepare an inventory of its facilities and assets that may be used during an emergency or disaster event and the inventories will be appended to this MOU as an Exhibit.
- b. The Town will request similar inventories from other relevant entities, such as Seabrook Island Utility Commission ("Utility"), Club, Bohicket Marina ("Marina"), and St. Christopher Camp and Conference Center ("Camp"), and the inventories will be appended to this MOU as an Exhibit.
- c. The Town and the POA inventories appended hereto will be updated as required on a periodic basis, not less than annually. The Town will request the other relevant entities to update their inventories on an annual basis. The updated inventories will be substituted as Exhibits for those originally attached hereto.
- d. The Parties agree to coordinate and utilize their respective assets and resources as determined by the Parties individually and in their sole discretion to the extent permitted under applicable law and consistent with their respective obligations to their constituencies, in the preparation for, response to and recovery from an emergency or disaster event for the benefit of citizens of the Town and all those in need within the Town's municipal limits. The using Party will be responsible for the use and operation of such assets and promptly following such use will return the same to the owner-Party in substantially the same condition in which it was received, reasonable wear and tear excepted.

3. COMMUNICATION REGARDING PENDING EVENT

- a. To the extent deemed necessary in its discretion and as is practical under the circumstances, the Town will be primarily responsible for providing information to property owners and others regarding the emergency or disaster event. Generally such information will be provided when the Town moves to OPCON 3 and OPCON 2 status (as defined in the CEP).
- b. At OPCON 3, when an emergency or disaster event poses a significant threat to the Town, the Town will encourage all residents to make preparation for the storm and imminent mandatory evacuation, and consider early voluntary evacuation.
- c. At OPCON 3 and OPCON 2 the Town will release a public information statement regarding an emergency or disaster threat to Code Red (as defined in the CEP), the Town website, Town billboards, Charleston County Emergency Operations Center ("EOC"), media, and other available outlets as necessary.
- d. The Town is responsible for the final content of all public information statements made in connection with an emergency or disaster threat. The Parties agree to coordinate with each other to enable consistent messaging, and the POA will use its communication capabilities to the extent reasonably practicable under the circumstances to assist in the communication of the emergency or disaster threat.
- e. The Town will communicate information regarding potential emergency or disaster events which may impact the Town to other relevant entities, such as the Utility, Club, Marina, and Camp.

4. EVACUATION

- a. The Town will move to OPCON 1 (as described in the CEP) when it is determined that an emergency or disaster event poses a significant threat to residents' life or safety. At OPCON 1, and pursuant to Section 1.2.50 of the Code for the Town, the Mayor or in his or her absence, the person designated by such ordinance ("Designee") will declare a state of emergency to exist within the corporate limits of the Town. Following the declaration of a state of emergency, the Mayor or his or her Designee will issue a mandatory evacuation order and place the order on the Town website and bulletin board to the extent practical. The Town will coordinate evacuation issues with State and County agencies as necessary, and will generally operate in conjunction with the Governor and Charleston County EOC.
- b. The Town is responsible for final content of all public information statements made in connection with an emergency or disaster event. The Parties agree to coordinate

with each other to enable consistent messaging regarding the state of emergency and evacuation.

- c. The POA will assist with evacuation operational issues to the extent reasonably practicable under the circumstances, including but not limited to assisting people with transportation to the County pick-up location, and making public address announcements from vehicles through the Town to inform residents and others of evacuation orders.
- d. The Parties will endeavor to provide evacuation assistance to other relevant entities, such as the Utility, Club, Marina, and Camp, consistent with their respective capabilities and demand for resources.

5. SECURITY

- a. The POA will arrange for such emergency security services as it is reasonably able to provide for its jurisdictional responsibilities when an emergency or disaster event necessitates extraordinary security procedures such as denial of access to all persons not engaged in emergency response.
- b. Should the need so require, the Town will request additional security from the County, State and Federal resources as deemed appropriate by the Town.

6. DAMAGE ASSESSMENT AND RECOVERY

- a. The Town will determine when it is appropriate to begin damage assessment and recovery operations based on road clearing efforts by Charleston County and others. The Town will communicate to the POA the status of road clearing efforts and the availability of access to the Town.
- b. The Parties have identified to the Town their representative members of the DRC, who, in the event of an emergency or disaster event, will be in the first team to return to the Town following an evacuation ("First Team Members"). The Town will facilitate credentialing of First Team Members with appropriate State and Charleston County agencies for re-entry. The Mayor or his or her Designee will be in charge of the First Team Members. Once the Town has determined it is appropriate to do so, damage assessment will take place in two phases.
 - i. Phase I is a preliminary damage assessment where the First Team Members gain access to the Town and establish an initial command post. First Team Members are to make a preliminary assessment of the damage to the Town to the extent feasible.

- ii. Upon receiving preliminary damage reports, the Mayor or his or her Designee will arrange a meeting of the First Team Members to review the results. At this time, a determination will be made of the required immediate next steps and additional resources required, including the members of the second team to return to the Town following an evacuation (the "Second Team Members").
 - iii. The Town will contact the County EOC with a list of names of the Second Team Members and request that each of the named individuals have access through County check points for re-entry to the Town.
 - iv. The Second Team Members will enter the Town to supervise the commencement of recovery operations. The Second Team Members will establish a Command Post at Town Hall, or other appropriate location as defined by the CEP. The Operations Official as defined by the CEP ("Operations Official") will coordinate the efforts of the Second Team Members. The Second Team Members will keep the Operations Official advised of the steps each is taking in its recovery efforts.
 - v. Each Party will be responsible for issuing work orders to its contractors as each deems necessary. Each Party will identify to the Town's Operations Official the work to be performed by its contractors.
- c. If damage is such that it will not be possible within a reasonable timeframe to conduct a preliminary damage assessment from the ground, the POA will make arrangements through its retained security service for a preliminary initial aerial damage assessment, and will communicate the results of such preliminary damage assessment to the Town and to the POA property owners.
 - d. Each entity will be responsible for the damage assessment, repair, and restoration of its own properties and facilities. The Parties agree to share damage assessment information and assist in the communication of overall Town status to County, State, and Federal agencies.
 - e. The POA will be responsible for communication of the damage assessment of residences to property owners within its jurisdiction.

7. DEBRIS REMOVAL AND RECOVERY

- a. The Parties recognize that as a general proposition, the removal of debris from the roadways of private communities is the responsibility of such communities. However, there are occasions when the magnitude of the disaster may compel the involvement of the Town in order to prevent or minimize the immediate threat to

the health, safety and welfare and the economic recovery of the Town. Following an emergency or disaster event the Mayor and Town Council or their Designee shall determine, based on the criteria set forth in the Town's ordinance, whether such conditions exist sufficient to warrant removal of all or a portion of debris from private roadways in the manner set forth in Title 14 of the Town Code. The Town shall simultaneously determine whether it will have the financial resources to undertake such effort. The Town will promptly notify the POA of the determinations it has made.

- b. Promptly on being notified of determinations by the Town that debris removal by the Town from the POA rights of way is warranted and of the Town's financial commitment for that effort, the POA will confirm willingness to have the Town undertake such recovery efforts.
- c. Depending upon the severity of the emergency or disaster event, and upon confirmation by the POA contemplated herein, the Town may undertake "cut and shove" efforts, in coordination with the POA, to create emergency vehicle access on Seabrook Island Road and other roads as necessary for access to the Seabrook Island Utility Commission plant and lift stations, as well as such other roads as it may deem appropriate.
- d. The Town will coordinate with County and State agencies to seek reimbursement of the Town's response and recovery expenditures including, without limitation, expenditures for efforts undertaken on private rights-of-way, if any.
- e. Other entities will be responsible for funding their own response and recovery expenses.
- f. The Parties agree to work together and with others to identify and procure use of temporary staging and reduction sites for debris generated by emergency and disaster events.
- g. The Town will facilitate business licenses for response, recovery, and other contractors, and the POA will endeavor to check for business license stickers on all commercial vehicles entering POA jurisdiction.
- h. The Parties agree to work together to facilitate efficient processing of zoning and building permits following an emergency or disaster event. The Town will coordinate permit processing with County agencies, but the Parties understand that County response and approval time will be beyond the control of the Town.

8. RESIDENT RE-ENTRY

- a. The Town will be responsible for providing updates to residents regarding recovery and return status.
- b. The Town will advise residents when it is permissible to return for re-entry.
- c. The Parties agree to coordinate with each other to enable consistent messaging, but the Town is responsible for final content in all public information statements.
- d. The Town will coordinate with County agencies to facilitate inspections of damaged residences as necessary.

II. MOU PERIOD

The Parties intend this MOU to be in effect for ten (10) years from the date this MOU is executed by all Parties subject to earlier termination by either Party without cause and upon thirty (30) days written notice.

III. ENTIRE UNDERSTANDING

This MOU constitutes the entire understanding between the Parties with regard to its contents. There are no representations, warranties, agreements, arrangements, undertakings, oral or written, between or among the Parties relating to the subject matter, which are not included in this MOU. By this MOU, the Parties acknowledge that all previous Letters of Understanding by and between the Parties with respect to the subject matter hereof, including the Letter of Understanding dated May 19, 2010, are superseded and replaced by this MOU.

IV. SIGNATORIES

The Parties represent and warrant that their signatories have the authority to represent them, their governing body, members, and entities.

V. NOTICES

All notices, documents, and writings required under the Agreement shall be transmitted to the other Party by regular mail to the persons and addresses listed below. Each Party may change its representative by providing notice to the other Party.

TO TOWN OF SEABROOK ISLAND:

Town Administrator
2001 Seabrook Island Road
Johns Island, SC 29455
Telephone: (843) 768-9121

TO SEABROOK ISLAND PROPERTY OWNERS ASSOCIATION:

Executive Director
1202 Landfall Way
Johns Island, SC 29455
Telephone: (843) 768-0061

VI. TORT IMMUNITY ACT

The parties acknowledge that the Town is a political subdivision and governmental entity, as defined by the South Carolina Tort Claims Act ("SCTCA"), S.C. Code Ann. §§ 15-78-10 *et seq.* This MOU, or any act taken or not taken hereunder, shall not waive any protections, immunities, limits of liability and damages, or exemptions from liability and damages provided under the SCTCA or any other defenses or limitations available to the Town by statute, regulations or common law.

VII. MISCELLANEOUS

By this MOU, the Parties acknowledge that due to personnel, funding, and other constraints on the Town's and the POA's resources, full compliance with each and every provision detailed herein may be impracticable or impossible. It is recognized that the implementation and application of this MOU can only be performed through the exercise of discretion or judgment of the Town or the POA and their respective employees and agents and that this MOU shall in no way alter either organization's exercise of its discretion or judgment in any matters.

This MOU is not intended to be binding or legally enforceable, imposes no enforceable obligations upon the Parties and does not grant any rights or create any obligations to the Parties or to any third party. It is intended to be a statement of principle as to how the Parties intend to respond and the actions each anticipates taking in the event of an emergency or disaster event. This MOU is intended to inure to the benefit of the Parties hereto and is not intended to create a right for any third party nor support any private cause of action against the Town or against the POA.

VIII. COMPREHENSIVE EMERGENCY PLAN

By this MOU, the Parties acknowledge that the Town compiled a CEP originally dated October 29, 2009 and subsequently updated as necessary to prepare for, respond to, and recover from a variety of emergency and disaster events.

IX. EFFECTIVE DATE

This MOU shall become effective upon the approval of the POA Board of Directors and the Town Council of Seabrook Island and is thereafter executed by each of the Parties hereto.

X. SIGNATURES

FOR TOWN OF SEABROOK ISLAND:

FOR SEABROOK ISLAND PROPERTY OWNERS ASSOCIATION:

William F. Holtz
Name

Ray Gorski
Name

Mayor
Title

President
Title

William F. Holtz
Signature

[Signature]
Signature

Sept. 4, 2013
Date

September 16, 2013
Date

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into as of the 14th day of February 2014, by and between the Town of Seabrook Island ("Town") and the Seabrook Island Club ("Club"), collectively referred to herein as the "Parties."

WHEREAS, the Parties acknowledge a mutual and shared goal of preparing for, responding to, and recovering from various emergency and disaster events.

WHEREAS, it is the intention of the Parties to improve communication, coordination, and cooperation among them with respect to future emergency and disaster events.

WHEREAS, it is the intention of the Parties that this MOU set forth the understandings of the Parties as to how relevant functions are to be handled in an emergency situation.

NOW THEREFORE, based on the premises set forth above, the following is a statement of the Parties' understandings:

I. UNDERSTANDING

The Parties agree as follows:

1. PLANNING

- a. The Town has formed a Disaster Recovery Council ("DRC") consisting of representatives of the Town and the other major entities operating within the municipal boundaries of the Town, including the Club and the Seabrook Island Property Owners Association ("POA"), to facilitate the sharing of information relevant to the DRC member entities and coordinate their response directly preceding, during, and following an emergency or disaster event.
 - i. The Parties shall each designate at least one person to serve as its representative on the DRC.
 - ii. From time to time, the Town will call meetings of the DRC to facilitate the training, planning, communication, and coordination efforts between the Parties and other relevant entities located within the jurisdiction of the Town.
- b. The Club will designate one or more representatives to attend meetings of the Town's Public Safety Committee as ad hoc, non-voting members.
- c. The Club will coordinate its Emergency Preparedness Plan with the Town's Comprehensive Emergency Plan ("CEP") to ensure consistency to the extent

required, including but not limited to representation on the DRC, the identification of representatives for the first and second teams as described in the CEP to return to the Town after an evacuation, and the primary and secondary methods of communication between the Parties during an emergency or disaster event. The Club will provide its Emergency Preparedness Plan to the Town to be appended to the CEP.

- d. The Parties will identify and communicate to each other the chain of command within their respective organizations to facilitate communication and decision-making during an emergency or disaster event. Information exchanged will include cell phone numbers, e-mail addresses and information to be used to contact persons in the chain of command who have been evacuated from the Town.
- e. The Parties will review their individual emergency response plan documents and this MOU annually.

2. ASSETS

- a. Each Party will prepare an inventory of its facilities and assets that may be used during an emergency or disaster event and the inventories will be appended to this MOU as an Exhibit.
- b. The Town will request similar inventories from other relevant entities, such as Seabrook Island Utility Commission ("Utility"), POA, Bohicket Marina ("Marina"), and St. Christopher Camp and Conference Center ("Camp"), and the inventories will be appended to this MOU as an Exhibit.
- c. The Town and the Club inventories appended hereto will be updated as required on a periodic basis, not less than annually. The Town will request the other relevant entities to update their inventories on an annual basis. The updated inventories will be substituted as Exhibits for those originally attached hereto.
- d. The Parties agree to coordinate and utilize their respective assets and resources as determined by the Parties individually and in their sole discretion to the extent permitted under applicable law and consistent with their respective obligations to their constituencies, in the preparation for, response to and recovery from an emergency or disaster event for the benefit of citizens of the Town and all those in need within the Town's municipal limits. The using Party will be responsible for the use and operation of such assets and promptly following such use will return the same to the owner-Party in substantially the same condition in which it was received, reasonable wear and tear excepted.

3. COMMUNICATION REGARDING PENDING EVENT

- a. To the extent deemed necessary in its discretion and as is practical under the circumstances, the Town will be primarily responsible for providing information to property owners and others regarding the emergency or disaster event. Generally such information will be provided when the Town moves to OPCON 3 and OPCON 2 status (as defined in the CEP).
- b. At OPCON 3, when an emergency or disaster event poses a significant threat to the Town, the Town will encourage all residents to make preparation for the storm and imminent mandatory evacuation, and consider early voluntary evacuation.
- c. At OPCON 3 and OPCON 2 the Town will release a public information statement regarding an emergency or disaster threat to Code Red (as defined in the CEP), the Town website, Town billboards, Charleston County Emergency Operations Center ("EOC"), media, and other available outlets as necessary.
- d. The Town is responsible for the final content of all public information statements made in connection with an emergency or disaster threat. The Parties agree to coordinate with each other to enable consistent messaging, and the Club will use its communication capabilities to the extent reasonably practicable under the circumstances to assist in the communication of the emergency or disaster threat.
- e. The Town will communicate information regarding potential emergency or disaster events which may impact the Town to other relevant entities, such as the Utility, POA, Marina, and Camp.

4. EVACUATION

- a. The Town will move to OPCON 1 (as described in the CEP) when it is determined that an emergency or disaster event poses a significant threat to residents' life or safety. At OPCON 1, and pursuant to Section 1.2.50 of the Code for the Town, the Mayor or in his or her absence, the person designated by such ordinance ("Designee") will declare a state of emergency to exist within the corporate limits of the Town. Following the declaration of a state of emergency, the Mayor or his or her Designee will issue a mandatory evacuation order and place the order on the Town website and bulletin board to the extent practical. The Town will coordinate evacuation issues with State and County agencies as necessary, and will generally operate in conjunction with the Governor and Charleston County EOC.
- b. The Town is responsible for final content of all public information statements made in connection with an emergency or disaster event. The Parties agree to coordinate

with each other to enable consistent messaging regarding the state of emergency and evacuation.

- c. The Parties will endeavor to provide evacuation assistance to other relevant entities, such as the Utility, POA, Marina, and Camp, consistent with their respective capabilities and demand for resources.

