

I. INTRODUCTION

A. General

As stated in paragraph (I) (A) of the South Carolina Emergency Operations Plan (SCEOP), “it is the policy of the state to be prepared for any emergency or disaster.” Recognizing the difficulties and impediments to providing incident resources, South Carolina Emergency Management Division (SCEMD) has developed the Logistical Operations Plan as Attachment A to the SCEOP.

B. Purpose

1. This plan establishes the policies and procedures by which the state will coordinate post-incident logistical operations including needs assessment, receiving supplies, staging/warehousing supplies, supply distribution, ordering, processing, and transporting supplies requested by county emergency management departments and other relief entities supported by the state.
2. This plan describes the functions and operations necessary to provide a comprehensive logistics system for commodities, equipment and personnel, beginning at the state level and continuing through county receiving and distribution.
3. This plan utilizes state resources whenever possible to conduct operations and describes how and where private sector resources will assist or assume responsibility for operations.

C. Scope

To provide logistical support to disaster impacted areas.

II. SITUATION & ASSUMPTIONS

A. Situation

Following an incident, the state will need resources for sustaining the health and welfare of its citizens, as well as reducing damage and beginning the process of recovery. Depending on the type, size, location, and duration of an incident, normal trade and commerce will be interrupted resulting in high demand for limited resources. Labor forces will be disrupted due to evacuation, relocation, restrictions, or unavailability due to family or personal recovery activities. The state may be required to provide life sustaining resources to damaged communities. State warehoused commodities and supplies may be needed to support a large logistics operation. Regional Staging Areas (RSA) and Base Camps (BC) may be needed to stage resources and

support response and recovery operations.

B. Assumptions

1. Normal retail supply routes for everyday use and specialty products will be interrupted.
2. Counties have prepared for logistical operations through the development of a local Logistics Plans that interface with the state Logistics Plan.
3. County logistics plans will be implemented to the maximum extent possible. The county logistics operation will be based on the local situation and magnitude of the disaster.
4. The SCEMD Logistics Center (LC), RSAs, post-disaster transportation services, county logistics operations, as well as FEMA logistics operations and the Donated Goods System, will function in a coordinated effort in order to supply the residents of affected areas with resources until the capability to locally acquire goods and services is restored.

III. CONCEPT OF OPERATIONS

The state will begin logistical operations either prior to a known incident or immediately following the occurrence of an unexpected incident. The state will act in the most expedient and efficient manner to provide a logistics system of reception, transportation and distribution of resources through the use of state resources whenever possible, as well as commercially available equipment, supplies, services, and manpower.

A. Activation of the Logistics Operations Plan

1. When state resources are required to support response and recovery operations, the Chief of Operations will activate this plan to support logistical operations in coordination with the Operations Tasking Group (OTG).
2. The Chief of Operations will direct the activation of the LC when the Logistics Operations Plan is activated or any time thereafter.
3. Based on the type, severity and length of an event, the Executive Group will establish the objectives for the upcoming operational period. Upon receiving the operational period objectives, the Logistics Cell (LogCell) within the State Emergency Operations Center (SEOC) will prioritize resource needs as determined by the Chief of Operations.

B. Incident Facilities

1. For events that occur with advanced warning, the federal government may establish an Incident Support Base (ISB) otherwise, after an incident with no notice; an area will be identified for the ISB. The ISB will serve as the federal government's area to receive stage and distribute resources to the state. Currently Ft. Bragg NC or Ft Gordon Ga. have been identified as ISBs for SC.
2. The SCEMD maintains a LC in Winnsboro SC capable of distributing resources after an incident interrupts the normal daily acquisition of life sustaining resources within a community, area or region of the state.
 - a. The LC warehouses commodities, water and Meals Ready to Eat (MREs), sufficient to support 50,000 people for 72 hours. The LC is also capable of storing other items to include: tarps, generators, forklifts, light banks and pallet jacks.
 - b. ESFs/agencies supporting continuous 24-hour LC operations are:
 - SC Forestry Commission
 - ESF-1, DOT and DOE
 - ESF-19, National Guard
3. Regional Staging Areas (RSA) are locations established in four regions of the state where resources will be shipped directly from the ISB and staged pending distribution to the counties. Tab B identifies RSA locations within the State.
 - a. The state will attempt to establish RSAs to stage commodities and equipment in the region of the state that is most impacted. Multiple RSAs may be established for large scale incidents.
 - b. Counties within each region have identified primary and secondary RSA sites to support RSA operations
 - c. RSAs may be state, county or private properties capable of supporting daily shipments of commodities. Where RSAs are on private properties the state and or county will establish an MOA to operate a RSA on the site. RSAs can

be used for truck or equipment staging, or forward operating areas.

