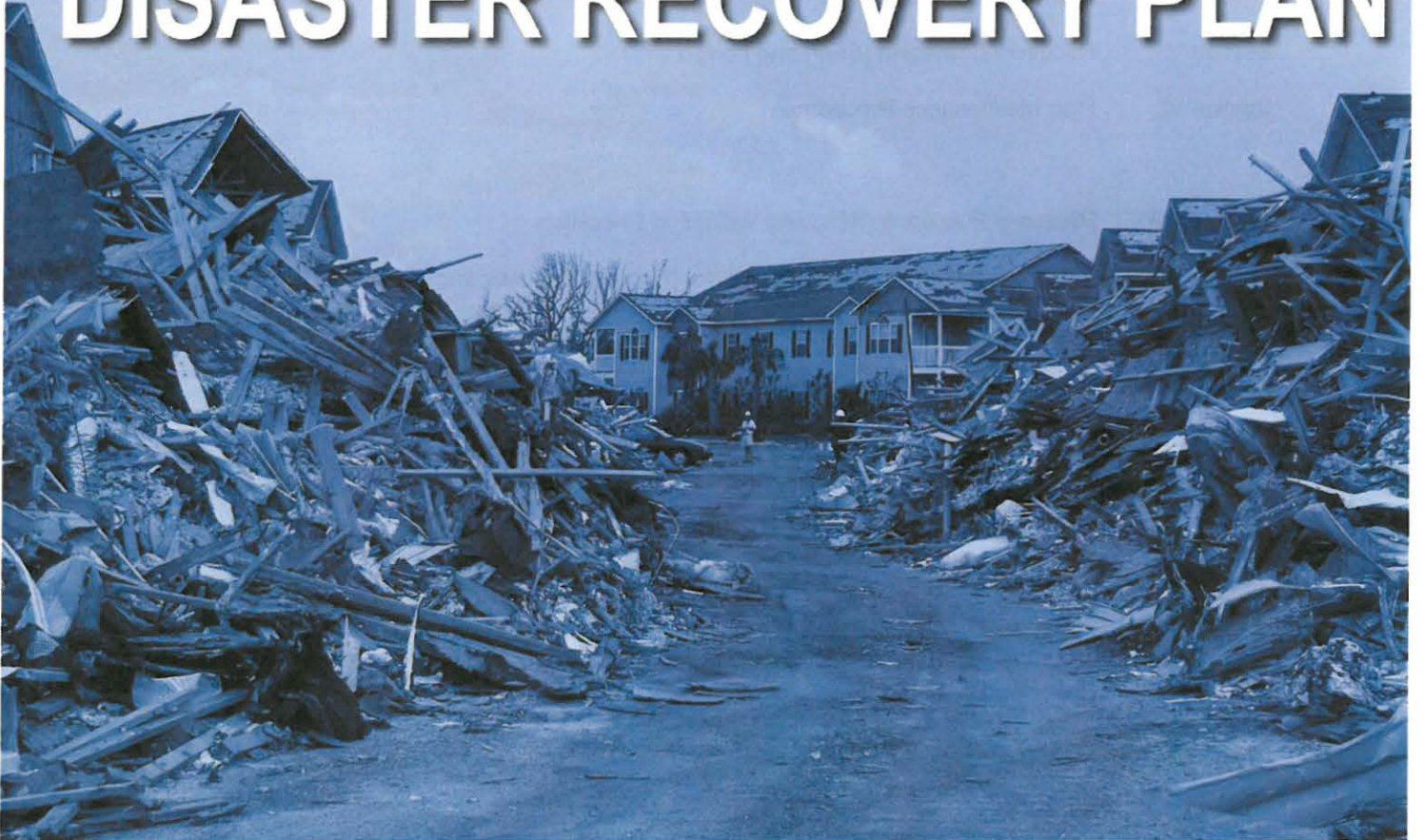




Beaufort
 *County*

DISASTER RECOVERY PLAN



2009



Disaster Recovery Plan

Beaufort County, South Carolina

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Disaster Recovery Plan

Beaufort County, South Carolina

Executive Summary

Beaufort County, like all communities, is vulnerable to disaster. Despite long periods of calm, Beaufort County has experienced major disasters, including hurricanes, tornadoes and other natural disasters. Rather than simply hope a major disaster never impacts the area, Beaufort County has been proactive in increasing its ability and capacity to withstand and recover from a catastrophic disaster event.