5. DAMAGE ASSESSMENT AND RECOVERY

- a. The Town will determine when it is appropriate to begin damage assessment and recovery operations based on road clearing efforts by Charleston County and others. The Town will communicate to the Club the status of road clearing efforts and the availability of access to the Town.
- b. The Parties have identified to the Town their representative members of the DRC, who, in the event of an emergency or disaster event, will be in the first team to return to the Town following an evacuation ("First Team Members"). The Town will facilitate credentialing of First Team Members with appropriate State and Charleston County agencies for re-entry. The Mayor or his or her Designee will be in charge of the First Team Members. Once the Town has determined it is appropriate to do so, damage assessment will take place in two phases.
 - i. Phase I is a preliminary damage assessment where the First Team Members gain access to the Town and establish an initial command post. First Team Members are to make a preliminary assessment of the damage to the Town to the extent feasible.
 - ii. Upon receiving preliminary damage reports, the Mayor or his or her Designee will arrange a meeting of the First Team Members to review the results. At this time, a determination will be made of the required immediate next steps and additional resources required, including the members of the second team to return to the Town following an evacuation (the "Second Team Members").
 - iii. The Town will contact the County EOC with a list of names of the Second Team Members and request that each of the named individuals have access through County check points for re-entry to the Town.
 - iv. The Second Team Members will enter the Town to supervise the commencement of recovery operations. The Second Team Members will establish a Command Post at Town Hall, or other appropriate location as defined by the CEP. The Operations Official as defined by the CEP ("Operations Official") will coordinate the efforts of the Second Team

Members. The Second Team Members will keep the Operations Official advised of the steps each is taking in its recovery efforts.

- v. Each Party will be responsible for issuing work orders to its contractors as each deems necessary. Each Party will identify to the Town's Operations Official the work to be performed by its contractors.
- c. Each entity will be responsible for the damage assessment, repair, and restoration of its own properties and facilities. The Parties agree to share damage assessment information and assist in the communication of overall Town status to County, State, and Federal agencies.

6. DEBRIS REMOVAL AND RECOVERY

- a. The Parties recognize that as a general proposition, the removal of debris from the roadways of private communities is the responsibility of such communities. However, there are occasions when the magnitude of the disaster may compel the involvement of the Town in order to prevent or minimize the immediate threat to the health, safety and welfare and the economic recovery of the Town. Following an emergency or disaster event the Mayor and Town Council or their Designee shall determine, based on the criteria set forth in the Town's ordinance, whether such conditions exist sufficient to warrant removal of debris from private roadways in the manner set forth in Title 14 of the Town Code.
- b. Depending upon the severity of the emergency or disaster event, and with approval of the POA, the Town may undertake "cut and shove" efforts, in coordination with the POA, to create emergency vehicle access on Seabrook Island Road and other roads as necessary for access to the Seabrook Island Utility Commission plant and lift stations, as well as such other roads as the Town may deem appropriate.
- c. The Club contemplates that pasture land located at the Club's Equestrian Center may be suitable for use as a temporary storage and reduction site for collection and initial processing of debris generated by a disaster event. The Club will identify potential locations for the site and will cooperate with the Town and/or the POA, to the extent practicable, to assist with establishment of that site.
- d. The Club will be responsible for funding their own response and recovery expenses.
- e. The Town will facilitate business licenses for response, recovery, and other contractors.

7. RESIDENT RE-ENTRY

- a. The Town will be responsible for providing updates to residents regarding recovery and return status.
- b. The Town will advise residents when it is permissible to return for re-entry.
- c. The Parties agree to coordinate with each other to enable consistent messaging, but the Town is responsible for final content in all public information statements.

II. MOU PERIOD

The Parties intend this MOU to be in effect for ten (10) years from the date this MOU is executed by all Parties subject to earlier termination by either Party without cause and upon thirty (30) days written notice.

III. ENTIRE UNDERSTANDING

This MOU constitutes the entire understanding between the Parties with regard to its contents. There are no representations, warranties, agreements, arrangements, undertakings, oral or written, between or among the Parties relating to the subject matter, which are not included in this MOU. By this MOU, the Parties acknowledge that all previous Letters of Understanding by and between the Parties with respect to the subject matter hereof, including the Letter of Understanding dated April 26, 2010, are superseded and replaced by this MOU.

IV. NOTICES

All notices, documents, and writings required under the Agreement shall be transmitted to the other Party by regular mail to the persons and addresses listed below. Each Party may change its representative by providing notice to the other Party.

TO TOWN OF SEABROOK ISLAND:

Town Administrator
2001 Seabrook Island Road
Johns Island, SC 29455
Telephone: (843) 768-9121

TO SEABROOK ISLAND CLUB:

Caleb Elledge, CCM
GM, COO
3772 Seabrook Island Road
Johns Island, SC 29455
Telephone: (843) 768-7868

V. SIGNATORIES

The Parties represent and warrant that their signatories have the authority to represent them, their governing body, members, and entities.

VI. TORT IMMUNITY ACT

The parties acknowledge that the Town is a political subdivision and governmental entity, as defined by the South Carolina Tort Claims Act ("SCTCA"), S.C. Code Ann. §§ 15-78-10 *et seq.* This MOU, or any act taken or not taken hereunder, shall not waive any protections, immunities, limits of liability and damages, or exemptions from liability and damages provided under the SCTCA or any other defenses or limitations available to the Town by statute, regulations or common law.

VII. MISCELLANEOUS

By this MOU, the Parties acknowledge that due to personnel, funding, and other constraints on the Town's and the Club's resources, full compliance with each and every provision detailed herein may be impracticable or impossible. It is recognized that the implementation and application of this MOU can only be performed through the exercise of discretion or judgment of the Town or the Club and their respective employees and agents and that this MOU shall in no way alter either organization's exercise of its discretion or judgment in any matters.

This MOU is not intended to be binding or legally enforceable, imposes no enforceable obligations upon the Parties and does not grant any rights or create any obligations to the Parties or to any third party. It is intended to be a statement of principle as to how the Parties intend to respond and the actions each anticipates taking in the event of an emergency or disaster event. This MOU is intended to inure to the benefit of the Parties hereto and is not intended to create a right for any third party nor support any private cause of action against the Town or against the Club.

VIII. COMPREHENSIVE EMERGENCY PLAN

By this MOU, the Parties acknowledge that the Town compiled a CEP originally dated October 29, 2009 and subsequently updated as necessary to prepare for, respond to, and recover from a variety of emergency and disaster events.

IX. EFFECTIVE DATE

This MOU shall become effective upon the approval of the Club Board of Governors and the Town Council of Seabrook Island and is thereafter executed by each of the Parties hereto.

X. SIGNATURES

FOR TOWN OF SEABROOK ISLAND:

TERRENCE J. AHEARN
Name

MAYOR
Title

Terrence J. Ahearn
Signature

February 14, 2014
Date

FOR SEABROOK ISLAND CLUB:

Caleb M. Elledge
Name

General Manager
Title

Caleb M. Elledge
Signature

2/15/2014
Date

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into as of the 10th day of December, 2013, by and between the Town of Seabrook Island ("Town") and Bohicket Marina & Yacht Club ("Marina"), collectively referred to herein as the "Parties."

WHEREAS, the Parties acknowledge a mutual and shared goal of preparing for, responding to, and recovering from various emergency and disaster events.

WHEREAS, it is the intention of the Parties to improve communication, coordination, and cooperation among them with respect to future emergency and disaster events.

WHEREAS, it is the intention of the Parties that this MOU set forth the understandings of the Parties as to how relevant functions are to be handled in an emergency situation.

NOW THEREFORE, based on the premises set forth above, the following is a statement of the Parties' understandings:

I. UNDERSTANDING

The Parties agree as follows:

1. PLANNING

- a. The Town has formed a Disaster Recovery Council ("DRC") consisting of representatives of the Town and the other major entities operating within the municipal boundaries of the Town, including the Seabrook Island Club, St. Christopher Camp and Conference Center and the Seabrook Island Property Owners Association ("POA"), to facilitate the sharing of information relevant to the DRC member entities and coordinate their response directly preceding, during, and following an emergency or disaster event.
 - i. The Parties shall each designate at least one person to serve as its representative on the DRC.
 - ii. From time to time, the Town will call meetings of the DRC to facilitate the training, planning, communication, and coordination efforts between the Parties and other relevant entities located within the jurisdiction of the Town.
- b. The Marina will designate one or more representatives to attend meetings of the Town's Public Safety Committee as ad hoc, non-voting members.

- c. The Marina will coordinate its Emergency Preparedness Plan with the Town's Comprehensive Emergency Plan ("CEP") to ensure consistency to the extent required, including but not limited to representation on the DRC, the identification of representatives for the first and second teams as described in the CEP to return to the Town after an evacuation, and the primary and secondary methods of communication between the Parties during an emergency or disaster event. The Marina will provide its Emergency Preparedness Plan to the Town to be appended to the CEP.
- d. The Parties will identify and communicate to each other the chain of command within their respective organizations to facilitate communication and decision-making during an emergency or disaster event. Information exchanged will include cell phone numbers, e-mail addresses and information to be used to contact persons in the chain of command who have been evacuated from the Town.
- e. The Parties will review their individual emergency response plan documents and this MOU annually.

2. ASSETS

- a. Each Party will prepare an inventory of its facilities and assets that may be used during an emergency or disaster event and the inventories will be appended to this MOU as an Exhibit.
- b. The Town will request similar inventories from other relevant entities, such as Seabrook Island Utility Commission ("Utility"), the Club, the POA, and St. Christopher Camp and Conference Center ("Camp"), and the inventories will be appended to this MOU as an Exhibit.
- c. The Town and the Marina inventories appended hereto will be updated as required on a periodic basis, not less than annually. The Town will request the other relevant entities to update their inventories on an annual basis. The updated inventories will be substituted as Exhibits for those originally attached hereto.
- d. The Parties agree to coordinate and utilize their respective assets and resources as determined by the Parties individually and in their sole discretion to the extent permitted under applicable law and consistent with their respective obligations to their constituencies, in the preparation for, response to and recovery from an emergency or disaster event for the benefit of citizens of the Town and all those in need within the Town's municipal limits. The using Party will be responsible for the use and operation of such assets and promptly following such use will return the same to the owner-Party in substantially the same condition in which it was received, reasonable wear and tear excepted.

3. COMMUNICATION REGARDING PENDING EVENT

- a. To the extent deemed necessary in its discretion and as is practical under the circumstances, the Town will be primarily responsible for providing information to property owners and others regarding the emergency or disaster event. Generally such information will be provided when the Town moves to OPGON 3 and OPGON 2 status (as defined in the CEP).
- b. At OPGON 3, when an emergency or disaster event poses a significant threat to the Town, the Town will encourage all residents to make preparation for the storm and imminent mandatory evacuation, and consider early voluntary evacuation.
- c. At OPGON 3 and OPGON 2 the Town will release a public information statement regarding an emergency or disaster threat to Code Red (as defined in the CEP), the Town website, Town billboards, Charleston County Emergency Operations Center ("EOC"), media, and other available outlets as necessary.
- d. The Town is responsible for the final content of all public information statements made in connection with an emergency or disaster threat. The Parties agree to coordinate with each other to enable consistent messaging, and the Marina will use its communication capabilities to the extent reasonably practicable under the circumstances to assist in the communication of the emergency or disaster threat.
- e. The Town will communicate information regarding potential emergency or disaster events which may impact the Town to other relevant entities, such as the Utility, the POA, and Camp.

4. EVACUATION

- a. The Town will move to OPGON 1 (as described in the CEP) when it is determined that an emergency or disaster event poses a significant threat to residents' life or safety. At OPGON 1, and pursuant to Section 1.2.50 of the Code for the Town, the Mayor or in his or her absence, the person designated by such ordinance ("Designee") will declare a state of emergency to exist within the corporate limits of the Town. Following the declaration of a state of emergency, the Mayor or his or her Designee will issue a mandatory evacuation order and place the order on the Town website and bulletin board to the extent practical. The Town will coordinate evacuation issues with State and County agencies as necessary, and will generally operate in conjunction with the Governor and Charleston County EOC.
- b. The Town is responsible for final content of all public information statements made in connection with an emergency or disaster event. The Parties agree to coordinate

with each other to enable consistent messaging regarding the state of emergency and evacuation.

- c. The Marina will assist with evacuation operational issues to the extent reasonably practicable under the circumstances, including but not limited to assisting people with transportation to the County pick-up location, and making public address announcements from vehicles through the Town to inform residents and others of evacuation orders.
- d. The Parties will endeavor to provide evacuation assistance to other relevant entities, such as the Utility, the Club, the POA, and Camp, consistent with their respective capabilities and demand for resources.

5. DAMAGE ASSESSMENT AND RECOVERY

- a. The Town will determine when it is appropriate to begin damage assessment and recovery operations based on road clearing efforts by Charleston County and others. The Town will communicate to the Marina the status of road clearing efforts and the availability of access to the Town.
- b. The Parties have identified to the Town their representative members of the DRC, who, in the event of an emergency or disaster event, will be in the first team to return to the Town following an evacuation ("First Team Members"). The Town will facilitate credentialing of First Team Members with appropriate State and Charleston County agencies for re-entry. The Mayor or his or her Designee will be in charge of the First Team Members. Once the Town has determined it is appropriate to do so, damage assessment will take place in two phases.
 - i. Phase I is a preliminary damage assessment where the First Team Members gain access to the Town and establish an initial command post. First Team Members are to make a preliminary assessment of the damage to the Town to the extent feasible.
 - ii. Upon receiving preliminary damage reports, the Mayor or his or her Designee will arrange a meeting of the First Team Members to review the results. At this time, a determination will be made of the required immediate next steps and additional resources required, including the members of the second team to return to the Town following an evacuation (the "Second Team Members").
 - iii. The Town will contact the County EOC with a list of names of the Second Team Members and request that each of the named individuals have access through County check points for re-entry to the Town.

- iv. The Second Team Members will enter the Town to supervise the commencement of recovery operations. The Second Team Members will establish a Command Post at Town Hall, or other appropriate location as defined by the CEP. The Operations Official as defined by the CEP ("Operations Official") will coordinate the efforts of the Second Team Members. The Second Team Members will keep the Operations Official advised of the steps each is taking in its recovery efforts.
- v. Each Party will be responsible for issuing work orders to its contractors as each deems necessary. Each Party will identify to the Town's Operations Official the work to be performed by its contractors.
- c. Each entity will be responsible for the damage assessment, repair, and restoration of its own properties and facilities. The Parties agree to share damage assessment information and assist in the communication of overall Town status to County, State, and Federal agencies.

6. DEBRIS REMOVAL AND RECOVERY

- a. The Parties recognize that as a general proposition, the removal of debris from the roadways of private communities is the responsibility of such communities. Further, the Parties recognize that the Town may, in its sole discretion, determine that it is necessary to undertake clearing of public roadways before clearing efforts are commenced by the County so as to prevent or minimize the immediate threat to the health, safety and welfare and the economic recovery of the Town.
- b. The Town will coordinate with County and State agencies to seek reimbursement from governmental agencies of the Town's response and recovery expenditures.
- c. The Marina will be responsible for funding its own response and recovery expenses.
- d. The Town will facilitate business licenses for response, recovery, and other contractors.

7. RESIDENT RE-ENTRY

- a. The Town will be responsible for providing updates to residents regarding recovery and return status.
- b. The Town will advise residents when it is permissible to return for re-entry.

- c. The Parties agree to coordinate with each other to enable consistent messaging, but the Town is responsible for final content in all public information statements.

II. MOU PERIOD

The Parties intend this MOU to be in effect for ten (10) years from the date this MOU is executed by all Parties subject to earlier termination by either Party without cause and upon thirty (30) days written notice.

III. ENTIRE UNDERSTANDING

This MOU constitutes the entire understanding between the Parties with regard to its contents. There are no representations, warranties, agreements, arrangements, undertakings, oral or written, between or among the Parties relating to the subject matter, which are not included in this MOU. By this MOU, the Parties acknowledge that all previous Letters of Understanding by and between the Parties with respect to the subject matter hereof, including the Letter of Understanding dated April 20, 2010, are superseded and replaced by this MOU.

IV. NOTICES

All notices, documents, and writings required under the Agreement shall be transmitted to the other Party by regular mail to the persons and addresses listed below. Each Party may change its representative by providing notice to the other Party.

TO TOWN OF SEABROOK ISLAND:

Town Administrator
2001 Seabrook Island Road
Johns Island, SC 29455
Telephone: (843) 768-9121

TO BOHICKET MARINA & YACHT CLUB:

Executive Director
1880 Andell Bluff Blvd.
Johns Island, SC 29455
Telephone: (843) 768-1280

V. SIGNATORIES

The Parties represent and warrant that their signatories have the authority to represent them, their governing body, members, and entities.

VI. TORT IMMUNITY ACT

The parties acknowledge that the Town is a political subdivision and governmental entity, as defined by the South Carolina Tort Claims Act ("SCTCA"), S.C. Code Ann. §§ 15-78-10 *et seq.* This MOU, or any act taken or not taken hereunder, shall not waive any protections, immunities, limits of liability and damages, or exemptions from liability and damages provided under the SCTCA or any other defenses or limitations available to the Town by statute, regulations or common law.

VII. MISCELLANEOUS

By this MOU, the Parties acknowledge that due to personnel, funding, and other constraints on the Town's and Marina's resources, full compliance with each and every provision detailed herein may be impracticable or impossible. It is recognized that the implementation and application of this MOU can only be performed through the exercise of discretion or judgment of the Town or Marina and their respective employees and agents and that this MOU shall in no way alter either organization's exercise of its discretion or judgment in any matters.

This MOU is not intended to be binding or legally enforceable, imposes no enforceable obligations upon the Parties and does not grant any rights or create any obligations to the Parties or to any third party. It is intended to be a statement of principle as to how the Parties intend to respond and the actions each anticipates taking in the event of an emergency or disaster event. This MOU is intended to inure to the benefit of the Parties hereto and is not intended to create a right for any third party nor support any private cause of action against the Town or against Marina.