d. The protocol to acquire and distribute resources from a RSA will be the same as from the LC.

4. Base Camps (BC) will be established by the LogCell when directed by the Chief of Operations. Base Camps are used to provide food, water, rest and sanitary services for responding personnel.

a. Counties will assist the state in locating suitable locations for BC operations.

b. Currently SC will use contractor support to setup and manage BC operations.

c. The LogCell will be responsible for overall direction of BC operations.

d. Depending on the size and geographical impact of the event, more than one BC may be needed to accommodate all responding personnel.

C. Interface With County Logistical Operations Plans

1. Each county will develop logistics operations and commodity distribution plans for receiving, storing, handling and distribution of resources. These plans will identify county personnel responsible for logistics operations.

2. Counties will follow the template developed by SCEMD for the development of commodity distribution plans.

a. County plans will detail receiving, warehousing and distribution of commodities and other resources.

b. Counties will submit a list of potential POD sites to the state LogCell leader, no later than 1 April of each year.

c. Counties will designate and train staff in Points of Distribution (POD) operations.

3. Counties will request needed resources from the SEOC by utilizing WebEOC, fax or the county desks as necessary. Requests will be processed through OTG in accordance with the SEOC SOP.

D. Determination of Commodity Needs

1. State

- a. The state, in coordination with FEMA, will anticipate immediate resources needed by an affected populace and implement procurement and distribution to counties whenever practical before or as soon as possible following an incident.
- b. Until more reliable information is available, the state will base the number of affected population and resource needs on estimates of customers without commercial electric power (see Tab A for methodology).
- c. Once immediate needs have been met, the state will coordinate with county emergency management officials to determine the population affected and resource needs within their jurisdictions.
- d. Once reliable information is available, resource needs will be determined by POD throughput data.
- e. Once counties have exhausted all of their resources and they begin to request assistance from the state, the state will procure the resources needed and distribute them to county governments based on operational period priorities.

2. County

- a. Counties will conduct an assessment following a disaster. Once initial damage assessments are complete, counties will determine the number of residents affected by an incident and the type and amount of resources needed.
- b. The county will report to the state the extent of the damage, the population affected within its jurisdiction and request the needed resources.
- c. Through the SERT County Desks, the counties will confirm operability of PODs and transportation routes to the PODs after hazardous conditions have passed.

E. County Resource Requests

1. The county determines the needs of its citizens and submits

requests to the SEOC.

2. Requests are submitted to the SEOC through one of the following methods:
 - a. Directly through a Resource Manager Request in WebEOC.
 - b. Through telephone contact with the assigned county desk. The county desk officer will enter the request into Resource Manager and submit to OTG.
 - c. By fax to the State Warning Point or OTG. All fax requests must clearly state items and quantities needed, delivery location, and POC with telephone number. Fax requests will be provided to the county desk officers for entry into Web EOC.

F. State Resource Acquisition

1. Initial requests will be filled from existing stocks from either the LC or another state's warehouse, if possible.
2. Before sending a request to ESF-7 to purchase items, OTG will check with ESF-18 for available items.
3. When possible, the state will use pre-existing contracts to purchase items.
4. The state will order resources in a manner consistent with state regulations and policies.
5. The state will order resources from FEMA when FEMA is the best and most expedient source for urgent needs.

G. Resource Distribution

1. The provision of commodities will generally follow one of these procedures:
 - a. To a RSA then on to the county POD sites for redistribution utilizing state contracted transportation assets.
 - b. From the ISB or supplier to the LC, and then on to the county POD sites utilizing state contracted transportation assets.
2. Until counties are able to obtain detailed information of the population affected and the amount of resources needed, the state will

base population affected and resources needed on the number of commercial electrical power customers without power.

