

**ANNEX 2**  
**H. B. Robinson Steam Electric Plant (HBRSEP)**  
**RECEPTION CENTERS AND SHELTERS**

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**I. INTRODUCTION**

Reception centers and shelters are key elements in the evacuation process during a radiological incident. They serve as the focal point during evacuation and provide a place for coordination of registration, radiological monitoring, decontamination and congregate care operations. All shelters listed herein have been selected based on American Red Cross (ARC) criteria and accessibility to evacuees.

**II. PURPOSE**

To outline procedures for the operation of reception centers and/or shelters in the event of an incident at HBRSEP requiring the evacuation of personnel from the 10-mile EPZ.

**III. CONCEPT OF OPERATIONS**

A. General:

1. In the event that evacuation is required, the affected counties will open and operate reception centers and/or shelters. The ARC, in coordination with the county mass care agencies, is responsible for managing shelter operations. State ESF 6 will coordinate with the county mass care agencies to ensure provision of sufficient human and/or material resources for augmenting reception center and shelter operations. DSS in coordination with local government is responsible for identifying and managing reception centers. Reception centers will be supported by the American Red Cross.
2. Under DHEC technical guidance and advice, the county radiological officer will assure that evacuees and their vehicles are monitored for radiation and decontaminated at reception centers or shelters. Procedures are detailed in the Basic Plan, Annex 6, and in each county's EOP.
3. In the event residents begin to evacuate spontaneously, or if county officials deem it necessary, primary shelters/reception centers may be opened prior to the SEOC making a decision for evacuation.
4. Reception centers and shelters may have indoor, sanitary facilities for processing and decontaminating evacuees. A facility may be a reception center and a co-located shelter. They have sufficient parking areas to provide parking for evacuee vehicles while evacuees are being processed. ARC, Department of Social Services (DSS), medical, DHEC and radiological monitoring personnel staff reception centers and shelters to provide for the following activities by location:
  - a) Reception Center

- (1) Radiological Monitoring Teams: See responsibilities under Annex 6 of this document.
- (2) DSS
  - (a) Registration of evacuees using DSS Form 1846.
  - (b) Assignment of evacuees to shelters.
- (3) ARC: Assist DSS with assignment of evacuees to shelters.
- (4) DHEC Medical Staff/Local EMS: Provide immediate first aid and coordination of medical care for evacuees.

b) Shelter

- (1) Radiological Monitoring Teams: Same as #1 under Reception Center (see above).
- (2) DSS
  - (a) Registration of evacuees using DSS Form 1846 if they have not been previously registered.
  - (b) Support registration of evacuees using ARC forms.
  - (c) Support of shelter operations.
- (3) ARC
  - (a) Shelter Management.
  - (b) Registration of evacuees using ARC forms.
  - (c) Ensure feeding of evacuees.
  - (d) Basic personal needs of evacuees.
- (4) DHEC Medical Staff/Local EMS: Provide immediate first aid and coordination of medical care for evacuees.

B. Reception Centers:

1. One of the most important functions of reception centers and shelters is the accurate registration of evacuees. It is vital that accurate records be maintained for purposes of notification for evacuees' re-entry to the evacuated area, notification of emergencies concerning them, accounting for fiscal aspects of the evacuation, and for the basis of establishing legal claims, that might arise. Registration forms and location rosters will be maintained at each reception center and shelter by DSS. DSS will register all evacuees that come into the reception center, including those who do not elect to stay in a shelter using DSS Form 1846. ARC will assist by assigning evacuees to an open shelter if needed. ARC and DSS will register evacuees into shelters in accordance with existing ARC procedures. DSS and ARC will report shelter status information according to the procedures outlined in the SCEOP. Affected counties have the responsibility for maintaining records and contact with evacuees for control and re-entry purposes.





2. Another important function of a reception center is the monitoring and decontamination of evacuees. All evacuees, both ordered and spontaneous, will be processed through their respective shelters or reception centers, depending on which zones are evacuated. All evacuees will be registered and processed; even those who do not wish to stay in the shelter and make other arrangements.
3. The County EOC will coordinate re-entry permits for persons having to return temporarily to evacuated areas.

C. Sheltering:

1. The organization and operation of shelters for radiological evacuation is similar to that operation during a natural disaster. Some of the differences include:
  - a) Shower facilities used for decontamination will not be considered part of the shelter until decontamination activities are complete and the shower facilities are determined to be free of harmful radioactivity. In some cases, decontamination will occur outside the facility and evacuees will move inside once decontamination is complete for registration and assignment to the shelter if needed.
  - b) Evacuees assigned to shelters will have been monitored and decontaminated. Each evacuee entering a shelter must display or provide the identification used by the County to demonstrate that they have been monitored or decontaminated and are free of radioactivity.
  - c) DSS will register people using Form 1846 if they have not been previously registered in a reception center or another shelter.
  - d) A shelter may be opened as a precaution before a radioactive release occurs. After a radioactive release has occurred, shelters will not accept new evacuees that have not been properly monitored and decontaminated if necessary to assure that anyone entering the facility is not contaminated.
2. Evacuees will be assigned shelter at least 15 miles from the HBRSEP. In the event that a shelter is filled to capacity, evacuees will be assigned to additional pre-designated shelters.
3. Reception centers, primary and back-up shelters are listed in Attachment A.

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## ATTACHMENT A, ANNEX 2 – SHELTERS AND CAPACITIES

### I. GENERAL

The shelters listed in this appendix have been surveyed to assure compliance with American Red Cross Disaster Services Guidelines and Procedures.

### II. PURPOSE

Shelters are identified as either primary or backup shelters. Based upon historical data from population evacuations following other types of disasters, Department of Homeland Security guidance requires designation of primary shelter space for at least 20% of the 10-mile EPZ population. Backup shelters will be opened based on need.

### III. SHELTER LISTING AND CAPACITIES

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity can be calculated using 15 to 20 square feet per person. In a general shelter that is expected to be open for more than 24 hours, 40 to 60 square feet per person is used to determine capacity.

Note: Darlington County evacuees are sheltered in Florence County.

A. Primary Shelters	Shelter Capacity
CHESTERFIELD COUNTY:	
Chesterfield Senior High School	2,000
DARLINGTON COUNTY:	
Florence City County Civic Center	3,200
LEE COUNTY:	
Lee Central High School	800

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