Beaufort County is the first County in South Carolina, and among the first Counties nationally to draft a Disaster Recovery Plan. The plan is the product of extensive research of best planning practices, lessons learned from recent catastrophic disaster events, and information gathered from public meetings with the Beaufort County Disaster Recovery Task Force.

The purpose of the plan is to act as a single reference for guiding decision-making and actions during the difficult disaster recovery period, as well as, detailing actions that can be taken before a disaster happens to speed the recovery process. It addresses disaster recovery and redevelopment issues with long-term implications. It does not address pre-disaster mitigation or immediate response and emergency operations, as those are already excellently covered by the Beaufort County Mitigation Plan and the Beaufort County Emergency Operations Plan, respectively.

The Beaufort County Disaster Recovery Plan (BCDRP) is action-oriented and outlines a countywide implementation approach. Pre-disaster actions and annual maintenance of the plan allow the BCDRP to meet changing disaster recovery needs.

The Beaufort County Disaster Recovery Plan is a comprehensive disaster recovery plan for Beaufort County, including the City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, and the Town of Yemassee.

The plan was developed over an aggressive seven month project timeline in 2006 that involved:

- reviewing and evaluating existing disaster recovery policies and procedures
- assembling a Disaster Recovery Planning Committee
- conducting a planning process that involved a series of monthly meetings with the committee
- writing a draft of the plan and recovery ordinance
- receiving review comments from the committee members
- revising the draft plan and recovery ordinance
- delivering the final plan and disaster recovery ordinance

The plan is to be used by the County as a guide for establishing the mechanism to return to pre-disaster conditions following a natural disaster as quickly and efficiently as possible. As part of this project, the Beaufort County Disaster Recovery and Reconstruction Ordinance was also developed. The ordinance serves as a policy guide for local officials in coordinating and implementing successful short-term and long-term recovery activities following a natural or otherwise-caused disaster. The ordinance also codifies the disaster recovery procedures identified in this plan into official County law.

DISASTER RECOVERY PLAN

By participating in the planning process facilitated by PBS&J staff, the Disaster Recovery Planning Committee worked to establish disaster recovery procedures for the following Recovery Functions that are included in the plan:

- Impact Assessment (Disaster Assessment)
- Continuation of Government
- Public Information; Community Relations
- Human Services (Short-term)
- Individual Assistance (IA)
- Volunteers and Donations
- Debris Management
- Re-entry Security
- Health and Human Safety
- Repair and Restoration of Public Infrastructure, Services, Buildings (Public Assistance, PA)
- Building Inspections and Permits
- Rebuilding, Construction, Repairs, Restoration
- Temporary Housing
- Redevelopment (Planning and Zoning Ordinance Enforcement)
- Economic Restoration and Development
- Environmental Preservation and Restoration
- Mitigation
- Recovery Administration and Finance
- Mutual Aid Protocols
- Pre-disaster Equipment and Facilities Deployment
- Transportation Recovery Procedures
- Recovery Procedures for Pets/Animals
- Utilities Restoration
- Schools
- County Employees
- Mortuary Operations

The plan and ordinance also document the recovery management structure for the County's recovery efforts. The plan describes the recovery operations, how emergency response activities will transition to recovery activities with general timelines provided for the various recovery functions.

The plan is in full compliance with National Fire Protection Association's (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs 2004 and meets the accreditation requirements of the Emergency Management Accreditation Program (EMAP). The plan is also in compliance with the National Incident Management System (NIMS), the National Response Plan (NRP) and Beaufort County's Emergency Operations Plan (EOP).

Section I: Introduction

Plan Overview

Beaufort County, with a 2008 estimated population of 150,415¹, is located in the Southeastern corner of South Carolina, just north of Savannah, Georgia and about an hour and a half drive south of Charleston, South Carolina. Beaufort County is a popular tourist destination with beautiful sandy beaches, scenic waterways, and large areas of tidal marshes and swamps.

Beaufort County is also susceptible to a variety of natural hazards including, but not limited to, hurricanes, floods and even earthquakes. In recognition of this vulnerability, Beaufort County leaders and staff members initiated a planning process that was designed to help address the issues of returning the County to pre-disaster conditions as quickly and efficiently as possible following a disaster.

