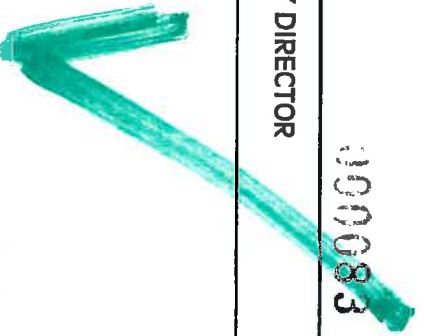


**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR**

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>8-12-08</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOC NUMBER <i>000083</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

AUG 11 2008

Department of Health & Human Services
OFFICE OF THE DIRECTOR

OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS
MAJOR GENERAL
THE ADJUTANT GENERAL

August 8, 2008

Ms. Emma Forkner, Director
Department of Health and Human Services
P.O. Box 8206
Columbia, SC 29202

Dear Ms. Forkner:

Each year, the South Carolina Emergency Management Division is required to review and update the South Carolina Emergency Operations Plan (SCEOP). As a part of the review process, we have scheduled a series of workshops to evaluate and revise each annex in the SCEOP. The objective of the workshop is to ensure that all organizations firmly understand their roles and responsibilities within each supported emergency support function. We request participants conduct an extensive review of all appropriate annexes and associated standard operating procedures prior to the workshop. The workshop schedule for your agency is attached.

We also ask that your office evaluate the entire SCEOP, particularly the Basic Plan, Table 3 - State Emergency Support Function Responsibilities Assignment, and Table 4 - Succession of Authority and Pre-delegation. Please submit revisions, recommendations, and comments at one of the workshops or prior to November 15, 2008.

Thank you for your support and I look forward to working with you toward the goal of enhancing our state's overall emergency response effort. If you have any comments or questions, please don't hesitate to have your staff contact Jim Trone, Manager, All Hazards Plans, at (803) 737-8858, or email: jtrone@emd.sc.gov.

Sincerely,

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

Ronald C. Osborne
Director

Attachment

e-copy to: Mr. Howard Delaine (w/attachment)

Emergency Management Division

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

Department of Health and Human Services
2009 Emergency Support Function Workshop Schedule

<u>Annex</u>	<u>Time/Date</u>	<u>Location</u>
6	9 AM October 3, 2008	Training Room, SCEMD 2779 Fish Hatchery Road
8	9 AM September 30, 2008	State Emergency Operations Center 2779 Fish Hatchery Road
14	9 AM October 7, 2008	Training Room, SCEMD 2779 Fish Hatchery Road
18	9 AM October 14, 2008	Training Room, SCEMD 2779 Fish Hatchery Road