


**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

TO <i>Hells</i>	DATE <i>11-10-08</i>
--------------------	-------------------------

<b>DIRECTOR'S USE ONLY</b>	<b>ACTION REQUESTED</b>
1. LOG NUMBER  <i>100262</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR  	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____
	<input type="checkbox"/> FOIA DATE DUE _____
	<input checked="" type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

The State of South Carolina  
Military Department



**RECEIVED**  
NOV 10 2008  
Department of Health & Human Services  
OFFICE OF THE DIRECTOR

OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS  
MAJOR GENERAL  
THE ADJUTANT GENERAL

November 4, 2008

Ms. Emma Forkner Director  
Department of Health & Human Services  
1801 Main Street  
Columbia, SC 29201

Dear Ms. Forkner:

As a part of our overall exercise program, the SC Emergency Management Division will be conducting a series of state-level exercises in 2009 to test the state's various plans. As listed below, we are providing you advance notice of these exercises for your scheduling. I invite your agency's State Emergency Response Team (SERT) members to participate in each of the exercises and supporting planning meetings/workshops.

The first exercise is the SERT Alternate Emergency Operation Center (AEOC) Functional Exercise (FE) February 11, 2009. This exercise will test the SERT's ability to activate and operate from the AEOC at the Department of Public Safety in Blythewood. Second, we will conduct a Hurricane Tabletop Exercise (TTX) for the full SERT March 11, 2009, at the State Emergency Operations Center (SEOC). The third exercise is the annual State Full-Scale Exercise (FSE) which will be conducted June 2-4, 2009.

I look forward to your agency's participation in this year's exercise program. Invitations to planning conferences supporting these exercises will be sent out in the near future. If you or your staff have any questions, please contact Curt Laymon, SCEMD Exercise Manager, at 737-8592 or [claymon@emd.state.sc.us](mailto:claymon@emd.state.sc.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "R. Osborne".

Ronald C. Osborne  
Director

RO:cal  
cc: ESF Primary

Emergency Management Division  
2779 Fish Hatchery Road  
West Columbia, South Carolina 29172  
(803) 737-8500 • Fax: (803) 737-8570