Prior to the development of this plan, Beaufort County had already developed disaster recovery policies and practices that have been in place for many years; however, Hurricane Katrina, which impacted the Louisiana, Mississippi and Alabama Gulf Coasts on August 28 and 29 of 2005, exposed many disaster recovery issues and gaps in local, state and federal response and recovery efforts. Concern over these issues prompted Beaufort County officials to develop this Disaster Recovery Plan and accompanying Disaster Recovery and Reconstruction Ordinance. The ordinances' objective being to improve local disaster recovery efforts within the county in order to avoid similar results occurring in Beaufort County should a large disaster impact the county and its localities.

Following Hurricane Katrina, several immediate steps were taken by the County to improve recovery policies and procedures. An Interim Disaster Recovery Policies and Procedures Plan was adopted by the County (in 2006) and updates were made to the Emergency Operations Plan. While these immediate changes were important steps to take to make sure that all elements of disaster recovery were addressed by some form of policy or procedure, County officials determined that there was a need to engage in a comprehensive disaster recovery planning process that would involve all parties that play a role in disaster recovery. As part of this process all existing disaster recovery programs and policies were evaluated and gaps or weaknesses in these documents were identified and changes were made where needed.

Plan Objectives

As part of the Interim Disaster Recovery Policies and Procedures Plan that was adopted March 27, 2006, the Beaufort County Council adopted the following General Objectives for Beaufort County Recovery Policy:

- (a) Adopt improved and more comprehensive recovery policies and procedures that will facilitate county rebuilding after a disaster.
- (b) Adopt improved and more comprehensive recovery policies and procedures that will facilitate meeting FEMA (Federal Emergency Management Agency) requirements.
- (c) Adopt improved and more comprehensive recovery policies as a step toward adoption of a Comprehensive Disaster Recovery Plan.
- (d) Improve County policies and procedures for the 2006 hurricane season and all other disasters.

¹ Source: Beaufort County Planning Department.

Because this plan and related Disaster Recovery and Reconstruction Ordinance (see Appendix D) takes the place of the Interim Disaster Recovery Policies and Procedures Plan, these objectives have been incorporated into, and help to formulate the basis of this Disaster Recovery Plan.

Purpose

The general purpose of a disaster recovery plan is to establish the mechanism to help a community return to pre-disaster conditions following a natural disaster. The Beaufort County Disaster Recovery Planning Committee (discussed in more detail in Section II) developed the following Vision Statement for the Recovery Plan:

Vision Statement

To guide local officials in coordinating and implementing successful short-term and long-term recovery activities following a natural or manmade disaster.

This plan has been developed in part by reviewing and incorporating elements found in the Interim Disaster Recovery Policies and Procedures Plan (adopted March 27, 2006), the Beaufort County Emergency Operations Plan (including the Disaster Recovery Annex), and the Beaufort County Hazard Mitigation Plan (July 2004).

This plan is to be used to as a guide for addressing recovery issues in Beaufort County following a disaster. It is not meant to serve as guide for immediate disaster response issues. Those issues are adequately addressed in the Beaufort County Emergency Operations Plan (EOP). However, because there is no distinct line between where response ends and where recovery beings, there will be some overlap between this document and the EOP.

A Disaster Recovery and Reconstruction Ordinance was also developed as part of this project. The ordinance captures the main procedures and policies identified throughout this plan. By officially adopting the Disaster Recovery Plan and Disaster Recovery and Reconstruction Ordinance, Beaufort County Council can expedite recovery by authorizing certain extraordinary governmental actions to be taken during the declared local emergency to expedite implementation of recovery and reconstruction measures identified in a pre-event plan.

Scope

This Disaster Recovery Plan has been developed to help facilitate the disaster recovery efforts of the Beaufort County government and the municipal governments of the City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, and the Town of Yemassee.

Authority

This plan was developed to be in full compliance with National Fire Protection Association's (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs 2004 and to meet the accreditation requirements of the Emergency Management Accreditation Program (EMAP).

The plan was also designed to be support the National Incident Management System (NIMS) and the National Response Plan (NRP).