VIII. COMPREHENSIVE EMERGENCY PLAN

By this MOU, the Parties acknowledge that the Town compiled a CEP originally dated October 29, 2009 and subsequently updated as necessary to prepare for, respond to, and recover from a variety of emergency and disaster events.

IX. EFFECTIVE DATE

This MOU shall become effective upon the approval of Marina Board of Governors and the Town Council of Seabrook Island and is thereafter executed by each of the Parties hereto.

X. SIGNATURES

Bohicket Investors, LLC

FOR TOWN OF SEABROOK ISLAND:

FOR BOHICKET MARINA & YACHT CLUB:

TERRENCE J. AHEARN
Name

Nicholas Mapleson
Name

MAYOR
Title

Member / Manager
Title

Terrence J. Ahearn
Signature

[Signature]
Signature

February 14, 2014
Date

12/9/13
Date

TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road • Seabrook Island, SC 29455
Phone: (843) 768-9121 • Fax: (843) 768-9830

Mayor:
John B. DuBois
Municipal Judge:
Dennis E. O'Neill, Esq.
Council:
C. Kenneth Cooper
G. Joseph Crispyn
Robert A. Ferguson
Taunya J. White
Town Administrator:
Randy M. Pierce
Clerk:
Faye Allbritton
Zoning Administrator:
Douglas M. Smith
Administrative Assistant:
Lynda Whitworth

June 21, 2002

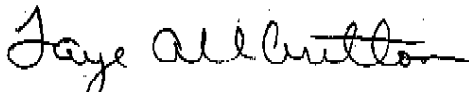
SC Emergency Preparedness Division
Office of the Adjutant General
1100 Fish Hatchery Road
W. Columbia, SC 29172

Dear Sir:

Enclosed you will find a copy of the SC Statewide Mutual Aid Agreement which has been signed by John B. DuBois, the Mayor of the Town of Seabrook Island. Town Council approved a resolution authorizing the Mayor to enter into this agreement on May 28, 2002. A copy of the resolution and a copy of a letter showing proof of insurance are also enclosed.

Please let me know if there is anything further I can do in this regard.

Sincerely,



Faye Allbritton
Town Clerk

Enclosure

STATE OF SOUTH CAROLINA
STATEWIDE MUTUAL AID AGREEMENT
FOR
CATASTROPHIC DISASTER RESPONSE AND RECOVERY

THIS AGREEMENT IS ENTERED INTO BETWEEN THE STATE OF SOUTH CAROLINA, EMERGENCY PREPAREDNESS DIVISION, AND BY AND AMONG EACH COUNTY AND MUNICIPALITY THAT EXECUTES AND ADOPTS THE TERMS AND CONDITIONS CONTAINED HEREIN, BASED UPON THE FOLLOWING FACTS:

WHEREAS, the South Carolina Constitution, Article VIII, Section 13, provides that any county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof; and

WHEREAS, the South Carolina Code of Laws, Section 25-1-450, requires that State, county and municipal governments shall cooperate in developing and maintaining a plan for mutual assistance in emergencies; and

WHEREAS, the South Carolina Code of Laws, Section 6-11-1810, provides that any municipality, fire district, fire protection agency, or other emergency service entity may provide mutual aid assistance, upon request, from any other municipality, fire district, fire protection agency, or other emergency service delivery system in South Carolina at the time of a significant incident such as fire, earthquake, hurricane, flood, tornado, hazardous material event, or other such disaster; and

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WHEREAS, the State of South Carolina is geographically vulnerable to hurricanes, tornadoes, flooding, and other natural disasters that in the past have caused severe disruption of essential human services and severe property damage to public roads, utilities, buildings, parks, and other government-owned facilities; and

WHEREAS, the Parties to this agreement recognize that additional manpower and equipment may be needed to mitigate further damage and restore vital services to the citizens of the affected community should such disasters occur; and

WHEREAS, to provide the most effective mutual aid possible, each Participating Government intends to foster communications between the personnel of the other Participating Government by visits, compilation of asset inventories, exchange of information, and development of plans and procedures to implement this Agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1. DEFINITIONS

A. **AGREEMENT** - the Statewide Mutual Aid Agreement for Emergency Response/Recovery. Political subdivisions of the State of South Carolina may become a party to this Agreement by executing a copy of this Agreement and providing a copy with original signatures and authorizing resolution(s) to the State of South Carolina Emergency Preparedness Division. Copies of the Agreement with original signatures and copies of authorizing resolutions and insurance letters shall be filed and maintained at the Division headquarters in Columbia, South Carolina.

B. **REQUESTING PARTY** - the Participating Government entity requesting aid in the event of an emergency. Each municipality must coordinate requests for State or Federal emergency response assistance through its county.

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C. **ASSISTING PARTY** - the Participating Government entity furnishing equipment, services and/or manpower to the Requesting Party.

D. **AUTHORIZED REPRESENTATIVE** - an employee of a participating government who is authorized in writing by that government to request, offer, or provide assistance under the terms of this Agreement. The list of authorized representatives for the participating government executing this Agreement shall be attached as Exhibit A and shall be updated as needed by each participating government.

E. **DIVISION** - the South Carolina Emergency Preparedness Division, Office of the Adjutant General.

F. **EMERGENCY** - any occurrence, or threat thereof, whether natural or caused by man, in war or in peace, which results in substantial injury or harm to the population, or substantial damage to or loss of property.

G. **DISASTER** - any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude as to result in a declaration of a state of emergency by a county, Governor, or the President of the United States.

H. **PARTICIPATING GOVERNMENT** - the State of South Carolina, any county, municipality, political subdivision, or emergency service entity of the State of South Carolina which executes this Mutual Aid Agreement and supplies a complete executed copy, as stated herein, to the Division.

I. **PERIOD OF ASSISTANCE** - the period of time beginning with the departure of any personnel of the Assisting Party, from any point, for the purpose of traveling to the Requesting Party in order to provide assistance, and ending upon the return of all personnel and equipment of the Assisting Party, after providing the assistance requested, to their residence or

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regular place of work, whichever occurs first. The period of assistance shall not include any portion of the trip to the Requesting Party or the return trip from the Requesting Party, during which the personnel of the Assisting Part are engaged in a course of conduct not reasonably necessary for their safe arrival at, or return from, the Requesting Party.

J. **WORK OR WORK-RELATED PERIOD** - any period of time in which either the personnel or equipment of the Assisting Party are being used by the Requesting Party to provide assistance and for which the Requesting Party will reimburse the Assisting Party. Specifically included within such periods of time are rest breaks after which the personnel of the Assisting Party shall return to active work within a reasonable time. Specifically excluded from such periods of time are breakfast, lunch and dinner breaks.

K. **MAJOR DISASTER** - a disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance.

SECTION 2. PROCEDURES

When a Participating Government either becomes affected by or is under imminent threat of a major disaster, it may invoke emergency-related mutual aid assistance either by: 1) declaring a state of local emergency and transmitting a copy of that declaration to the Assisting Party or to the Division, or 2) by orally communicating a request for mutual aid assistance to the Assisting Party or to the Division, followed as soon as practicable by written confirmation of said request. Mutual aid shall not be requested by any Participating Government unless resources available within the stricken area are deemed inadequate by that Participating Government. Municipalities shall coordinate requests for State or Federal assistance with their County Emergency Management Agencies. All requests for mutual aid shall be transmitted by

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the Authorized Representative or the Director of the County Emergency Management Agency. Requests for assistance may be communicated either to the Division or directly to an Assisting Party. Requests for assistance under this Agreement shall be limited to major disasters, except where the Participating Government has no other mutual aid agreement for the provision of assistance related to emergencies or disasters, in which case a Participating Government may request assistance related to any disaster or emergency, pursuant to the provisions of this Agreement.

A. REQUESTS DIRECTLY TO ASSISTING PARTY: The Requesting Party may directly contact the authorized representative of the Assisting Party and shall provide them with the information in paragraph C below. All communications shall be conducted directly between Requesting Party and Assisting Party. Each party shall be responsible for keeping the Division advised of the status of the response activities.

B. REQUESTS ROUTED THROUGH, OR ORIGINATING FROM, THE DIVISION: The Requesting Party may directly contact the Division, in which case it shall provide the Division with the information in paragraph C below. The Division may then contact other Participating Governments on behalf of the Requesting Party and coordinate the provision of mutual aid. The Division shall not be responsible for costs associated with such indirect requests for assistance, unless the Division so indicates in writing at the time it transmits the request to the Assisting Party. In no event shall the Division or the State of South Carolina be responsible for costs associated with assistance in the absence of appropriated funds. In all cases, the party receiving the mutual aid shall be primarily responsible for the costs incurred by any Assisting Party providing assistance pursuant to the provisions of this agreement.

C. **REQUIRED INFORMATION:** Each request for assistance shall be accompanied by the following information to the extent known:

1. A general description of the damage sustained;
2. Identification of the emergency service function for which assistance is needed (e.g., fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the type of assistance needed;
3. Identification of the public infrastructure system for which assistance is needed (e.g., sanitary sewer, potable water, streets, or storm water systems) and the type of work assistance needed;
4. The amount and type of personnel, equipment, materials, and supplies needed, and a reasonable estimate of the length of time they will be needed;
5. The need for sites, structures or buildings outside the Requesting Party's jurisdictional boundaries to serve as relief centers or staging areas for incoming emergency goods and services; and
6. An estimated time and a specific place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party.

This information may be provided on the form attached as Exhibit B, or by any other available means. The Division may revise the format of Exhibit B subsequent to the execution of this Agreement, in which case it shall distribute copies to all Participating Governments.

D. **ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE:** When contacted by a Requesting Party or the Division, the

Appendix 25. Mutual Aid Agreement.

authorized representatives of any Participating Government agree to assess their government's situation to determine availability of personnel, equipment, and other resources. All Participating Governments shall render assistance to the extent that personnel, equipment, and resources are available. Each Participating Government agrees to render assistance in accordance with the terms of this Agreement to the fullest extent possible. When the authorized representative determines that his Participating Government has available personnel, equipment, or other resources, the authorized representative shall so notify the Requesting Party or the Division, whichever communicated the request, and provide the information below. The Division shall, upon response from sufficient participating parties to meet the needs of the Requesting Party, notify the authorized representative of the Requesting Party and provide them with the following information to the extent known:

1. A complete description of the personnel, equipment, and materials to be furnished to the Requesting Party;
2. The estimated length of time the personnel, equipment, and materials will be available;
3. The areas of experience and abilities of the personnel and the capability of the equipment to be furnished;
4. The name of the person or persons to be designated as supervisory personnel; and
5. The estimated time when the assistance provided will arrive at the location designated by the authorized representative of the Requesting Party.

E. SUPERVISION AND CONTROL: The personnel, equipment and resources of any Assisting Party shall remain under operational control of the Requesting Party for the area

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in which they are serving. Direct supervision and control of said personnel, equipment and resources shall remain with the designated supervisory personnel of the Assisting Party. Representatives of the Requesting Party shall provide work tasks to the supervisory personnel of the Assisting Party. The designated supervisory personnel of the Assisting Party shall have the responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Party, based on task or mission assignments provided by the Requesting Party and the Division. The designated supervisory personnel of the Assisting Party shall: maintain daily personnel time records, material records, and a log of equipment hours; be responsible for the operation and maintenance of the equipment and other resources furnished by the Assisting Party; and shall report work progress to the Requesting Party. The Assisting Party's personnel and other resources shall remain subject to recall by the Assisting Party at any time, subject to reasonable notice to the Requesting Party and the Division. At least twenty-four hour advance notification of intent to withdraw personnel or resources shall be provided to the Requesting Party, unless such notice is not practicable, in which case such notice as is reasonable shall be provided.

F. FOOD; HOUSING; SELF-SUFFICIENCY: Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient for operations in areas stricken by emergencies or disasters. The Requesting Party may specify only self-sufficient personnel and resources in its request for assistance.

G. **COMMUNICATIONS:** Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communications among their respective operating units.

H. **RIGHTS AND PRIVILEGES:** Whenever the employees of the Assisting Party are rendering outside aid pursuant to this Agreement, such employees shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation incidental to, their employment.

I. **WRITTEN ACKNOWLEDGMENT:** The Assisting Party shall complete a written acknowledgment regarding the assistance to be rendered, setting forth the information transmitted in the request, and shall transmit it by the quickest practical means to the Requesting Party or the Division, as applicable, for approval. The form to serve as this written acknowledgment is attached as Exhibit C. The Requesting Party/Division shall respond to the written acknowledgment by executing and returning a copy to the Assisting Party by the quickest practical means, maintaining a copy for its files.

SECTION 3. REIMBURSABLE EXPENSE

The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties, and specified in the written acknowledgment executed in accordance with paragraph I, Section 2, of this Agreement. The Requesting Party shall be ultimately responsible for reimbursement of all reimbursable expenses.

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A. **PERSONNEL:** During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect payroll costs and expenses (including travel expenses) incurred during the period of assistance, including but not limited to employee pensions and benefits as provided by Generally Accepted Accounting Principles (GAAP). However, the Requesting Party shall not be responsible for reimbursing any amounts paid or due as benefits to employees of the Assisting Party under the terms of the South Carolina Workers' Compensation Act due to personal injury or death occurring while such employees are engaged in rendering aid under this Agreement. Both the Requesting Party and the Assisting Party shall be responsible for payment of such benefits only to their respective employees.

B. **EQUIPMENT:** The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during the period of assistance according to either a pre-established local or State hourly rate, or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the eligible direct costs shall be determined in accordance with 44 CFR 206.228. The Assisting Party shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in a safe and operational condition. At the request of the Assisting Party, fuels, miscellaneous supplies, and minor repairs may be provided by the Requesting Party, if practical. The total equipment charges to the Requesting Party shall be reduced by the total value of the fuels, supplies, and repairs furnished by the Requesting Party, and by the amount of any insurance proceeds received by the Assisting Party.

C. **MATERIALS AND SUPPLIES:** The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor and supplies, which shall be included in the equipment rate established in Section 3, B. above, unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the Assisting Party's personnel. The Assisting Party's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228. In the alternative, the Parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged. If such an agreement is made, it shall be done so in writing and transmitted to the Division.

D. **RECORD KEEPING:** The Assisting Party shall maintain records and submit invoices for reimbursement by the Requesting Party or the Division using the format used or required by FEMA publications, including 44 CFR, Part 13, and applicable Office of Management and Budget Circulars. Requesting Party and Division finance personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel.

E. **PAYMENT:** Unless otherwise mutually agreed in the written acknowledgment executed in accordance with paragraph I, Section 2, or a subsequent written addendum to the acknowledgment, the Assisting Party shall bill the Requesting Party for all reimbursable expenses, with an itemized notice, as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 CFR, Part 206. The Requesting Party shall pay the

Appendix 25. Mutual Aid Agreement.

bill, or advise of any disputed items, not later than sixty (60) days following the billing date. These time frames may be modified by mutual agreement. This shall not preclude an Assisting Party or Requesting Party from assuming or donating, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to a Requesting Party.

SECTION 4. INSURANCE

Each Participating Government shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. If a Participating Government is insured, its file shall contain a letter from its insurance carrier authorizing it to provide and receive assistance under this Agreement, and indicating that there will be no lapse in its insurance coverage, either on employees, vehicles, or liability. If a Participating Government is self-insured, its file shall contain a copy of a resolution authorizing its self-insurance program. A copy of the insurance carrier's letter or the resolution of self-insurance shall be attached to the executed copy of this Agreement which is filed with the Division. Each Assisting Party shall be solely responsible for determining that its insurance is current and adequate prior to providing assistance under this Agreement. The amount of reimbursement from the Requesting Party shall be reduced by the amount of any insurance proceeds to which the Assisting Party is entitled as a result of losses experienced in rendering assistance pursuant to this Agreement.

SECTION 5. LIABILITY

To the extent permitted by law, and without waiving sovereign immunity, each Party to this Agreement shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions,

Appendix 25. Mutual Aid Agreement.

and the actions of its personnel, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement.

SECTION 6. LENGTH OF TIME FOR EMERGENCY

The duration of such state of emergency declared by the Requesting Party is limited to seven (7) days. It may be extended, if necessary, in seven (7) day increments.

SECTION 7. TERM

This Agreement shall be in effect for one (1) year from the date hereof and is renewed automatically in successive one (1) year terms unless terminated upon sixty (60) days advance written notice by the Participating Government. Notice of such termination shall be made in writing and shall be served personally or by registered mail upon the Director, South Carolina Emergency Preparedness Division, Office of the Adjutant General, Columbia, South Carolina, which shall provide copies to all other Participating Governments. Notice of termination shall not relieve the withdrawing Participating Government from obligations incurred hereunder prior to the effective date of the withdrawal and shall not be effective until sixty (60) days after notice thereof has been sent by the Director, South Carolina Emergency Preparedness Division, Office of the Adjutant General, to all other Participating Governments.

SECTION 8. EFFECTIVE DATE OF THIS AGREEMENT

This Agreement shall be in full force and effect upon approval by the Participating Government and upon proper execution thereof.

SECTION 9. ROLE OF SOUTH CAROLINA EMERGENCY PREPAREDNESS DIVISION

The responsibilities of the South Carolina Emergency Preparedness Division, Office of the Adjutant General, under this Agreement are to: 1) request mutual aid on behalf of a

Appendix 25. Mutual Aid Agreement.

