

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

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>2-5-09</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>100432</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Cleared 3/11/09 e-mail response attached</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>17 Feb 09</i> DATE DUE _____
	<input type="checkbox"/> Necessary Action

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

The State of South Carolina
Military Department



RECEIVED

FEB 05 2009

Department of Health & Human Services
OFFICE OF THE DIRECTOR

OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS
MAJOR GENERAL
THE ADJUTANT GENERAL

January 28, 2009

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

Dear Ms. Forkner:

The South Carolina Emergency Management Division (SCEMD) is conducting a State Emergency Response Team (SERT) Hurricane Tabletop Exercise (TTX). I invite your agency to participate in the exercise.

Location: SCEMD State Emergency Operations Center (SEOC); 2779 Fish Hatchery Road,
West Columbia, SC 29172.

Time: March 11, 2009 (8:00 am-8:30 am Sign-In) (8:30 am-4:00 pm Tabletop Exercise).

Please have agency participants complete the attached RSVP form and mail, email, or fax it by Tuesday, March 3, 2009, to provide an accurate headcount for lunch. Due to seating limitations in the SEOC, we will have to limit each ESF to no more than three participants in the main room. Additional observers may monitor the tabletop from their ESF rooms.

I look forward to your agency's participation in this exercise. If you or your staff have any questions please contact Curt Laymon at 737-8592 or claymon@emd.sc.gov.

Sincerely,

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

Ronald C. Osborne
Director

RO:cal

cc: ESF Primary

Attachment: RSVP Form

Emergency Management Division

2779 Fish Hatchery Road

West Columbia, South Carolina 29172

(803) 737-8500 • Fax: (803) 737-8570

State Emergency Response Team (SERT)
Hurricane Tabletop Exercise (TTX)

Wednesday, March 11, 2009

Registration Form:

Name: _____

Agency/ESF: _____

Phone: _____

Email Address: _____

Mail, email, or fax to:

South Carolina Emergency Management Division
Curt Laymon
2779 Fish Hatchery Road
West Columbia, South Carolina 29172
claymon@emd.state.sc.us
Phone: 803-737-8595
Fax: 803-737-8570

Registration Deadline:

Tuesday, March 3, 2009

Elizabeth Hutto - Log letters

From: Elizabeth Hutto
To: Brenda James
Date: 3/13/2009 12:26 PM
Subject: Log letters
CC: Jean Mamer

LOG # 0315 TO AGENCY DIRECTORS: FROM MARGARET WOODSON, GOVERNOR'S OFFICE OF SMALL AND MINORITY BUSINESS ASSISTANCE. NO RESPONSE NECESSARY DUE TO WHEN OUR YEARLY AND QUARTERLY REPORT WAS COMPLETED WE WERE IN COMPLIANCE. WE HAD 11%.

LOG # 0432 TO: MS. EMMA FORKNER, DIRECTOR; FROM: RONALD C. OSBORNE, OFFICE OF THE ADJUTANT GENERAL. REGGIE ATTENDED THIS ONE AT FISH HATCHERY ROAD ON MARCH 11, 2009 AND ONCE THIS WAS OVER HE ALSO WENT TO THE ONE AT BROAD RIVER ROAD. DAVID CANNON ALSO ATTENDED THE ONE ON BROAD RIVER ROAD.