Section II: Description of the Planning Process

The Beaufort County Disaster Recovery Plan was developed over a seven-month period from May through December of 2006. The County hired the consulting firm of PBS&J to facilitate the planning process, analyze existing data and to write the plan document.

Disaster Recovery Planning Committee

To guide the development of this plan, the County formed a Disaster Recovery Planning Committee. The Committee was comprised of representatives from the County, municipalities, non-profit groups, and private stakeholders. The committee met monthly over the project timeframe. A listing of all persons that participated on the committee can be found below. Details from the Disaster Recovery Planning Committee meetings are described in the pages following the listing of committee members.

Disaster Recovery Planning Committee Members	
Name	Title/Agency
Rick Alatorre	Director Disaster Services/American Red Cross
Ltjg Saad Al Aziz	US Naval Hospital - Beaufort
Ed Allen	Beaufort County EMS
Libby Anderson	Planning Director/City of Beaufort, Planning and Codes
Paul Andres	Interim Director/Beaufort County Airports
Alan Archer	Marine Corps Air Station
Hillary Austin	Administrator/Beaufort County Zoning and Development
Chris Barrow	Security Officer/Beaufort County School District
Merry Barton	Assistant County Engineer/Beaufort County
Neil Baxley	Beaufort County Sheriff's Office
Eddie Bellamy	Director/Beaufort County Public Works
Tim Bennett	Assistant Town Manager/Bluffton
Danny Blackwell	Board Member/Hilton Head Area Home Builders Association
Mike Blackwood	Marine Corps Recruit Depot
H.C. "Buz" Boehm	Deputy County Administrator Public Services and Land Management
Larry Bradham	Board Director/Beaufort County Home Builders Association
Rocky Browder	Regional Permit Coordinator/SCDHEC-Ocean and Coastal Resource Management
Laura A.M. Bush	Coordinator/Emergency Assistance Officer/Beaufort County
Morris Campbell	Deputy County Administrator Community Services
Matthew Chupka	United States Marine Corps
Andy Corriveau	Chairman/Beaufort County Construction Board of Appeals
Edna Crews	Beaufort County Superintendent of Schools
Tony Criscitiello	Director/Beaufort County Planning Department
Teege Culp	Family Services Director/The Salvation Army
Arthur Cummings	County Building Official/Beaufort County Building Inspections
Scott Dadson	City Manager/City of Beaufort
Nick Davidson	SCDHEC Region 8

Disaster Recovery Planning Committee Members	
Name	Title/Agency
Joe DeVito	Director Field Operation/Beaufort Jasper Water Sewer Authority
Mike Dontje	Executive Director/Home Builders Association of Hilton Head Island
Rochelle Ferguson	Executive Director/Lowcountry Regional Transportation Authority
Todd Ferguson	Operations Director/Beaufort County Emergency Management
Steve Fields	Deputy Division Head/Beaufort County Emergency Management
Tom Fieldstead	Fire Chief/Hilton Head Island
Jayson Gardner	Manager Governmental Affairs/Beaufort Chamber of Commerce
Martin Goodman	Area Manager/USC Beaufort Small Business Development Center
Mayor J.L. Goodwin	Mayor/Town of Yemassee
Nancy Guerry	Family Caregiver Advocate/Lowcountry Council of Governments – Area Agency on Aging
Frank Guth	CIO/County Management Information Systems
David Hall	Compliance and Safety Director/Beaufort Memorial Hospital
Cheryl Harris	Beaufort County
Tom Henrikson	Controller/Beaufort County
Rich Hinline	Purchasing Contract Specialist/Beaufort County
Catherine Hipp	Marketing Assistant/Beaufort Regional Chamber of Commerce
Chuck Hoelle	Deputy Town Manager/Hilton Head Island
John Holloway	Natural Resource Planner/Beaufort County Planning Department
Matt Horn	Assistant to the City Manager/City of Beaufort
Ed Hughes	Assessor/Beaufort County
Greg Hunt	Director/Beaufort County Mosquito Control
Ken Jordan	Beaufort Jasper Water Sewer Authority
Colin Kinton	Traffic Engineer/Beaufort County
Robert Klink	County Engineer/Beaufort County
Frank Koltowski	Facilities and Planning/BCSD
Gary Kubic	County Administrator/Beaufort County
Heather Lanius	Director of Administrative Affairs/Greater Beaufort Hilton Head Economic Partnership, Inc.
Suzanne Larson	Public Information Officer/Beaufort County
Ron Lewis	Maintenance Supervisor/Beaufort Memorial
Chris Long	Vice President, Public Policy/Hilton Head Island-Bluffton Chamber of Commerce
Toni Lytton	Director/Beaufort County Animal Shelter and Control
Bethany Marcinkowski	Director Resource Services/Beaufort County United Way
Bill Miles	Hilton Head Island Chamber of Commerce
John Miller	Director/Beaufort County Parks and Leisure Services
Susan Milne	Human Services Planner - Grants Administrator/Beaufort County Alliance for Human Services