Participating Government, under the circumstances identified in this Agreement; 2) coordinate the provision of mutual aid to a requesting party, pursuant to the provisions of this Agreement; 3) serve as the eligible entity for requesting reimbursement of eligible costs from FEMA, upon a Presidential disaster declaration; 4) serve as central depository for executed Agreements; 5) maintain a current listing of Participating Governments with their authorized representative and contact information, and to provide a copy of the listing to each of the Participating Governments on an annual basis during the second quarter of the calendar year.

SECTION 10. SEVERABILITY: EFFECT ON OTHER AGREEMENTS

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and affect without regard to the section, portion, or subsection or power invalidated.

In the event that any parties to this Agreement have entered into other mutual aid agreements or inter-local agreements, those parties agree that said agreements are superseded by this Agreement only for emergency management assistance and activities performed in major disasters, pursuant to this Agreement. In the event that two or more parties to this Agreement have not entered into another mutual aid agreement, and the parties wish to engage in mutual aid, then the terms and conditions of this Agreement shall apply unless otherwise agreed between those parties.

Appendix 25. Mutual Aid Agreement.

IN WITNESS THEREOF, the parties set forth below have duly executed this Agreement on the date set forth below:

ATTEST:
CLERK OF THE CIRCUIT COURT

COUNTY OF
SOUTH CAROLINA

By: _____
Deputy Clerk

By: _____
Chairman/Administrator

APPROVED AS TO FORM:
Office of the County Attorney

By: _____

EXECUTED BY THE FOLLOWING PARTICIPATING LOCAL GOVERNMENTS IN Charleston, COUNTY (attached authorizing resolution or ordinance and insurance letter or resolution for each).

Town of Seabrook Island	, by	<u>[Signature]</u>	<u>6/18/02</u>
Jurisdictional Subdivision		Authorized Official	Date
_____	, by	_____	_____
Jurisdictional Subdivision		Authorized Official	Date
_____	, by	_____	_____
Jurisdictional Subdivision		Authorized Official	Date
_____	, by	_____	_____
Jurisdictional Subdivision		Authorized Official	Date
_____	, by	_____	_____
Jurisdictional Subdivision		Authorized Official	Date

ACKNOWLEDGED AND AGREED BY THE SOUTH CAROLINA EMERGENCY PREPAREDNESS DIVISION, OFFICE OF THE ADJUTANT GENERAL,

By: [Signature], 7/10/02
Director Date



**STATEWIDE MUTUAL AID AGREEMENT
EXHIBIT A: AUTHORIZED REPRESENTATIVES**

Date: June 18, 2002

Name of Government: Town of Seabrook Island

Mailing Address: 2001 Seabrook Island

City, State, Zip: Seabrook Island, SC 29455

Authorized Representatives to Contact for Emergency Assistance:

Primary Representative:

Name: Randy M. Pierce

Title: Town Administrator

Address: 2001 Seabrook Island Road

Day Phone: (843) 768-5321 Night Phone: (843) 571-7282

FAX No.: 843-768-9830

1st Alternate Representative:

Name: Faye Allbritton

Title: Town Clerk

Address: 2001 Seabrook Island

Day Phone: (843) 768-5320 Night Phone: (843) 763-4433

2nd Alternate Representative:

Name: _____

Title: _____

Address: _____

Day Phone: () Night Phone: ()

**STATEWIDE MUTUAL AID AGREEMENT
EXHIBIT B: REQUIRED INFORMATION**

Each request for assistance shall be accompanied by the following information, to the extent known:

1. General description of the damage sustained:

2. Identification of the emergency service function for which assistance is needed (e.g., fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building, inspection, planning, and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the particular type of assistance needed:

EXHIBIT B - REQUIRED INFORMATION (continued)

3. Identification of the public infrastructure system for which assistance is needed (e.g., sanitary sewer, portable water, streets, or storm water systems) and the type of work assistance needed:

4. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed:

5. The need for sites, structures or buildings outside the Requesting Party's jurisdictional boundaries to serve as relief centers or staging areas for incoming emergency goods and services:

EXHIBIT B - REQUIRED INFORMATION (continued)

6. An estimated time and specific place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party.

STATEWIDE MUTUAL AID AGREEMENT
EXHIBIT C: ACKNOWLEDGMENT

To be completed by each Assisting Party.

NAME OF ASSISTING PARTY: _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT NUMBER/PROCEDURES: _____

1. Assistance to be provided:

<u>Resource Type</u>	<u>Amount</u>	<u>Assignment</u>	<u>Est. Time of Arrival</u>
----------------------	---------------	-------------------	-----------------------------

2. Availability of additional resources:

3. Time limitations, if any:

Appendix 25. Mutual Aid Agreement.

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF GENERAL SERVICES

JIM HODGES, CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

JAMES A. LANDER
COMPTROLLER GENERAL



INSURANCE RESERVE FUND
POST OFFICE BOX 11066
1201 MAIN STREET, SUITE 300
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0020
FAX (803) 737-0042

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

ROBERT W. HARRELL, JR.
CHAIRMAN, WAYS AND MEANS COMMITTEE

FRANK FUSCO
EXECUTIVE DIRECTOR

June 4, 2002

Ms. Faye Allbritton
Town of Seabrook Island
2001 Seabrook Island Road
Seabrook Island, SC 29455

Re: Policy Number T145890003

Dear Ms. Faye Allbritton:

The general (tort) liability policy issued by the Fund insures the Town of Seabrook Island, its employees, while acting within the scope of their official duties; and volunteers, while acting within the scope of their official duties. The coverage provided by the Fund will not be prejudiced by the mere existence of a mutual aid agreement.

Sincerely,

Handwritten signature of Albert C. Byrd in cursive.

Albert C. Byrd, CPCU, ARM
Manager, Property-Casualty Department
South Carolina Insurance Reserve Fund

/je

TOWN OF SEABROOK ISLAND

RESOLUTION NUMBER 2002-05

ADOPTED: MAY 28, 2002

WHEREAS, the Town of Seabrook Island ("Town") is geographically vulnerable to hurricanes, tornadoes, flooding and other natural disasters; and

WHEREAS, such natural disasters may cause and result in the severe disruption of essential municipal services; and

WHEREAS, the Town recognizes that additional manpower and equipment may be needed to mitigate further damages and restore vital services to citizens of the Town; and

WHEREAS, they Mayor and Town Council believe it to be in the best interest of the Town and its citizens to enter into the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

NOW, THEREFORE, BE IT RESOLVED that the Mayor or his designee is hereby authorized to enter into the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery, a copy of which is attached hereto.



Mayor



Town Clerk

Appendix 32. Templates

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TOWN OF SEABROOK ISLAND HURRICANE EVACUATION

_____, 20____ _____ am/pm

Governor _____ has issued an evacuation order that includes Seabrook Island.

Mayor _____ has raised the Town’s emergency readiness status to Operations Condition 1, has declared a state of emergency and issued a mandatory evacuation order.

Leave by the proscribed route south on US 17 to Walterboro and on to Aiken, you will be directed by law enforcement at each major cross road.

Do not plan to return until the Town advises that it is safe to do so. If you do not evacuate and Charleston County Sheriffs establish check points to restrict access to the Town, you will need one of a Seabrook Island Property Owners Association bar code, Seabrook Island Property Owners Association gate pass with your Seabrook Island residence address or a South Carolina drivers license with your Seabrook residence address to be allowed through the checkpoint to enter Seabrook Island.

Regular status updates will be provided on the Town website (townofseabrookisland.org), via bulk email and on the emergency hotline 888-314-3177

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen’s Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

- Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
- Call the Town's toll-free number (888-314-3177);
- Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
- Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

Date and time of next Town update



TOWN OF SEABROOK ISLAND HURRICANE WATCH

_____, 20____ am/pm

NOAA has issued a hurricane watch covering Seabrook Island. Hurricane _____ will likely hit us within _____ hours as a Category _____ storm.

Mayor _____ has placed the Town at Operations Condition 2—all regular Town business activity is suspended and Town officials and employees are preparing to evacuate.

LEAVE NOW! Governor _____ may issue an evacuation order soon. Once ordered by the Governor, your route will be dictated by law enforcement. If you stay, you will be on your own. Utilities services, including electrical power, may be suspended, and fire, rescue, and law enforcement personnel will be evacuated.

Regular status updates will be provided on the Town website (townofseabrookisland.org), via bulk email and on the emergency hotline 888-314-3177

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

Date and time of next Town update



TOWN OF SEABROOK ISLAND HURRICANE THREAT

_____, 20____ _____ am/pm
NOAA indicates that Hurricane _____ is a category _ storm and poses a significant threat to Seabrook Island. Mayor _____ has raised the Town's emergency readiness status to Operations Condition 2 and urges the following preparations for potential hurricane impact:

Property owners and visitors should review the hurricane preparedness steps in the Town's website at Townofseabrookisland.org, "Emergency Preparedness".

If you wait until the Governor orders evacuation, your route will be dictated by law enforcement south through Walterboro and on to Aiken. Leave now to avoid traffic congestion and to have a choice of evacuation routes.

At the governor's evacuation order, all Town and POA services will be suspended. If you stay, you'll be on your own. In addition, utilities services, including electrical power, may be suspended or interrupted, and fire, and rescue personnel and equipment may be temporarily re-located impairing their emergency response.

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

Date and time of next Town update



TOWN OF SEABROOK ISLAND HURRICANE ADVISORY

_____, 20____, _____ am/pm
_____ may impact Seabrook Island in 4 to 5 days as a tropical storm or
category ____ hurricane

Mayor _____ has raised the Town's emergency readiness status to Operations Condition 2 and ordered that the Town monitor weather conditions and take preparatory measures in accordance with potential for emergency or disaster conditions to affect us.

All property owners, renters and guests should review and be ready to implement their hurricane preparedness plans. Suggested plans are set out in the Town's website at townofseabrookisland.org under "Emergency Preparedness" at the website home page.

Early evacuation is a good idea. In consequence of storm impacts, utilities services, including electrical power, may be suspended or interrupted, and fire, and rescue personnel and equipment may be temporarily re-located impairing their emergency response.

Any resident who may require assistance with evacuation or who knows a resident they believe may require assistance with evacuation should contact the Town (843 768 9121) to provide name(s), address and contact information.

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

Date and time of next Town update

BOIL WATER ADVISORY

The Seabrook Island Utility Commission has issued a "Boil Water Advisory" as of _____, 20__ effective for _____.
(specify affected area if less than entirety of Seabrook Island)

To ensure that water is safe for drinking, residents are advised to boil water drawn from the SIUC water service for one (1) minute and then let that water stand for thirty (30) minutes to return to room temperature. It may be necessary to allow water to run from the tap for a few moments before clear water can be collected.



TOWN OF SEABROOK ISLAND

UPDATE No.

(Name of Disaster Event)

(Update Number)

_____, 20____

_____ am/pm

Evacuation Order status for Charleston County

Update narrative (general conditions including roads (to and within Seabrook Island), recovery efforts underway and progress)

Availability of emergency services (fire, EMS, law enforcement)

Utilities Status

Berkeley Electric

It is expected that, depending on condition of distribution equipment, restoration of power may take ___ to ___ days following passage of the storm.

Water & Sewer (SIUC)

Security Status

SIPOA Security

Traffic Checkpoints

Resident Return

Status of neighboring communities (Kiawah Island)

AS APPLICABLE:

Minimum conditions for restricted access for property inspection

Condition

Status

Safety hazards abated

Emergency services available (fire, EMS, law enforcement)

State evacuation order covering Town has ended

Roads providing access to Town are passable

Roads within Town are sufficiently passable to allow for safe

travel within Town (limited traffic will not impair on-going debris clearing or removal)

POA Security is in place

OR

Minimum conditions for unrestricted resident access

Restricted access conditions satisfied **AND**

Condition

Status

Sewer/water utilities operating at sufficient capacity
Roads within Town will support resident access and temporary right-of-way parking without impeding on-going debris clearing
POA security is in place

Projected date for resident return, if known (discuss particulars of conditions)

Date and time of next Town update

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.



TOWN OF SEABROOK ISLAND EARTHQUAKE UPDATE No. _____

_____, 20____

_____ am/pm

Update Narrative:

- general conditions (severity of damage)
- condition of roads, including roads to and within Seabrook Island
- road and bridge closures (expected opening if known)
- recovery efforts underway and progress
- government office closures, including Town
- availability of emergency services (fire, EMS, law enforcement)

Food and Water

- solicitation for food and water from residents
- locations for food and water distribution

Volunteers

- solicitation of volunteers (specialty skills needed, if any)
- solicitation of temporary sheltering of displaced persons in residents' homes

Evacuation Activity (if any)

- temporary shelter locations
- evacuation locations
- transport available
- evacuee return
 - Minimum conditions for restricted access for property inspection
 - Safety hazards abated
 - Emergency services available (fire, EMS, law enforcement)
 - State evacuation order covering Town has ended
 - Roads providing access to Town are passable
 - Roads within Town are sufficiently passable to allow for safe travel within Town (limited traffic will not impair on-going debris clearing or removal)
 - POA Security is in place

OR

- Minimum conditions for unrestricted resident access
- Restricted access conditions satisfied **AND**
 - Sewer / water utilities operating at sufficient capacity
 - Roads within Town will support resident access and temporary right-of-way parking without impeding on-going debris clearing
 - POA security is in place

Utilities Status

Berkeley Electric (power outage/restoration update)
Water & Sewer (SIUC boil water advisory, water use restrictions)

Security Status

SIPOA Security
Traffic Checkpoints

AS APPLICABLE:

Date and time of next Town update

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

ELECTRIC UTILITY NOTICE

At _____ am/pm on _____ 20____, Berkeley Electric Cooperative informed the Town of Seabrook Island that power to the Seabrook Island community is expected to be cut off by _____ am/pm on _____ 20____. Berkeley Electric's action is intended to protect power distribution equipment within the Seabrook Island community from flooding and other storm impacts.

FOOD DONATIONS

In preparing for potential extended power outage, it is recommended that food be removed from refrigerators and freezers to prevent damage from food spoilage. Charities will accept food items donated in original unopened packaging prior to the "expiration" date indicated on the packaging. Johns Island charities that accept food donations are:

Our Lady of Mercy Outreach
1684 Brownswood Road
Johns Island, SC 29455

Telephone: 843-559-4109 extension 105

Hours of operation: Monday through Friday 8:30 am – 4:30 pm

Hebron Zion Presbyterian Church
2915 Bohicket Road
Johns Island, SC 29455

Telephone: 843-559-0865

Food Pantry Hours of operation: Wednesday & Thursday 10:00 am – 1:00 pm

Holy Spirit Catholic Church
3871 Betsy Kerrison Parkway
Johns Island, SC 29455

Telephone: 843-768-0357

Food Pantry Hours of operation: 1st & 3^d Saturdays of each month 10:00 am – 2:00 pm

DEBRIS REMOVAL CAUTION

Seabrook Island Utility Commission has issued the following statement concerning resident debris removal:

Residents are reminded water pipes that connect from the meter to the residence and sewer pipes from the cleanout at the street to the residence are the property owner's responsibility. Repair of damage to, or reattachment of, those pipes will not be made by the Utility Commission. Property owners are urged to exercise caution when removing debris from their properties to avoid damage to water and sewer pipes.



READINESS STATUS CHANGE

At ___ am/pm on _____, 20___, the Town of Seabrook Island upgraded its emergency readiness status from _____ to _____ in consideration of the threat posed by _____. As an element of Readiness status _____ residents are advised _____ [shelter in place, take shelter at _____, prepare[complete preparation of] residence for storm impacts, [prepare for][begin][early] evacuation]. Charleston County Emergency Management Department activated[announced expected activation] of the County Emergency Operations Center at _ am/pm on _____, 20___ and the Citizens Information Line (843 746 3900) is[is not yet] active.

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.



POST EVENT EVACUATION

Mayor _____ has determined that conditions within the Town pose severe threats to the health and safety of residents and is urging residents to evacuate the Town without delay. Do not plan to return until the Town advises that it is safe to do so.

Regular status updates will be provided on the Town website (townofseabrookisland.org), via bulk email and on the emergency hotline 888-314-3177

For emergency response call **911**

For questions concerning non-emergency assistance during a state of emergency, call the Charleston County Citizen's Information Hotline (843-746-3900)

For emergency response updates and announcements from the Town of Seabrook Island:

Continue to monitor the Town's website (<https://www.townofseabrookisland.org>);
Call the Town's toll-free number (888-314-3177);
Follow the Town's TWITTER feed (twitter.com/seabrookisland87); or
Follow the Town's FACEBOOK page (facebook.com/townofseabrookisland)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.

Date and time of next Town update



**TOWN OF SEABROOK ISLAND WINTER WEATHER
ADVISORY UPDATE No. _____**

_____, 20____ am/pm

Update narrative: road conditions including roads to and within Seabrook Island and forecast weather impacts on roads; road and bridge closures; government office closures, including Town; availability of emergency services (fire, EMS, law enforcement); availability of materials to treat accumulated snow and ice on steps and driveways

Utilities Status

Berkeley Electric

Power outage report (if applicable) and power restoration

Water & Sewer (SIUC)

Date and time of next Town update

For emergency response call **911**

For non-emergency assistance, call SIPOA security (843-768-6641 or 843-725-1572)

PROPERTY OWNERS WITH RENTAL GUESTS SHOULD FORWARD THIS NOTICE TO THEIR RENTAL GUESTS.



MEMORANDUM

TO: All Town Employees
FROM: Joseph M. Cronin, Town Administrator
SUBJECT: Guidelines for Continued Operations During COVID-19 Shutdown
DATE: March 20, 2020

Beginning at 4:00 pm on Friday, March 20th, Seabrook Island Town Hall will be closed, and all full-time employees will transition to a remote work environment. In an effort to minimize operational impacts and maintain service delivery to our residents and businesses to the fullest extent possible, town employees are directed to follow the guidelines listed below.