3. Provision of other resources will flow from the LC or supplier to the requested location.
 - a. All orders for resources will be routed from county EOCs through the OTG in the SEOC. The OTG will check whether the items are available from ESF-18, Donated Goods. If not, OTG will task the LogCell to fill orders to provide the necessary supplies to requesting counties.
 - b. Counties will be required to order the next day's commodities from OTG by 5:00 PM each day.
 - c. A daily conference call, facilitated by the LogCell Leader, will be conducted at 6:00 PM with all affected counties to determine needs, daily distribution from Points of Distribution (POD) and shipment deliveries. See Tab A for information on POD operations.
 - d. The LC will operate overnight to provide commodities to each county's POD prior to the next day's opening. Orders from the most distant counties will be shipped first.
 - e. Requests for equipment will be processed in order of priority and shipped to the requestor as soon as possible. If Material Handling Equipment (MHE) has been ordered to facilitate POD operations, LC staff will attempt to ship commodities and MHE together to decrease transportation costs and lower tracking duties.
 - f. When commodities within the LC become depleted the state may establish a Regional Staging Area (RSA) to expedite the deliveries of relief supplies to impacted areas of the state in support of county POD operations.
4. Requests will be processed following the SEOC request processing procedure. [SEOC SOP, section (V) (B).] When possible, OTG will process orders as received and forward them to the LogCell.
5. When an order is shipped, the LC or RSA will notify the receiving county of the shipment departure and give an expected time of arrival.

6. Counties will receive shipments and be responsible for signing a receipt for delivered goods along with the unloading and distribution of delivered items.
7. If an ordered item is not in stock in the LC, the LC will notify the LogCell and OTG. OTG will investigate other methods of acquiring the item or task ESF-7 to order it. Once acquired, the LC will attempt to ship the item and fill the order within the stated delivery time, or as soon thereafter as possible. In stock items will be shipped as indicated.

H. Federal Interface

1. This plan is intended to coordinate and integrate the provision of needed resources to victims between the local (county), state, and federal levels of government. FEMA and other federal agencies will provide resources to the state as necessary. The state will determine the distribution of those resources to the affected counties.
2. The state LogCell Leader will coordinate with the FEMA logistics coordinator to obtain federal assistance as required.
3. The ISB that will receive incoming Initial Response Resource (IRR) Kits from FEMA will be selected before or as soon as possible after an event. IRR resources will generally be distributed in the following manner:
 - a. Directly to RSAs
 - b. Shipments will be made directly to the LC to replenish depleted stocks.

I. Post-Incident Transportation Services

1. Limited transportation services are available on a contingency contract, pre-event prices have been negotiated for cost effectiveness.
2. The transportation services vendor will provide a Transportation Coordinator (TC) to the SEOC and the LC or RSA. The TC will coordinate all pick-ups, deliveries and transportation needs as required.
3. Depending on the mission request, the TC will coordinate with the LogCell Leader, Deputy LogCell Leader and the LC or RSA. The

TC will track shipments, including deliveries at their point of destination and be able to provide reports to the LogCell Leader.

J. Emergency Management Assistance Compact (EMAC)

EMAC requires a Governor's state of emergency be declared prior to invoking the compact. South Carolina is a signatory to the EMAC interstate mutual-aid compact agreement. EMAC can provide resources and personnel to assist the state in response to an incident.

1. EMAC will be a function of the LogCell.
2. South Carolina will utilize EMAC whenever it is the most expedient method of acquiring assistance during an incident response.
3. The LogCell will be responsible for coordinating the receiving, staging and integration of incoming EMAC support resources. The EMAC Support Plan is Tab C to this attachment.