Disaster Recovery Planning Committee Members	
Name	Title/Agency
Jim Minor	Superintendent Solid Waste and Recycling/Beaufort County Public Works
Marion Moody	Director of Plant Services/Beaufort Memorial
Dan Morgan	Manager/Beaufort County GIS
Dean Moss	General Manager/Beaufort County Building Codes
Ed Nelson	Deputy Division Head/Beaufort County Building Codes
Joe Noll	Analyst/Beaufort County GIS
Major Robert O'Day	Provost Marshall's Office/Marine Corps Air Station Beaufort
Joe Penale	Director/Beaufort County Parks and Leisure Services
Lt Col Neal Pugliese	Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island
Sue Rainey	Clerk to County Council/Beaufort County
Bobby Reames	Deputy Assessor/Beaufort County
Steve Riley	Town Manager/Hilton Head Island
Mark Roseneau	Deputy Director/Beaufort County Public Works
Marvile Thompson	Human Services Director/Lowcountry Council of Governments
Wayne Walters	Beaufort County Records Management
Fred Washington, Jr.	Director/Beaufort County Department of Social Services
Jan Watts	Beaufort County Risk Coordinator
John Webber	Beaufort County Special Projects/TIF
Major Dan Whittaker	Corps Officer/The Salvation Army
Shirley Wilkins	Housing Coordinator/Beaufort County Affordable Housing
Van Willis	Town Manager/Town of Port Royal
Larry Wilson	Director of Operations/Beaufort County School District
William Winn	Director/Beaufort County Emergency Management

Planning Process

A series of monthly meetings with the Disaster Recovery Planning Committee were held over the course of this project. Meetings began in May 2006 with the project kickoff meeting and the final meeting with the committee was held in November.

The first meetings were used to provide a general overview of recovery planning and why it is important to plan for disaster recovery. These meetings also helped to determine who needed to be involved in the recovery planning process and established what roles the various committee members would play.

In an effort to collect committee members' ideas for what recovery issues need to be addressed in the plan, an *Issues Identification Worksheet* was handed out at the project kickoff meeting. On this worksheet, members were asked to write down their answer the following question:

"What disaster recovery issues do you think are most important for officials to consider as they develop the Beaufort County Disaster Recovery Plan?"

Answers provided by the committee members were collected and presented at the following meeting and incorporated, where necessary, into the plan.

Subsequent meetings of the Beaufort County Disaster Recovery Planning Committee took place over the next several months and achieved the following two major objectives:

- Reviewing the Recovery Functions (RFs)² for this plan and determine what county agencies, organizations, etc. would be interested in meeting in smaller groups to discuss certain Recovery Functions in more detail.
- Forming subcommittees³ to discuss, in detail, the Recovery Functions identified by the County and to help streamline the planning process. The subcommittees gave reports on their meetings to the full committee over the course of the project. The following subcommittees were formed:
 - Temporary Housing (Recovery Function 13)
 - Debris Management (Recovery Function 7)
 - Emergency Welfare Services [discussed Recovery Functions 4 (Human Services), 5 (Individual Assistance), and 9 (Health and Human Safety)]
 - Economic Restoration and Development (Recovery Function 15)

The first draft of the plan was delivered to Beaufort County in August of 2006. Committee members reviewed the draft over the next few months and provided feedback to the project consultant so that appropriate changes could be made. Final details were discussed and reviewed at meetings held in November with the final draft of the plan being submitted in December. The final draft went through a series of revisions with County staff and the plan and ordinance were adopted by the Beaufort County Council in August of 2008.