These guidelines may change as often as necessary to account for updated recommendations from the U.S. Centers for Disease Control and Prevention (CDC) and South Carolina Department of Health and Environmental Control (SCDHEC), learned best practices, operational needs and changes to local conditions concerning Coronavirus 2019 (COVID-19). Any changes to these guidelines will be communicated to you in writing via email.

Hours of Operation. Town Hall will begin an immediate transition to “virtual” operations. All full-time employees shall maintain a standard workday of 8:00 am to 4:00 pm, Monday through Friday, excluding town holidays. During these times, employees should be fully engaged in normal work operations to the greatest extent possible. Employees should be accessible via phone and email at all times during regular working hours, with the exception of daily meal and rest breaks, when assisting other customers, or when using annual or sick/personal leave. During regular working hours, employees shall remain within a reasonable driving distance of Town Hall. Employees who wish to work more than one hour’s driving distance from Town Hall must obtain prior written approval from the Town Administrator.

Town Meetings. As a result of the ongoing COVID-19 pandemic, the Mayor has declared the existence of a State of Emergency in the Town of Seabrook Island. On March 17, 2020, Seabrook Island Town Council voted to cancel all scheduled meetings of the Town Council, Ways and Means Committee, Planning Commission, Board of Zoning Appeals, DSO Advisory Committee, Public Safety Committee, Utility Commission and Municipal Court through April 30, 2020. During this time, public bodies may hold emergency meetings (in person or by phone) on an as-needed basis. If you are required to attend or participate in one of these meetings, you will be notified in advance by the Town Administrator. Meetings held by teleconference may be accessed remotely by dialing (712) 770-5505 and entering the access code 659-714. Though emergency meetings are exempt from the notice requirements of the South Carolina Freedom of Information Act, the town will strive to provide as much advance notice as possible.

Code Enforcement. Though Town Hall will be closed, the town’s part-time Code Enforcement Officers will continue to operate in the field as long as it is safe to do so. Code Enforcement Officers should follow the CDC’s recommendations for how to protect yourself and others. Officers should practice “social distancing” to the extent feasible under circumstances of effective enforcement and avoid direct contact

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with others. Any contact between a Code Enforcement Officer and an individual who is known or suspected to be infected by COVID-19 should be reported to the Town Administrator immediately. CODE ENFORCEMENT OFFICERS WHO ARE SICK MUST STAY HOME FROM WORK.

Beach Patrol. The town's contract provider, Barrier Island Ocean Rescue, is scheduled to begin beach patrol services on Seabrook Island on April 1, 2020. As long as it is safe to do so, Beach Patrol Officers will be present on the beach daily from 9:00 am to 5:00 pm between April 1st and May 23rd, and from 8:00 am to 8:00 pm between May 24th and August 15th. Service dates and hours of coverage may be modified in the event the town's beaches are closed by order of the Mayor or the Governor of South Carolina. Beach Patrol Officers should follow the CDC's recommendations for how to protect yourself and others. Officers should practice "social distancing" to the extent feasible under circumstances of effective enforcement and avoid direct contact with others. If an officer must come into contact with an individual, he or she should take all appropriate precautions, as recommended by CDC, SCDHEC and the Beach Patrol Officer's employer. Any contact between a Beach Patrol Officer and an individual who is known or suspected to be infected by COVID-19 should be reported to the Town Administrator immediately. BEACH PATROL OFFICERS WHO ARE SICK MUST STAY HOME FROM WORK.

Building Access. During the shutdown, it may be necessary for employees to enter Town Hall for the purpose of accessing documents, obtaining supplies, picking up mail, printing and scanning documents or processing payments. Employees who need to access the Town Hall building during the shutdown may do so when necessary. Upon entering and exiting the building, please make sure to securely lock the front door. Prior to leaving the building, make sure to clean and wipe with disinfectant all surfaces (desks, counters, doorknobs, light switches, computer equipment, etc.) that you may have touched while in the office. Only town employees and other town officials may enter Town Hall during the shutdown. EMPLOYEES WHO ARE SICK MAY NOT ENTER TOWN HALL UNDER ANY CIRCUMSTANCES.

Phone and Computer Access. The Town has made arrangements for all full-time employees to have remote access to their computer files, shared folders, email accounts and other programs during the operational shutdown. Full-time employees will also have access to the town's phone system, including call forwarding and voicemail functions. While Town Hall is closed, the town will use an automated "phone tree" system to route incoming calls to the town's main line to the appropriate personnel. All email messages sent to info@townofseabrookisland.org will be forwarded to the Administrative Assistant, who will answer or forward each request to the appropriate individual. During the shutdown, employees shall be granted maximum flexibility to perform as many town functions "virtually" as possible. For example, employees may accept digital files in lieu of paper files, accept applications by means other than standard application forms, and issue licenses and permits prior to the receipt of required fees (subject to future invoice). Employees should use their official town email accounts for all correspondence with the public. If you experience a technical problem while working remotely, please notify the Town Administrator and then contact the VC3 Help Desk at (800) 422-5941 for assistance.

Invoices and Payments. In the event an invoice is generated by a town employee, a digital copy of the invoice should be saved on Sharepoint at the time it is sent by mail or email to the applicant (Open Sharepoint, Click "COVID-19" folder, Click "Invoices Pending Payment" folder). All incoming payments should be sent by mail to Town Hall for processing. Once the payment has been received from the applicant, the digital file should be marked as paid and moved into the subfolder labeled "Paid Invoices." Any bills, charges or invoices which are sent to the town by an outside provider should be forwarded to the Town Clerk/Treasurer for processing. The Town Clerk/Treasurer should scan and email a copy to the Town Administrator for review and approval prior to generating a check. Checks should be left on the

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Mayor's desk for signature prior to issuance. Once the Mayor has signed and returned the checks to the Town Clerk/Treasurer, the Town Clerk/Treasurer shall mail them to the outside provider.

Mail and Package Delivery. As long as the U.S. Postal Service remains operational, the town will continue to send and receive mail and packages as usual. Employees who need to send an item by mail may use the postage meter at town hall or may take the item directly to the nearest post office. Any employee who purchases postage for official town business using their own funds may submit the receipt to the Town Clerk/Treasurer for reimbursement. The Town Administrator will make arrangements for someone to pick up incoming mail from Town Hall at least three times per week. All mail sent to Town Hall should be opened and forwarded to the appropriate person for processing, either by scanning and emailing or leaving it on their desk. All incoming mail and packages should continue to be sent to Town Hall, unless provided otherwise in these guidelines. Employees are permitted to make arrangements to meet applicants at a mutually convenient off-site location, provided the employee follows appropriate "social distancing" guidelines, as recommended by the CDC.

Supplies and Purchasing. When departing town hall on Friday, March 20, 2020, employees should take with them any materials or supplies which may be necessary to complete their work from a remote location. Any employee who needs additional supplies during the shutdown may obtain them from Town Hall. Employees are also authorized to purchase up to \$100.00 in work-related supplies from any provider without prior written approval from the Town Administrator. If you wish to purchase supplies using the town's Amazon account, please contact the Administrative Assistant for assistance with ordering. All Amazon orders will be placed on the town's credit card and may be shipped directly to the employee's home address. Any employee who purchases supplies for official town business using their own funds may submit the receipt to the Town Clerk/Treasurer for reimbursement. All other purchasing shall be handled by the Town Administrator, consistent with the town's procurement policy.

Technology Allowance and Reimbursement. The Mayor has authorized a monthly technology allowance in the amount of \$50.00 per employee for each month (or portion thereof) during which the employee will be required to work from a remote location. The purpose of this allowance is to offset the cost of work-related expenses, such as internet access and utilities, that full-time employees are expected to incur while working from home. Additional out-of-pocket expenses, including installation costs, will be considered for reimbursement on a case-by-case basis. All reimbursement requests for materials, supplies, mileage, monthly technology allowance, etc. should be submitted to the Town Clerk/Treasurer by email using the Employee Expense Reimbursement Form.

Annual and Sick/Personal Leave. All full-time employees may continue to use annual and sick/personal leave consistent with the policies outlined in the Employee Handbook. When possible, leave requests should be sent in advance via email to the Town Administrator using the Employee Leave Request Form. Any employee who wishes to cancel or modify a previously approved leave request should notify the Town Administrator. If you are sick and unavailable to work from home, please notify the Town Administrator as early as possible.

Wages and Benefits. The town intends to continue providing regular wages and benefits to employees during the shutdown as long as work is able to be performed. Full- and part-time employees will continue to be paid at the same interval of two times per month. Part-time and hourly employees should send their timesheets to the Town Clerk/Treasurer via email prior to the end of each pay period.

Town Ordinances. The town's Code of Ordinances and Development Standards Ordinance will remain in full force and effect unless modified by the Mayor and Town Council. The Town Administrator may

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authorize reasonable accommodations when they are deemed necessary to conduct business remotely. Permits will continue to be required for all work, and all businesses and contractors will be required to have a valid business license to solicit or conduct business in the town limits. As a reminder, the town's new "Beach Rules for Pets Ordinance" is also in effect. Beginning April 1st, all pets must be on a leash between the hours of 10:00 am and 5:00 pm, and no pets will be allowed at any time between Boardwalk #1 and Captain Sams Inlet. Due to an anticipated shortage of supplies for restaurants and other food establishments, the town's Code Enforcement Officers shall refrain from enforcement of the town's ban on plastic straws, containers, utensils and other types of service wares for the duration of the State of Emergency, though the ordinance will remain on the books.

Contact Information. Below is the primary contact information for the town's employees and principal service providers:

Name	Position	Phone	Email Address
Joe Cronin	Town Administrator	(803) 767-6908	jcronin@townofseabrookisland.org
Faye Allbritton	Town Clerk/Treasurer	(843) 200-9448	fallbritton@townofseabrookisland.org
Lynda Stearns	License & Permit Spec.	(843) 478-2125	lstearns@townofseabrookisland.org
Nichole Nettles	Administrative Assistant	(843) 813-4667	nnettles@townofseabrookisland.org
Tom Strehle	Code Enforcement Officer	(843) 412-9945	tomst937@aol.com
Ed Rooney	Code Enforcement Officer	(262) 617-3443	ejrooney3@yahoo.com
Island Beach Services	Beach Patrol Contractor	(843) 718-6083	robert.edgerton@icloud.com
Sunburst Landscaping	Landscaping Contractor	(843) 412-9949	nstrehle@sunburstsc.com
VC3	IT Contractor	(800) 422-5941	service@vc3.com

If you have any questions about the contents of this letter, please feel free to contact me by phone at (803) 767-6908 or by email at jcronin@townofseabrookisland.org.

Stay safe,



Joseph M. Cronin
Town Administrator

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Know How it Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



Take steps to protect yourself

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).



Take steps to protect others

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care. Learn [what to do if you are sick](#).



Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



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Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick.](#)
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.



Appendix 33. Debris Clearing Guidelines

1. Scope

1.1 Town Code establishes Town's role:

Sec. 14-25. - Debris-generating event—Removal of debris on public or private property.

(b)

Private communities. The town shall remove debris from the roadways of private communities when such debris is determined to pose an immediate threat to the health, safety, and welfare of the community and the economic recovery of the town under the guidelines set forth in this article. The mayor and town council or their designee shall determine whether there is an immediate threat to the public health, safety, welfare and economic recovery of the town sufficient to warrant **removal of all or a portion of said debris from private roadways**. The following standards shall be considered in making such determination:

- (1) There is a significant likelihood that **emergency and rescue vehicles will be significantly hindered from providing emergency services** to residential and commercial property should the debris be allowed to remain in place absent town removal.
- (2) The debris removal is necessary to effectuate orderly and expeditious **restoration of utility services** including, but not limited to, electricity, water, sewer, and telephone.
- (3) The debris has a substantial negative impact in preventing or adversely affecting **emergency repairs to buildings and/or property**.
- (4) The debris significantly adversely impacts the town's recovery efforts.
- (5) The sheer **volume of debris** is such that it is impractical and unreasonable to remove the debris in an orderly and efficient manner absent action by the town.
- (6) The debris removal is necessary to ensure the economic recovery of the town and surrounding areas.

1.2 SJFD will undertake to establish passage for its emergency vehicles to the Seabrook Island station with the goal of setting up an EOC there; SJFD will also seek to establish passage for its vehicles to all fire hydrants within Seabrook Island. SJFD does cutting (chain saws) and dragging (winches) to clear passage (SJFD equipment does not include backhoe or the like).

1.3 SIUC relies on passage being cleared by Town or others. SIUC priorities are to restore water and sewerage service (repair water line breaks and restore operation of lift stations (see flow map attached)).

1.4 SIPOA relies on contractors to clear debris from roadways and to remove accumulated debris. SIPOA priorities include restoration of operation of storm water drainage to eliminate flooding of roads and permit passage of emergency vehicles.

1.5 The Town is responsible for requesting and pursuing determination by FEMA of eligibility for FEMA reimbursement for removal of debris from private property. The Town will work with Charleston County Public Works to seek assessment by FEMA as early as possible following hurricane impact. The Town is responsible for gathering documentation that may be required by FEMA, including insurance coverage and

ownership. In addition to records controlled by the Town, it is expected that required documents will be under the control of SIPOA.

- 1.6 The Town is responsible for monitoring progress of debris clearing work undertaken within the Town whether by contractors engaged by the Town, SIPOA or the Seabrook Island Club, or by utilities or St. Johns Fire District. The Town will arrange field briefings daily as appropriate to effectively monitor debris clearing progress.

2 Road Priorities

- 2.1 Priorities are to be set for Town contractors (whether Charleston County (Public Works) or debris management service providers); contractors will ultimately determine the particular order of road clearing according to Town's priorities.

2.2

- 2.3 Prioritization of initial clearing of roadways will accommodate flooding of roadways so that clearing can be undertaken without delay as flood waters recede. Prioritization of debris removal (following initial clearing of passage) will be undertaken by loops permitting alternative routes to support segregation of debris removal traffic from resident traffic where the loops are defined according to the greatest number of residences served.