K. Accounting and Administration and Finance

1. State

- a. Expenditures and record keeping for state funds will be in accordance with state policies and regulations as well as with SCEOP, section (VII) (B) (1) and (2).
- b. The LogCell will track all items provided to local governments for billing purposes. ESF-7 will generate bills for those counties receiving assistance. An itemized list including costs of provisions will be given to those counties receiving assistance. Counties will not be charged for the value of donated items. However, there may be charges for transporting donated goods.
- c. The state will seek federal public assistance reimbursement for the cost of logistical operations:
 - 1). The SC Forestry Commission IMT will capture and submit costs for LC and RSA operations and initial supplies.
 - 2). The TC will submit a bill to SCEMD for all transportation and related costs.
 - 3). The costs of related items procured that are not

billed to a county, will be captured by ESF-7 and submitted to SCEMD.

2. County

- a. Expenditures and record keeping for county funds will be in accordance with state and local policies and regulations.
- b. Counties receiving resources from the state will track costs and distribution.
- c. Counties will receive an itemized bill from the state listing all items provided. The county will include the values of all resources in any local federal reimbursement request.

L. Plan Maintenance

1. This plan will be maintained by SCEMD with assistance from support agencies.
2. This plan will be reviewed annually and updated as necessary.
3. SCEMD will review county Logistics Plans biennially.

IV. RESPONSIBILITIES

A. South Carolina Emergency Management Division

1. SCEMD is the lead agency in planning for logistical operations. Support agencies include the SC Forestry Commission, the Department of Education, the Department of Transportation, the SC National Guard, and the Budget and Control Board (Material Management Office and Real Property Office).
2. SCEMD shall be responsible for developing and maintaining an inventory of state resources for support of state and local emergencies. This database will be available for use by all authorized WebEOC users to respond to any hazard as identified in the South Carolina Emergency Operations Plan, Table 1, Hazards Rating Summary, page 54.
3. Provide LogCell leader in the SEOC, LC or RSA as required.
4. Provide Deputy LogCell leader as required.
5. Maintain the SC Logistics Plan.

6. Ensure all SCEMD assigned logistics personnel are trained in their position and NIMS.

B. SC Forestry Commission

1. Provide Type II or III Incident Management Team (IMT) personnel to operate the LC and/or the RSA in accordance with the LC and RSA SOPs utilizing the Incident Command System.
2. Develop and maintain the LC and RSA Standard Operating Procedures (SOP).
3. Support the LC and RSA incident management team during activation and operation including administrative office supplies and equipment; financial and accounting support; personnel support, including transportation, lodging and feeding.
4. Provide certified Materials Handling Equipment (MHE) operators.
5. Ensure IMT LC/RSA staff are trained and prepared for logistical operations and the NIMS.
6. Provide SCFC vehicles for use in operation of the LC and RSA.

C. SC Department of Education

1. Provide yard space for RSA operations.
2. Provide liaison for RSA management team to each RSA activated.
3. Support fueling operations as coordinated.

D. SC Department of Transportation

1. Provide LC and RSA support personnel and MHE, as needed.
2. Provide transportation support as needed to the Transportation Coordinator.
3. Support fueling operations as coordinated.

E. SC National Guard

1. Support county POD operations throughout the state, as needed.

2. Provide transportation as needed.
3. Provide LC and RSA support personnel.
4. Provide MHE equipment and operators as needed.
5. Provide personnel to perform EMAC support duties.

F. SC Budget and Control Board

1. Develop and implement contingency contracts for support and implementation of this plan. Maintain contact with contractors regarding commodity availability before and during an event.
2. Coordinate with Department of Commerce and Commercial Real Estate Brokers to acquire an appropriate space for the donated goods warehouse as required.
3. Track the cost of relief resources to counties and develop a bill for commodities sent to each county.
4. Coordinate with the LogCell and LC/RSA on status of resource requests as needed.

G. County Emergency Management Offices

1. Utilizing the template provided by SCEMD as a guide, counties will develop a local Commodity Distribution Plan.
2. As a part of the county logistics plans, identify Points of Distribution (POD). POD location information will include Type, address, managers' name, phone number and GPS coordinates.
3. Develop and annually update Points of Distribution SOPs.
4. Prepare to assist the state in identifying RSA and Base Camp locations when needed.
5. Assign responsibilities for implementing the plan to local government or support groups, and train those with responsibilities for operations within the plan.