² Recovery Functions were identified by County staff before this project was initiated. More information on Recovery Functions can be found in Section IV and Appendix A.

³ Over the course of the project, the need for smaller subcommittee meetings became necessary. These meetings allowed more detailed discussion of the specific topics with the committee members that could provide the most insight into, or had the most interest in certain Recovery Functions. Meetings to discuss the following topics were held outside of the larger Disaster Recovery Planning Committee meetings.

Section III: Recovery Management Structure

The primary recovery task that shall be completed in times of a disaster is assuring that all Continuity of Government procedures are in place and being carried out according to previously established plans. This includes having lines of succession in place for County Council members and all essential Beaufort County staff (especially department heads).

The Beaufort County Council is the governing body that will oversee all recovery operations. The County Administrator has overall responsibility for all functions of the recovery process and is responsible for establishing the policies and procedures for recovery.

The Beaufort County Administrator has vested operational authority and responsibility for disaster recovery coordination in both the Director of Public Services and the Executive Director of Community Services. Each is responsible for the divisions and activities under each. The Director of Public Services is the Disaster Recovery Director and is responsible to the County Administrator.

Recovery Task Force

As established in the Beaufort County Disaster Recovery and Reconstruction Ordinance (see Appendix D), the Beaufort County Recovery Task Force is a standing task force that is established in order to provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to the Beaufort County personnel responsible for recovery activities.

Some of the major duties of the Recovery Task Force are to:

- Establish uniform policies for effective coordination to accomplish Beaufort County recovery tasks resulting from a natural or man made disasters.
- Recommend and coordinate efforts to restore normalcy to areas adversely impacted by a disaster
- Help identify mitigation opportunities and resources.
- Determine which Recovery Functions need to be activated.

At a minimum, the Recovery Task Force shall be comprised of representatives from the following departments or agencies:

Recovery Task Force	
County Administrator (Chair)	Department of Social Services/Emergency Welfare Services
Director of Public Services (Director and Vice Chair)	GIS
Executive Director of Community Services (Deputy Director and acting Vice Chair)	Parks and Leisure Services
Alliance for Human Services	Planning
Assessor	Public Works
Building Codes	Sheriff's Office
County Council	Staff Attorney (Legal Advisor)
Economic Development	Zoning
Emergency Management	Municipal Representatives
EMS	Private Sector and/or Non-profit Organizations

Implementation

When an emergency declaration is in force, or when a determination that a local emergency exists, the County Administrator shall authorize activation of the Recovery Task Force and the Disaster Recovery Plan. After a declaration or determination of an emergency, and for the duration of the emergency period, the Recovery Task Force shall meet daily or as frequently as determined by the Director of the Recovery Task Force. When an emergency declaration or determination is not in force, the Recovery Task Force shall meet monthly or more frequently, upon call of the Chair or Director.

In addition to the recovery management structure discussed above, each Recovery Function is assigned to a lead agency or department responsible for its implementation. In some cases, specialized recovery job titles will be assigned to County staff by the County Administrator for the purposes of implementing the Recovery Function (for example the Mitigation Coordinator for Recovery Function #17: Mitigation etc). For more discussion of Recovery Functions, see Section II and Appendix A.

All County employees should be aware that in times of disasters, normal county operations are suspended and personnel may be reassigned during portions of recovery operations. Each department that has membership on the Recovery Task Force should have a minimum of two (2) staff members who are familiar with Emergency Management activities and who are familiar with this Disaster Recovery Plan and the staff assignments provided herein.

Additional Staffing Needs

In times of disaster, it may be necessary to hire additional staff members to perform various recovery-related duties (for example, additional administrative support for various departments). All additional hiring will be coordinated through the Human Resources department at the direction of the County Administrator. Whenever possible, funding for filling such positions will be provided by sources other than Beaufort County funding from state and federal programs (grant funds, federal programs). If no additional funding sources are available, emergency funds may need to be spent to fill additional staffing needs. Authorization of the expenditure of emergency funds may only be approved by the County Administrator.

Municipal Government role in the recovery organization network

Many of the recovery activities that take place following a disaster are managed at the county level by Beaufort County. In some instances, however, certain activities will require significant input and coordination with municipal governments within Beaufort County (for example, debris operations, identification of temporary housing sites and Disaster Recovery Centers).