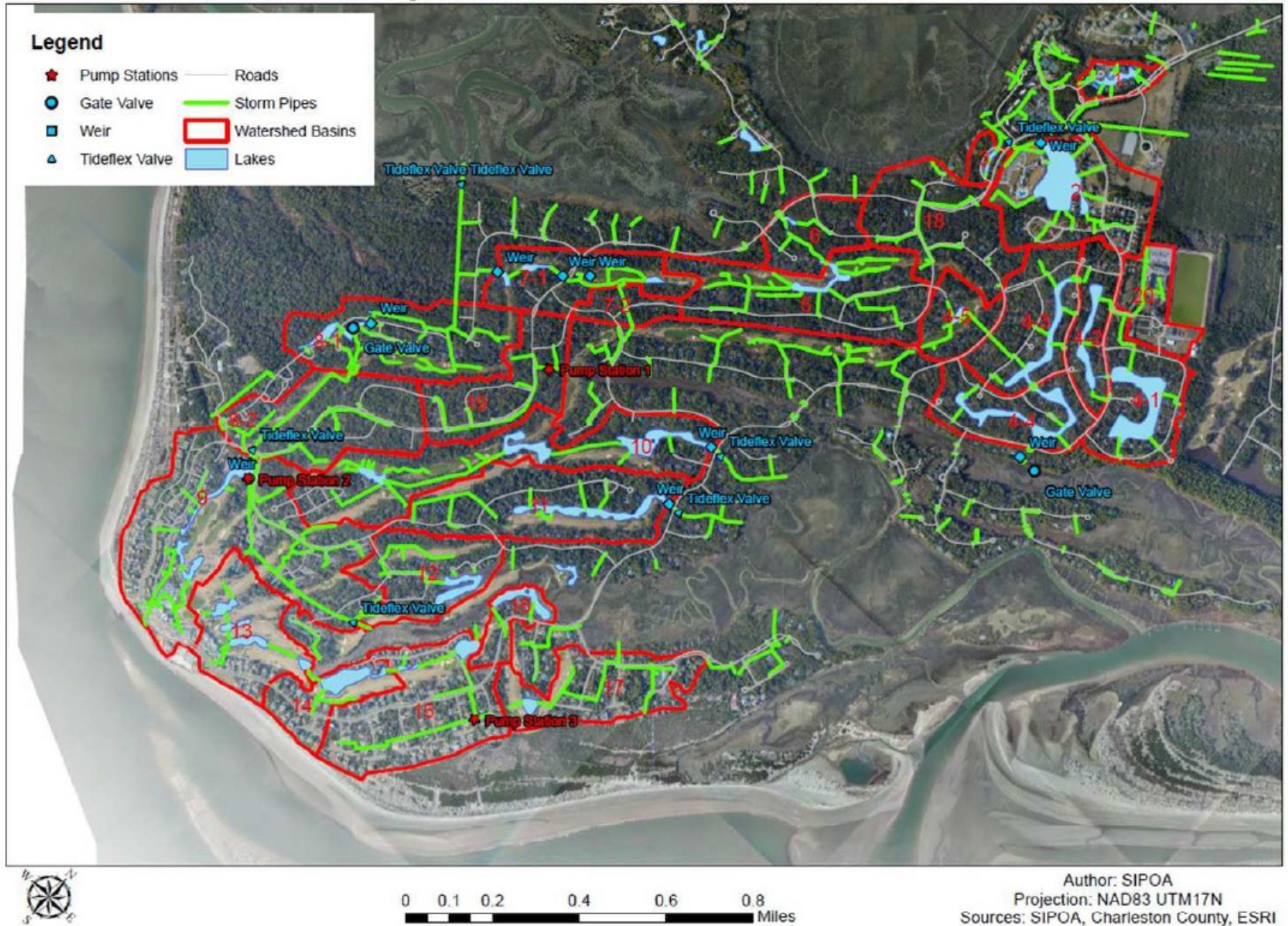
2.4 Initial Clearing

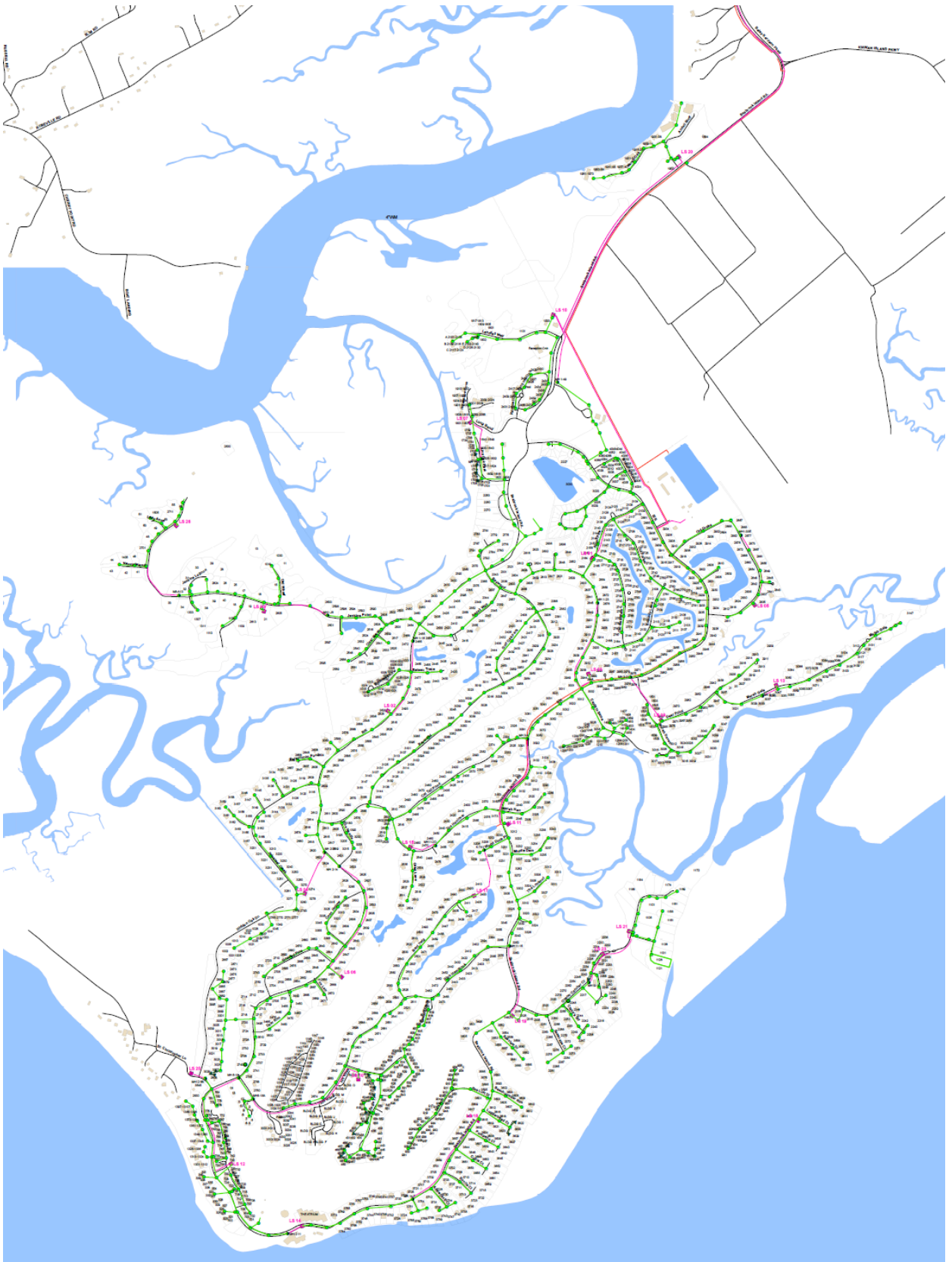
- 2.4.1 First priority is to assist SJFD efforts to establish access to Seabrook Island station.
- 2.4.2 Second priority is to assist SJFD efforts to establish access to fire hydrants.
- 2.4.3 Third priority is to eliminate flooding of roadways, including clearing of storm water drain openings and restoration of SIPOA storm water pump stations (see attached SIPOA storm water drainage system map)
- 2.4.4 Fourth priority is to provide access for repair of water line breaks in order of greatest number of residents served.
- 2.4.5 Fifth priority is to provide access to utility lift stations in order of greatest number of residents served (see attached map of SIUC lift station locations and SIUC waste water flow diagram).

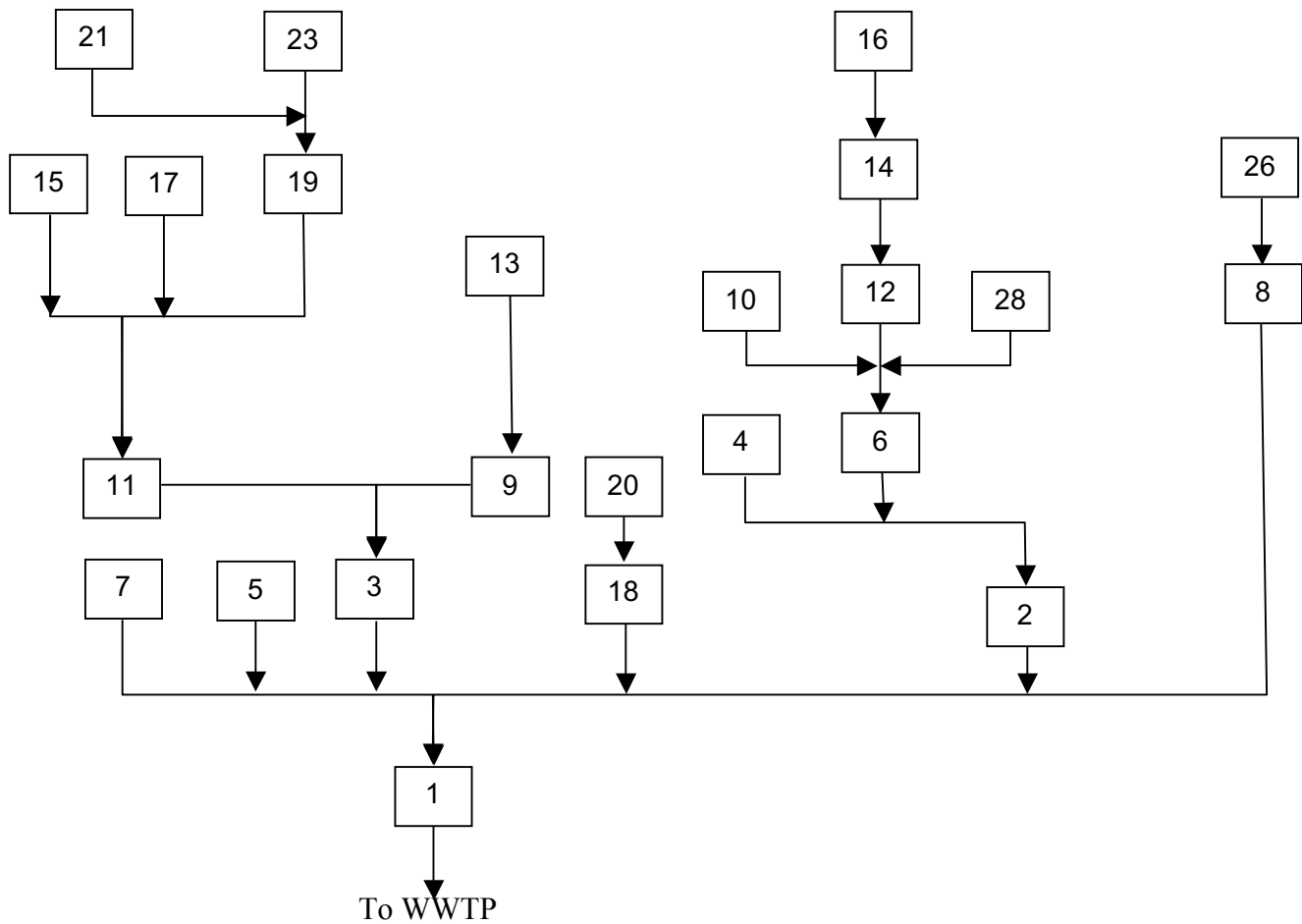
2.5 Debris Removal

- 2.5.1 First priority will be loops within loop of Seabrook Island Road, Baywood, Captain Sams Road and Seabrook Island Road.
- 2.5.2 Second priority will be loops within loop of Seabrook Island Road, Haulover, Baywood and Seabrook Island Road.
- 2.5.3 Third priority will be loops within loop of Seabrook Island Road, Haulover and Seabrook Island Road
- 2.5.4 Fourth priority will be loops within Seabrook Island Road, High Hammock and Seabrook Island Road.
- 2.5.5 Fifth priority will be loops within loop of Seabrook Island Road and Seabrook Island Road.
- 2.5.6 Sixth priority will be roads not within defined loops.

Figure 1. Seabrook Island Subbasins



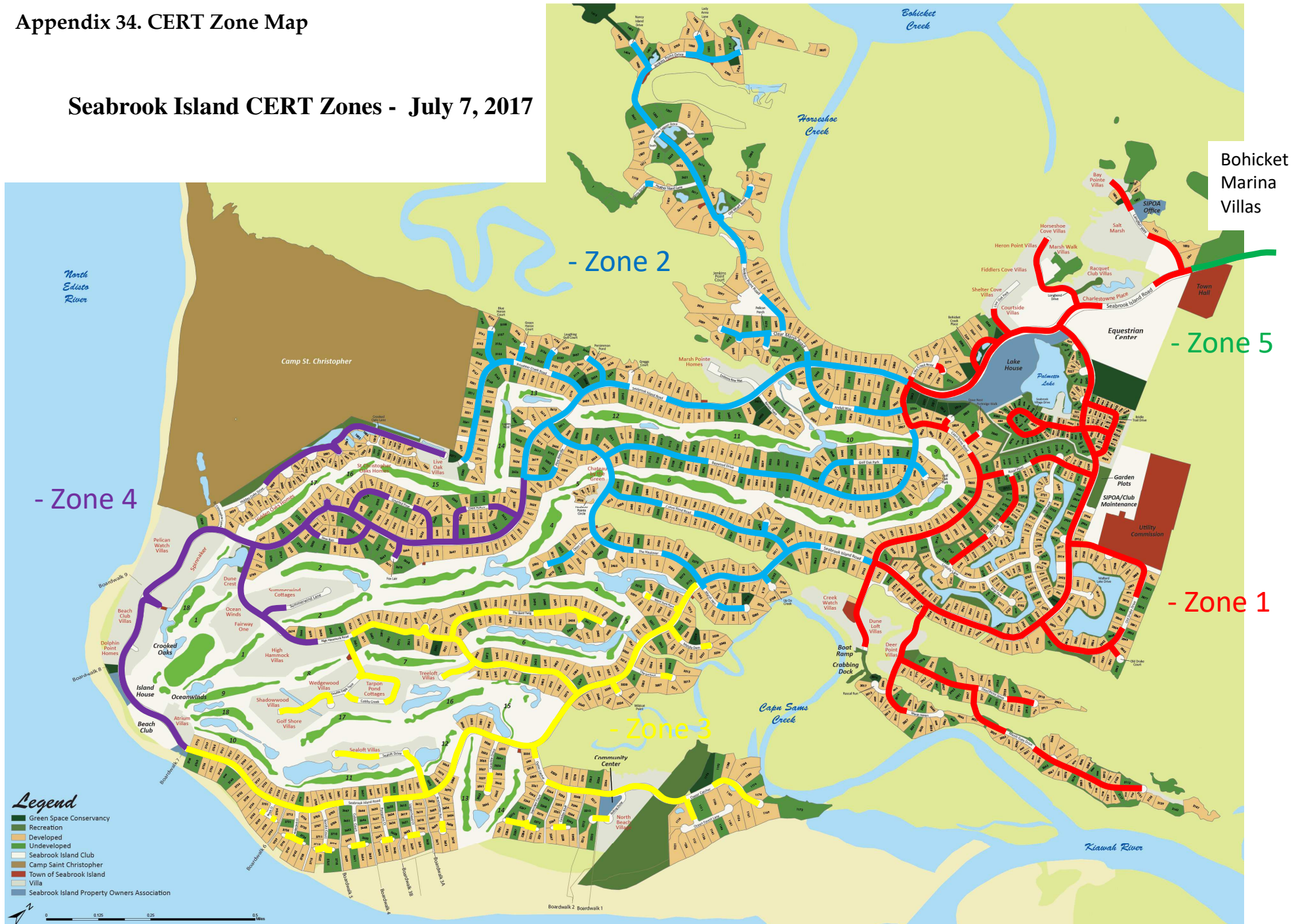




- 1 - 2820 Royal Pine Drive, In median (B)
- 2 - 2520 Seabrook Island Rd., between Marsh Pointe Villas & Greggs Ct.
- 3 - 2999 Seabrook Island Rd. & Capt. Sams Rd. (south SIR)
- 4 - 3270 Privateer Creek Rd. (near dead end of Privateer Creek Rd.)
- 5 - 2830 Old Drake Dr. (southwest of Old Drake Ct.)
- 6 - Seabrook Island Rd. & Gnarled Pine Rd. (2651 Seabrook Island Rd.)
- 7 - Marsh Walk Villas (Long Bend Drive—west of Racquet Club)
- 8 - 2613 Jenkins Point Rd. (west of Old Wharf Rd.)
- 9 - 2982 Dear Point Dr. (east of intersection with Marsh Haven)
- 10 - Cobby Creek (east of intersection with High Hammock)
- 11 - 3212 Seabrook Island Rd. (near intersection with Wood Duck Pl.)
- 12 - Spinnaker Condominiums (near 740 Spinnaker)
- 13 - 3047 Marsh Gate Dr. (east of bend in Marsh Gate)
- 14 - SIC pool
- 15 - 2487 Haulover Dr. (near intersection with Otter Lane)
- 16 - 3633 Seabrook Island Rd. (diagonally across from intersection with Pompano Ct.)
- 17 - 2420 Bent Twig (near dead end of Bent Twig)
- 18 - 1001 Landfall Way (near commercial store block)
- 19 - 2241 Oyster Catcher (at horse/beach access)
- 20 - Bohicket Marina
- 21 - Oyster Catcher (near intersection with Sea Trail)
- 23 - 2202 Oyster Catcher (median before Ocean Pointe)
- 26 - 2698 Jenkins Point (near intersection with Nancy Island Dr.)
- 28 - St. Christopher Camp & Conference Center

Appendix 34. CERT Zone Map

Seabrook Island CERT Zones - July 7, 2017



Appendix 35. Guidelines for Town Emergency Response Licensing and Permitting

First Phase Town Licensing and Permitting

Under conditions contemplated in a first phase of recovery there may not be adequate people or functioning facilities to follow normal staff practices for processing applications for Town business licenses and Town zoning permits. It is expected that there will be great demand to have emergency residence mitigation (“Mitigation”) carried out, that is, blue tarping of structures and debris clearing from structures required to facilitate such blue tarping. Further, it is to be expected that contractors who do not have Town business licenses will be engaged by property owners, agents of owners or agents of owners’ hazard insurance carriers to undertake Mitigation. It is the Town’s objective to accommodate the expected demand subject to reasonable control over allowed access to residences within the Town.

In view of the expected demand for Mitigation during the first phase of recovery and consistent with the Town’s objective:

- a. any contractor for whom a property owner, the property owner’s agent or the property owner’s insurance carrier’s agent have arranged a contractor pass will be allowed through the SIPOA security gate irrespective of whether they have a Town business license;
- b. no Town zoning permits will be required for Mitigation conducted by contractors allowed entry in accordance with the foregoing.

Second Phase Town Licensing and Permitting

It is contemplated that a second phase will not begin until Charleston County Building Services has completed their damage assessment within the Town so that repair and reconstruction work of dwellings that suffered low to moderate damage can begin. It is expected that demand for repair and reconstruction work will result in an extraordinary need for Town business licenses and zoning permits. It is expected that Town staff will be on hand. In the event that existing computer facilities required for processing applications for business licenses and zoning permits are not available, paper applications may be accepted (required information is set forth in “Business License” of Appendix 24). Once computer based facilities are available to Town staff, regular procedures of Town staff will be followed. In the event that the extraordinary demand overwhelms those resources resulting in excessive delays to process applications:

- a. the Town will use facilities for enabling Town staff and contractors to submit applications through the on-line facility available from Charleston County Building Services so as to process applications for Town business licenses and Town zoning permits as appropriate to repair and reconstruction;
- b. to the extent that Charleston County Building Inspection Services representatives are on hand, the Town will solicit their assistance in processing applications for building permits and Town business licenses.

Additional Considerations

In contemplation of extraordinary contractor traffic during the second phases of recovery, the Town will undertake to direct contractor traffic to the circular drive at Town Hall for processing of applications of Town business licenses and zoning permits. In the event contractor traffic overwhelms that approach, the Town will seek to arrange an alternative temporary station for application processing at the Seabrook Island Club real estate office.

The Seabrook Island Property Owners Association Architectural Review Committee Policies and Procedures for Residential Development do not require ARC approval for “. . . Exterior Modifications, including repairs and replacements, where there is no change in appearance, color or materials unless permits are required by other governing agencies” (ARC Policies and Procedures Section III, A.). The Town will undertake to ensure that repair and reconstruction work to restore structures without deliberate changes of appearance will be treated as either not requiring ARC approval or as being approved by ARC so that issuance of Charleston County building permits and Town zoning permits for that work can proceed without ARC review.

To the extent that Charleston County Building Services representatives process applications for Town business licenses (including acceptance of payment of business license fees) and Town zoning permits, reports will be accessible by the Town reflecting issuance of those business licenses and zoning permits. It will be the responsibility of Town staff to enter appropriate information for those business licenses and zoning permits in the Town’s existing records, including computer databases.

Charleston County Building Inspection Services has an existing computer based facility for processing applications for building permits. To the extent the Town believes it will be advantageous to have full access to that system, the Town will pursue modification of its intergovernmental agreement with Charleston County Building Inspection Services to enable processing of Town Business Licenses by Charleston County.

Appendix 36. OPCON Checklists

RP-1 Plan Checklists

Official	Page
Operations Official	A36/RP1OO-1
Utilities Official	A36/RP1UO-1
Public Safety Official	A36/RP1PSO-1
Logistics Official	A36/RP1LO-1
Resources Official	A36/RP1RO-1
Communications Official	A36/RP1CO-1
Executive Official	A36/RP1EO-1

Hurricane Plan Checklists

Official	Page
Operations Official	A36/HPOO-1
Utilities Official	A36/HPUO-1
Public Safety Official	A36/HPPSO-1
Logistics Official	A36/HPLO-1
Resources Official	A36/HPRO-1
Communications Official	A36/HPCO-1
Executive Official	A36/HPEO-1

Winter Storm Plan Checklists

Official	Page
Operations Official	A36/WSOO-1
Utilities Official	A36/WSUO-1
Public Safety Official	A36/WSPSO-1
Logistics Official	A36/WSLO-1
Resources Official	A36/WSRO-1
Communications Official	A36/WSCO-1
Executive Official	A36/WSEO-1

Plan RP-1 Operations Official

OPCON 2

Complete	Task
	Post OPCON 2 status to Charleston County EOC (via PalmettoEOC “Significant Events”).
	Assist Communications Official to disseminate the approved OPCON 2 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town’s website and “Toll-free” telephone service.
	Distribute OPCON 2 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
	Contact rental agencies (see contact information in Appendix 11) and request they inform tenants and incoming rental guests of the threat and potential for emergency response.
	Contact Charleston County Sheriff, Charleston County Liaison Officer and Charleston County Public Works to confirm contact information to be used by the Town for assistance with the Town’s emergency response and inform Executive Official of confirmed contact information.
	Monitor conditions within the Town, including road conditions, and Charleston County EOC status and update Executive Official regularly.
	Consult with Executive Official as to likelihood of evacuation and, if deemed likely, reserve hotel rooms for Town Officials who will be evacuated to assist with Town’s emergency response.
	Discuss threat and possible evacuation with Camp St. Christopher.
	Determine schedule of events in Town; review potential for needed schedule changes with appropriate parties; and, inform Executive Official as event schedules are changed.
	Gather information of road conditions within the Town for restrictions such as flooding and debris that may impact potential evacuation, and report restrictions to the Public Safety Official and Executive Official .
	Ask POA and Club to activate link on their websites to Town website for Emergency information.
	If it is determined that evacuation may be necessary, issue an e-mail “blast” and post item to Seabrook Island Blog (Tidelines) requesting that people notify the Town if they will need assistance evacuating or if they know someone who they believe will need assistance evacuating.
	Review options for MEOC locations.
	Verify that generator propane tank is full; order additional propane if necessary.
	Verify that Mayor and each member of Town Council have keys to Town Hall.
	Remind staff to be prepared to collect and pack for evacuation those documents that are not stored electronically and that will be required for resumption of business upon return following evacuation.
	Test Operations Official satellite phone and radios.
	Contact residents identified to Town as needing assistance with evacuation and confirm those who will require such assistance for temporary displacement from their residences as necessitated by the threat; for those residents: confirm whether County will provide transport to temporary shelters and confirm arrangements

Plan RP-1 Operations Official

	with affected residents for transport to County transport pick-up location; and, if County will not provide transport to shelters, work with CERT to make other arrangements for persons needing temporary accommodations and assistance with transport.
	Monitor Camp St. Christopher’s status and potential evacuation of children campers and guests.
	Instruct Town staff to inform all callers that updated information will be on Town website and Town’s “Toll-free” telephone service.
	If threat is expected to include flooding, follow-up with Berkeley Electric about potential shut-off of power to the Town and inform Executive Official and Utilities Official of response.
	Together with Executive Official contact Charleston County Sheriff to determine the extent to which traffic control by sheriffs can be expected to be established to restrict access to the Town in event of evacuation.
	Back up all computers and shut down, if necessary.
	Shut down Town Hall building, if necessary.
	Verify Town vehicle is filled with gas.
	Test generator.
	When appropriate, dismiss staff and ask them to take their computers and packed items.
	If Mayor declares a state of emergency and if the Mayor orders evacuation, post appropriate notices on Town billboards and to Charleston County EOC (via PalmettoEOC “Significant Events”) and distribute appropriate notices (see “Town of Seabrook Island Evacuation” template of Appendix 32) via bulk email to merchants, rental agencies and regime managers operating within the Town; publish via Seabrook Island Blog (Tidelines) and e-mail “Blast” notice that any person who declines to evacuate is to provide the St. Johns Fire District their name and address and contact information for their next of kin who will not be staying behind with them.

Plan RP-1
Utilities Official

OPCON 2

Complete	Task
	Verify that Utility Plant has maximum amount of diesel fuel in tanks.
	Verify contact information for Plant Contractor personnel.
	Request Plant Contractor implement necessary preparatory actions.
	Verify Plant Contractor has completed all tasks in their Emergency Plan.

Plan RP-1 Public Safety Official

OPCON 2

Complete	Task
	Notify all members of Disaster Recovery Council of change of status to OPCON 2; ensure messages to Disaster Recovery Council request acknowledgement from all recipients; remind members of Disaster Recovery Council that the Town's Comprehensive Emergency Plan is available at the Town's website (https://www.townofseabrookisland.org under "Services" at "Emergency Preparedness").
	Review conditions within Town and recommend any necessary activities to address specific threat.
	Verify location and readiness of all Town Officials to assist with Town's emergency response.
	Report to Mayor names of any Town Officials unavailable to assist with the Town's emergency response.
	Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 2 responsibilities and provide copies of the completed checklists to the Executive Official and Public Safety Official .
	Audit Disaster Recovery Council contact information (Appendix 11).
	Consult with Executive Official as to likelihood of evacuation and, if evacuation is deemed likely, gather reports of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .
	Consult with Executive Official of potential response and recovery assistance from CERT and advise CERT accordingly.
	Confirm with Operations Official that any resident identified as needing evacuation assistance has been provided assistance.
	Communicate frequently asked questions and response (as prepared by Communications Official) to Disaster Recovery Council.
	Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 2 responsibilities and provide copies of the completed checklists to the Executive Official and Public Safety Official .

Plan RP-1
Logistics Official

OPCON 2

Complete	Task
	Review list of vendors and options for securing outside resources.
	Contact vendors from Approved Support Vendors (Appendix 10) that may be required for future response and support, inform them of current Town status and expected response/recovery timeline and request their availability and updated contact information.
	If threat is such that evacuation may be necessary, verify availability of rooms required for evacuation of Town Officials to a location sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options).

Plan RP-1
Resources Official

OPCON 2

Complete	Task
	Review options for resources inside the Town that may be needed for the Town's emergency response, including those from other entities (POA, Club, Camp, Marina, etc.).
	Finalize list of available supplies and resources inside Town, including those from other entities, and verify that the entities are prepared to make those supplies or resources available if necessary.

Plan RP-1 Communications Official

OPCON 2

Complete	Task
	Test Communications Official radios and satellite phone.
	Review and verify availability of all methods of communication of Public Information Statements including: Town website; Code Red; "Toll-free" telephone service; bulk e-mail; POA blog (TIDELINES) post submission; and, POA "eBlast" request; and methods for posting updates to Town TWITTER feed and FACEBOOK page.
	Prepare OPCON 2 Public Information Statement announcing change of emergency readiness status, the potential for event impacts to the Town, and of actions the Town is undertaking in response to the threat (see Readiness Status Change template of Appendix 32) and indicating when next Public Information Statement is expected to be issued. Give the OPCON 2 Public Information Statement to Executive Official for review prior to release.
	Post approved OPCON 2 Public Information Statement to Town's website and "Toll-free" telephone service; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service; submit a post to POA Blog (Tidelines) and request POA to issue "eBlast" duplicating the approved OPCON 2 Public Information Statement.
	Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents; report frequently asked questions to Public Safety Official ; prepare Public Information Statement(s) to address frequently asked questions; and request approval of Executive Official to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by Executive Official .

Plan RP-1
Executive Official

OPCON 2

Complete	Task
	Together with Operations Official contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate.
	Contact Charleston County Liaison Officer to determine Charleston County OPCON status, if not already known and schedule for Charleston County EMD conference calls for municipalities, if any.
	Receive information and updates on developing situation and determine if and when to call meeting of the Disaster Recovery Council.
	If necessary, appoint alternates to fill any vacant Emergency roles.
	Contact Mayor of Kiawah to discuss coordination of response and recovery efforts.
	Respond to requests for interviews and statements from the media as the Town's spokesperson.
	Meet with Town Officials to confirm OPCON 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting with Town Officials.
	Review and approve content of OPCON 2 Public Information Statement for release.
	Receive information and updates on situation and schedule meeting for Disaster Recovery Council, if necessary; if evacuation will be ordered, determine a schedule for conference calls with Disaster Recovery Council to be held during evacuation and provide the schedule to the Public Safety Official .
	Upon consultations as deemed appropriate, the Executive Official will determine whether to declare a State of Emergency and order evacuation in consequence of the impending Event and will inform the Operations Official to notify the County EOC accordingly, notice of the Mayor's declaration and order will conform to the form of Appendix 15.
	Determine if full evacuation is necessary. If evacuation of residents will be ordered, follow RP-2 Hurricane Plan beginning at OPCON 1, including both "A. Departure" and "B. Ongoing Priorities While Evacuated" to the fullest extent applicable. If evacuation of residents is not ordered, follow RP-1 OPCON 1 (immediately following).

Hurricane Plan Operations Official

OPCON 2

Complete	Task
	Post OPCON 2 status with recommendation for early evacuation on Town billboards and to Charleston County EOC, (via PalmettoEOC “Significant Events”).
	Assist Communications Official to disseminate the approved OPCON 2 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town’s website and “Toll-free” telephone service.
	Distribute OPCON 2 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
	Ask Camp St. Christopher to notify parents of all campers of the potential for evacuation.
	Advise rental agencies (see contact information in Appendix 11) of potential for evacuation for visitors/tourists.
	Issue an e-mail “blast” and post item to Seabrook Island Blog (Tidelines) requesting that people notify the Town if they will need assistance evacuating or of people they know who they believe will need assistance evacuating.
	Monitor Charleston County EOC status and storm updates daily.
	Consult with Executive Official as to likelihood of evacuation of Town Officials and, if deemed likely, reserve hotel rooms for Town Officials who will be evacuated to assist with Town’s emergency response. Accommodations are to be reserved at both the initial alternative locations chosen for avoidance of storm impacts and the selected location allowing daily commuting to the Town after storm impacts have abated.
	Review options for MEOC locations.
	Ask POA and Club to activate links on their websites to Town website for Emergency information.
	Determine schedule of events in Town; review potential for needed schedule changes with appropriate parties; and, inform Executive Official as event schedules are changed.
	When Charleston County EMD establishes OPCON 2, contact Charleston County Sheriff, Charleston County Liaison Officer and Charleston County Public Works to confirm contact information to be used by the Town in the event of evacuation and after the event.
	Contact landscape contractor and establish timing for installation of hurricane panels on Town Hall; follow-up with contractor to verify that installation of hurricane panels on Town Hall will be timely completed for closure of Town Hall.
	Contact Town’s debris management contractor and debris removal monitor service provider and notify them of the hurricane threat and the then current projected date of storm impact.
	Remind staff to be prepared to collect and pack for evacuation those documents that are not stored electronically and that will be required for resumption of business upon return following evacuation.
	Verify Mayor and Town Council members each have key to Town Hall.
	Test Operations Official satellite phone and radios.
	Verify Town vehicles are filled with gas.
	Ask POA to notify contractors at the security gate to prepare their worksites for storm force winds and flooding with potential for evacuation.
	Ask Berkeley Electric whether they contemplate shut-off of power to the Town and inform Executive Official of response.

Hurricane Plan Operations Official

	Confirm Camp St. Christopher's understanding of the need to prepare for or begin evacuation of children campers and guests.
	Publish via Seabrook Island Blog (Tidelines) and issue e-mail "blast" notice that any person who declines to evacuate is to provide the St. Johns Fire District their name and address and contact information for next of kin who will not be staying behind with them.
	Instruct Town staff to inform all callers that updated information will be on Town website.

Hurricane Plan Operations Official

OPCON 1

Complete	Task
	Post, as applicable, declaration of State of Emergency and ordered evacuation of the Town on Town billboards, and to Charleston County EOC (via PalmettoEOC “Significant Events”).
	Assist Communications Official to disseminate the approved OPCON 1 Public Information Statement and to update the Town TWITTER feed and FACEBOOK page to reflect that updated emergency information is available at the Town’s website and “Toll-free” telephone service.
	Distribute OPCON 1 Public Information Statement via bulk email to merchants, rental agencies and regime managers operating within the Town.
	Contact residents identified to Town as having indicated they will need assistance with evacuation and confirm those who will require such assistance; for those residents: confirm whether County will provide transport to temporary shelters and confirm arrangements with affected residents for transport to County transport pick-up location; and, if County will not provide transport to shelters, work with CERT to make other arrangements for persons needing assistance with transport.
	Together with Executive Official contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate; request names of POA security persons who will be provided Charleston County passes for access to the Town while an evacuation order is in place for the Town..
	Together with Executive Official contact Charleston County Public Works and Charleston County Liaison Officer to determine expected availability of County debris removal services following storm impact.
	Verify with Camp St. Christopher that all campers and guests have left, and all others are leaving.
	Contact Town’s debris removal contractor and debris removal monitor service provider and notify them of the then current projected date of storm impact and, if requested by Executive Official , request that debris management contractor arrange Town visit of an operations manager to assess damage for mobilization.
	Gather information of road conditions within the Town for restrictions such as flooding and debris that may impact potential evacuation, and report restrictions to the Public Safety Official and Executive Official .
	Ask Berkeley Electric whether they contemplate shut-off of power to the Town and inform Executive Official of response.
	In preparation for Town Hall Shut-Down, load Town Emergency Supplies (Appendix 16) in Town vehicle for evacuation.
	Test generator.
	Shut down all workstations and complete final back-ups of server.
	Instruct staff members to pack up their computer workstations, critical files (Appendix 28), resources, etc.
	When appropriate, dismiss all staff (staff takes their computer workstations and packed items with them).
	Complete Town Hall Building Shut-Down Procedure (Appendix 12).

Hurricane Plan Operations Official

	Take portable interface device and computer workstation, all critical files, checkbook, and one satellite phone in Town vehicle and leave Town.

Hurricane Plan

Utilities Official

OPCON 2

Complete	Task
	Verify adequate sodium hypochlorite on-site.
	Verify with Plant Contractor location and availability of personnel after storm passes.
	Verify that Utility Plant has maximum amount of diesel fuel in tanks.
	Update Plant Contractor's contact information and confirm contact information for Utilities Official and Plant Contractor to Executive Official and Public Safety Official .
	Verify evacuation plans and evacuation timing of plant personnel.

Hurricane Plan
Utilities Official

OPCON 1

Complete	Task
	Verify Plant Contractor has completed tasks in their Emergency Plan.
	Upon confirmation that plant has shut down, verify that main valve from St. John's Water is closed.
	If necessary (loss of water pressure has occurred or will occur), verify Boil Water Advisory is on Plant Gate and POA Security Gate billboard.

Hurricane Plan Public Safety Official

OPCON 2

Complete	Task
	Verify location and readiness of all Town Officials.
	Report names to Mayor of any Town Officials unavailable to assist with the Town's emergency response.
	Notify all members of Disaster Recovery Council of change of status to OPCON 2; ensure messages to Disaster Recovery Council request acknowledgement from all recipients and remind Disaster Recovery Council members that the Town's Comprehensive Emergency Plan can be downloaded from the Town's website (https://www.townofseabrookisland.org under "Services" at "Emergency Preparedness"); when received from Communications Official , communicate frequently asked questions and answers to Disaster Recovery Council
	Gather reports of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .
	Audit Disaster Recovery Council contact information (Appendix 11).
	Together with Executive Official contact St. John's Fire District and Charleston County Sheriff's Office for updated information as to actions they will take in respect of the Town after storm passes.
	Gather reports of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .
	Confirm with Operations Official that any resident requesting evacuation assistance has been provided assistance.
	Communicate frequently asked questions and responses (as prepared by Communications Official) to Disaster Recovery Council.
	Alert CERT of OPCON 2 status and potential for recovery assistance after storm passes.
	Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 2 responsibilities and provide copies of the completed checklists to the Executive Official and Public Safety Official .

Hurricane Plan Public Safety Official

OPCON 1

Complete	Task
	Notify all members of Disaster Recovery Council of change of status to OPCON 1 and remind members of Disaster Recovery Council of schedule of conference calls to be conducted during evacuation; ensure messages to Disaster Recovery Council request acknowledgement from all recipients.
	Gather information of conditions of evacuation route roads from SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .
	Remind all Town Officials to take their Town issued mobile devices (Surface tablets and mobile telephones) with them when they evacuate.
	Remind all Town Officials that they are to complete checklists (see Appendix 36) of their assigned OPCON 1 responsibilities and provide copies of the completed checklists to the Executive Official and Public Safety Official .

Hurricane Plan Logistics Official

OPCON 2

Complete	Task
	<p>No later than the earliest announcement from Charleston County Emergency Management Department of a contemplated increase in its emergency readiness status, the Logistics Official will consult with the Executive Official as to evacuation accommodations to be considered in contemplation of possible evacuation of Town Officials. It is preferred that no less than two geographically distant alternative locations be identified to accommodate uncertainty as to the direction the storm will take. The Logistics Official will verify availability of rooms required for evacuation of Town Officials to i) identified initial locations sufficiently inland to be beyond forecast significant direct storm damage; and, ii) a location sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options); assist Operations Official reserve hotel rooms required for Town Officials who will be evacuated.</p>

Hurricane Plan
Logistics Official

OPCON 1

Complete	Task
	Provide hotel information and directions to Town Officials.

Hurricane Plan Resources Official

OPCON 2

Complete	Task
	Provide recommended list of Emergency supplies (Appendix 16) to all Team 1 members (Appendix 13) to bring with them during evacuation.

Hurricane Plan Resources Official

OPCON 1

Complete	Task
	Communicate to all members of Team 1 (Appendix 13) that each person is responsible for bringing their own Emergency supplies, referencing the evacuation supply list (Appendix 16).

Hurricane Plan Communications Official

OPCON 2

Complete	Task
	Review and verify availability of all methods of communication of Public Information Statements including: Town website; CodeRed; "Toll-free" telephone service; bulk e-mail; POA blog (TIDELINES) post submission; and, POA "eBlast" request; and methods for posting updates to Town TWITTER feed and FACEBOOK page.
	Test Communications Official radios and satellite phone.
	Prepare OPCON 2 Public Information Statement announcing change of emergency readiness status, the potential for storm impacts to the Town for which evacuation may be required, and requesting that residents needing evacuation assistance contact the Town (see Hurricane Advisory template of Appendix 32); request approval of draft Statement by Executive Official .
	Post approved OPCON 2 Public Information Statement to Town's website and "Toll-free" telephone service; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service; submit a post to POA Blog (Tidelines) and request POA to issue "eBlast" duplicating the approved OPCON 2 Public Information Statement.
	Monitor Seabrook Island "social media" outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town's TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents; report frequently asked questions to Public Safety Official ; prepare Public Information Statement(s) to address frequently asked questions; request approval of Executive Official to release those Public Information Statements via POA Blog (Tidelines), Town's TWITTER feed and Town's FACEBOOK page and, release those Public Information Statements as approved by Executive Official .

Hurricane Plan

Communications Official

OPCON 1

Complete	Task
	Prepare Public Information Statement announcing change of emergency readiness status to OPCON 1 and declared State of Emergency and, as appropriate, ordered evacuation (see Evacuation template of Appendix 32); request approval of draft Statement by Executive Official .
	Post approved OPCON 1 status Public Information Statement to Town’s website, “Toll-free” telephone service and Code Red; issue corresponding Town bulk email; update Town TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town’s website and “Toll-free” telephone service; submit a post to POA Blog (Tidelines) and request POA to issue “eBlast” reflecting the approved OPCON 1 Public Information Statement.
	Bring all remaining portable communications equipment during evacuation.

Hurricane Plan Executive Official

OPCON 2

Complete	Task
	If necessary, appoint alternates to fill any vacant Town Officials Emergency role.
	If schedule for Charleston County EMD conference calls for municipalities is not known, contact County Liaison Officer to determine that schedule.
	Convene special meetings of Town Officials to participate in the scheduled Charleston County EMD conference calls.
	Contact POA President to determine whether POA debris clearing and removal contractors, including debris monitoring service providers, have confirmed their availability; schedule follow-up contact with POA, if necessary, so as to ensure timely mobilization of debris management contractors, including debris monitoring service providers.
	Together with Operations Official contact POA to determine whether and when it is expected that POA security will cease operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate.
	Together with Operations Official contact Charleston County Public Works and Charleston County Liaison Officer to determine expected availability of County debris removal services following storm impact.
	Meet with Town Officials to confirm OPCON 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting with Town Officials (meetings shall be conducted by conference calling or other remote means to accommodate evacuation).
	Call meeting of Disaster Recovery Council to review plans for recovery personnel after storm and to establish schedule for conference call meetings with Disaster Recovery Council during evacuation.
	Together with Mayor of Kiawah, contact Charleston County Sheriff to request that, while the Towns of Kiawah and Seabrook are under an evacuation order and until the Towns have their respective security teams in place, the Sheriff's Office station a patrol unit at the Freshfields Village traffic circle to limit access to the Towns to persons with County passes or other identification satisfactory to the officers on patrol. In the event only one or the other of Kiawah and Seabrook will have security teams on duty while an evacuation order is in effect, that information will be provided to the Sheriff's Office so that they may adjust location of patrols accordingly.
	Review and approve content of OPCON 2 Public Information Statement for release.

Hurricane Plan Executive Official

OPCON 1

Complete	Task
	Together with Operations Official contact POA to confirm expected cessation of POA security operation of the POA security gate; contact Charleston County Sheriff to inform them of the expected cessation of security service at the POA security gate and request Sheriffs patrols serving the Town as soon as practical following cessation of POA security services.
	Meet with Town Officials to confirm OPCON 1 - 2 preparations are complete; confirm or assign responsibility for completing preparations that remain incomplete; and schedule next meeting with Town Officials (meetings shall be conducted by conference calling or other remote means to accommodate evacuation).
	Issue State of Emergency order and, if deemed appropriate, mandatory evacuation order (Appendix 15) and arrange to have order placed on Town website and bulletin board.
	Contact Operations and Public Safety Officials, and others as necessary, to assess status of evacuation. Request assistance from Charleston County EOC as necessary to facilitate evacuation and stop all incoming traffic.
	Upon confirmation from all parties that evacuation is complete, ask Operations Official to relay status (including residents staying behind list from St. Johns Fire District, if available) to Charleston County EOC.
	Bring one satellite phone during evacuation.

Winter Storm Plan

Operations Official

Winter Storm Response

Complete	Task
	In accordance with determination made by Executive Official , post OPCON 2 status and updates of Town status, such as temporary closure of Town Hall to Charleston County EOC (via PalmettoEOC “Significant Events”).
	If Executive Official has determined that local accommodations are to be arranged for one or more members of Town staff, reserve accommodations for Town staff members to allow daily commuting between the Town and those accommodations.
	Contact representatives of Club, POA and St. Christopher Camp and Conference Center and request that they provide information of availability of equipment useful for treating and clearing roads within the Town for expected accumulation of snow and/or ice and availability of operators for available equipment.
	Contact representatives of Club, POA and St. Christopher Camp and Conference Center and request them to provide information of availability of facilities that could be used for temporary shelter for persons within the community whose residential supply of utilities is interrupted.
	Send e-mail to all residents (Town’s bulk e-mail), submit post to POA BLOG (Tidelines) and request POA “eBlast” asking residents who themselves need, or who know residents they believe need, temporary shelter in consequence of storm impacts to contact the Town with their names and contact information; compile a list of persons needing temporary shelter; engage Town Officials in contacting identified persons.
	Assist Communications Official to disseminate the approved Winter Weather Public Information Statements and to update the Town’s TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town’s website and “Toll-free” telephone service.
	Distribute Winter Weather Public Information Statements via bulk email to merchants, rental agencies and regime managers operating within the Town.
	Gather information of road conditions within the Town from POA, and report conditions to the Public Safety Official and Executive Official .

Winter Storm Plan

Operations Official

Winter Storm Recovery

Complete	Task
	If Executive Official confirms that removal of debris is to be undertaken by Town's debris management contractors, contact the contractors to determine their availability to timely respond and authorizes their mobilization.
	Request those of Club, POA and St. Christopher Camp and Conference Center with suitable available resources to undertake removal of accumulated snow and ice from roadways within the Town and reports progress of road clearing to the Public Safety Official and Executive Official .
	Assist Communications Official to disseminate the approved Winter Weather Public Information Statements and to update the Town's TWITTER feed and FACEBOOK page to reflect that emergency information is available at the Town's website and "Toll-free" telephone service.
	Distribute Winter Weather Public Information Statements via bulk email to merchants, rental agencies and regime managers operating within the Town.
	Monitor progress of clearing of roads of debris and accumulated snow and ice, and reports conditions to the Public Safety Official and Executive Official .

Winter Storm Plan

Utilities Official

Winter Storm Response

Complete	Task
	Monitor weather forecasts and advise Executive Official of potential impacts to water supply from frozen residential water supply lines; and to sewerage service in consequence of potential interruption of electrical power.
	Advise Executive Official of interruptions of water supply and sewerage service as they arise.

Winter Storm Plan

Utilities Official

Winter Storm Recovery

Complete	Task
	Monitor weather forecasts and advise Executive Official of potential impacts to water supply from frozen residential water supply lines and to sewerage service in consequence of potential interruption of electrical power.

Winter Storm Plan

Public Safety Official

Winter Storm Response

Complete	Task
	Verify location and readiness of other Town Council members and Mayor.
	Report names to Mayor of any Town Council members unable to assist with Town's emergency response.
	Notify all members of Disaster Recovery Council of changes of Town's emergency response readiness status with request for acknowledgement from all recipients; distribute emergency response information mirroring Winter Weather Public Information Statements to members of Disaster Recovery Council; request that Disaster Recovery Council representatives who will not be staying within the Town take their HAM radios with them..
	Inform all members of Disaster Recovery Council of date, time and location of initial meeting of Disaster Recovery Council as determined by Executive Official .
	No less frequently than once each day, gather reports of conditions of local roads from Operations Official , SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .

Winter Storm Plan

Public Safety Official

Winter Storm Recovery

Complete	Task
	Notify all members of Disaster Recovery Council of changes of Town's emergency response readiness status with request for acknowledgement from all recipients; distribute emergency response information mirroring Winter Weather Public Information Statements to members of Disaster Recovery Council.
	Gather reports of conditions of local roads from Operations Official , SC DOT and Charleston County Sheriff's Office and report traffic restrictions to Executive Official and Communications Official .

Winter Storm Plan

Logistics Official

Winter Storm Response

Complete	Task
	No later than the earliest announcement from Charleston County Emergency Management Department of a contemplated increase in its emergency readiness status, the Logistics Official will consult with the Executive Official as to whether arrangements for local accommodations are to be made for members of Town staff in contemplation of impaired access to the Town in consequence of storm impacts. The Logistics Official will verify availability of rooms sufficiently near the Town to allow for daily commuting to and from those accommodations and the Town (see Appendix 14 for hotel options) and will inform the Executive Official of availability of accommodations.

Winter Storm Plan

Logistics Official

Winter Storm Recovery

Complete	Task
	If Executive Official determines that any facility within the Town is to be used to provide temporary shelter, determine availability of food, water and bedding within the Town that can be used for the needs of persons who are temporarily sheltered and informs Resources Official of sources of those supplies.

Winter Storm Plan Resources Official

Winter Storm Recovery

Complete	Task
	Arrange for procurement of supplies identified by Logistics Official and delivery of those supplies to the facility(s) to be used for temporary shelter.

Winter Storm Plan

Communications Official

Winter Storm Response

Complete	Task
	<p>For meetings of Disaster Recovery Council conducted as conference calls, serves as “host” for those conference calls; except as otherwise set forth herein:</p> <ol style="list-style-type: none"> a. Disaster Recovery Council meetings will begin with a report from the Executive Official in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within and providing access to the Town; b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization; c. Disaster Recovery Council meetings will end with the Executive Official reviewing the list of immediate unmet needs and confirming or setting the date/time for the next Disaster Recovery Council conference call.
	<p>Prepare Winter Weather Public Information Statements (see Winter Weather Advisory template of Appendix 32) for approval by Executive Official and issues approved Public Information Statements by; posts to the Town’s website; bulk email (copied for SIPOA “eBlast” and SIPOA “blog” (TIDELINES)); updated outgoing messages on the Town’s Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging. Communications Official updates Town’s TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town’s website and Toll-Free telephone service or essential information of the approved Public Information Statement.</p>
	<p>Monitor Seabrook Island “social media” outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town’s TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents, prepare Public Information Statement(s) to address frequently asked questions; request approval of Executive Official to release those Public Information Statements via POA Blog (Tidelines), Town’s TWITTER feed and Town’s FACEBOOK page and, release those Public Information Statements as approved by Executive Official.</p>

Winter Storm Plan

Communications Official

Winter Storm Recovery

Complete	Task
	<p>For meetings of Disaster Recovery Council conducted as conference calls, the Communications Official serves as “host” for those conference calls; except as otherwise set forth herein:</p> <ol style="list-style-type: none"> a. Disaster Recovery Council meetings will begin with a report from the Executive Official in respect of: status of utilities; status of security; availability of emergency services within the Town; and, conditions of roads within and providing access to the Town; b. Representatives of each Disaster Recovery Council member organization will report as to the status and immediate unmet needs of their organization; c. Disaster Recovery Council meetings will end with the Executive Official reviewing the list of immediate unmet needs and confirming or setting the date/time for the next Disaster Recovery Council meeting.
	<p>Prepare Winter Weather Public Information Statements (see Winter Weather Advisory template of Appendix 32) for approval by Executive Official and issues approved Public Information Statements by; posts to the Town’s website; bulk email (copied for SIPOA “eBlast” and SIPOA “blog” (TIDELINES)); updated outgoing messages on the Town’s Toll Free telephone service and, if deemed appropriate, via CodeRed emergency telephone messaging. Communications Official updates Town’s TWITTER feed and FACEBOOK page to reflect either that updated emergency information is available from the Town’s website and Toll-Free telephone service or essential information of the approved Public Information Statement.</p>
	<p>Monitor Seabrook Island “social media” outlets including POA BLOG (Tidelines), Nextdoor (Seabrook Island) and the Town’s TWITTER feed and FACEBOOK page to identify questions asked repeatedly by residents, prepare Public Information Statement(s) to address frequently asked questions; request approval of Executive Official to release those Public Information Statements via POA Blog (Tidelines), Town’s TWITTER feed and Town’s FACEBOOK page and, release those Public Information Statements as approved by Executive Official.</p>

Winter Storm Plan Executive Official

Winter Storm Response

Complete	Task
	In accordance with conditions and consultations as deemed appropriate, determine when the Town's emergency readiness status shall be changed in order to guide emergency response. Particular consideration shall be given to the emergency readiness status (OPCON) of Charleston County in view of uncertainty as to the immediacy of the potential impact. The change will likely be in accordance with adoption of OPCON 2 by the Charleston County Emergency Management Department.
	In accordance with conditions within the community determine whether and when to convene an initial meeting of the Disaster Recovery Council and inform the Public Safety Official of the date, time and place of that initial meeting.
	In consultation with Operations Official , determine availability of members of Town staff to temporarily relocate to accommodations suitable for daily commuting between those accommodations and the Town in contemplation that commuting of staff members from their homes may be severely impaired by storm impacts.
	Contact representatives of Town of Kiawah and request them to provide information of availability of facilities that could be used for temporary shelter for Seabrook Island residents whose homes suffer loss of utilities while roads inland remain unsafe.
	Convenes meetings of Town Officials to participate in Charleston County Emergency Management Department daily conference calls, if any, and to identify items of information for inclusion in Public Information Statements.
	Contact, or instruct Public Safety Official to contact, first responders (St. Johns Fire District, Charleston County Emergency Services, Charleston County Sheriffs Office) for information concerning availability of first responder services for residents of the Town.
	In consultation with the Operations Official , determine whether to temporarily cease regular business operations at Town Hall.

Winter Storm Plan

Executive Official

Winter Storm Recovery

Complete	Task
	<p>It is contemplated that initial clearing of debris from Seabrook Island road will be performed by St. Johns Fire District to provide passage for emergency vehicles. To the extent Disaster Recovery Council member organizations have equipment suitable for clearing debris from roadways and operators for such equipment available, their assistance will be provided to SJFD so as to provide emergency vehicle access within the community. In consultation with POA, the Executive Official will determine whether timely completion of debris clearing for passage of emergency vehicles and access to Seabrook Island Utility lift stations will require engagement of the Town's debris management contractors. If so, Executive Official will apprise members of Town Council accordingly. With approval of Town Council and SIPOA, Executive Official will authorize Operations Official, to mobilize contractors for required road clearing. Guidelines for prioritization of debris clearing from roads appear in Appendix 33.</p>
	<p>In accordance with conditions and consultations with Operations Official, determine whether any facility within the Town, including Town Hall, or the Kiawah Municipal Center can be effectively used to provide temporary shelter for residents whose homes have suffered loss of utilities while roads inland remain unsafe from storm impacts; determines content and timing of announcement of availability of temporary shelter for residents.</p>
	<p>Convene meetings of Town Officials to participate in Charleston County Emergency Management Department daily conference calls, if any, and to identify items of information for inclusion in Public Information Statements.</p>
	<p>Contact, or instructs Public Safety Official to contact, first responders (St. Johns Fire District, Charleston County Emergency Services, Charleston County Sheriffs Office) for information concerning availability of first responder services for residents of the Town.</p>
	<p>Reviews and approves Winter Weather Public Information Statements received from Communications Official.</p>
	<p>In accordance with conditions and consultations with Town Officials, determine when the Town's emergency readiness status shall be returned to OPCON 3 (Normal Operations).</p>