The Disaster Recovery Planning Committee includes representation from the municipalities in the County and they provided feedback on the plan development and their roles in the Recovery Functions. More detail on municipal governments' role in disaster recovery is provided in the individual Recovery Functions. The Town of Hilton Head Island has developed a separate Disaster Recovery Plan specifically for its jurisdiction and will lead recovery activities within its jurisdiction, in close coordination with Beaufort County.

Ending Recovery Operations

Recovery operations shall continue until the County Administrator has notified staff to return to normal operations. Normal operations will not resume until either the Emergency Management Director (for short-term emergency activities) or the Deputy County Administrator for Public Services and Land Development (for long-term recovery activities) has notified the County Administrator that recovery activities have been completed.

Section IV: Recovery Concept of Operations for the Emergency Operations Center (EOC)

Beaufort County utilizes the Incident Command System (ICS) in times of disaster. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

In Beaufort County, the focal point of operations for the ICS during a disaster is the Emergency Operations Center (EOC). Disaster recovery activities are operational in nature with some activities beginning while response operation activities are still underway. For all events, recovery activities will begin in the Beaufort County Emergency Operations Center as the staff works to assemble data on the extent of damages.

For post-disaster responsibilities, the Recovery Task Force (see Section III) will be activated by the Beaufort County Council at the recommendation of the County Administrator, under the procedures set forth in the Beaufort County Disaster Recovery and Reconstruction Ordinance. The Task Force will begin meeting as soon as possible following a disaster and as soon as a quorum can be reached among the membership. As discussed in Section III, one of the main responsibilities of the Recovery Task Force is determining which Recovery Functions need to be activated.

In the event that a Recovery Function needs to be activated before the Recovery Task Force can begin holding meetings, authority is granted to the County Administrator, Deputy Administrators and the Emergency Management Director to make such activations.

Recovery Planning Unit and the Recovery Incident Action Plan (RIAP)

During disaster response mode, a Recovery Planning Unit within the EOC structure, and under the direction of the EOC Planning Officer, shall begin to draft a "Recovery Incident Action Plan (RIAP) for use by the Recovery Task Force⁴. The RIAP will be based on the situation confronting Beaufort County, with the main thrust of the RIAP being a short formalized impact assessment that will also be of benefit the other EOC staff members and the Recovery Task Force.

The RIAP will be used by the Recovery Task Force to determine the appropriate Recovery Functions to activate. Obviously, each disaster is different and may not require the activation of all RFs. As the emergency response phase stabilizes, the EOC begins the coordination of disaster recovery activities and will work to implement the recommendations of the Recovery Task Force as appropriate.

Emergency Support Functions

The Emergency Support Function (ESF) concept is established in the National Response Plan and has been used by the Beaufort County Emergency Management Department as a structure to support response and recovery operations. The ESF system is structured to provide support to incident managers by organizing resources needed to implement the given mission of each ESF. Emergency Support Functions that have active roles in the response phase of a disaster (as established in the Beaufort County Emergency Operations Plan) will transition to Recovery Function duties as disaster response operations begin to stabilize.

Recovery Functions

The Recovery Functions found in this plan (see Appendix A) represent the categories of activities and programs that the County and its citizens are likely to need following a disaster. The Recovery Functions

⁴ For more information on the Recovery Task Force, see Section III.

are comprised of different activities that are to be completed following a disaster should the Recovery Task Force choose to initiate the function.

Most of the Recovery Functions in this plan are similar to an existing Emergency Support Function (ESF) in the County's Emergency Operations Plan. This is intended to facilitate an orderly transition for the staff associated with the ESFs to their duties defined within the Recovery Functions once the County shifts from emergency response operations to recovery operations.

Recovery and Reconstruction Strategy

At the earliest practicable time following the declaration or determination of local emergency, the Director and the Recovery Task Force shall prepare a strategic program for recovery and reconstruction based on the pre-disaster plan and its policies.

This strategic program will be known as the Recovery Strategy and will identify and prioritize major actions contemplated or under way regarding such essential functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions. These actions shall be tracked in the Beaufort County Recovery Decision Matrix spreadsheet to facilitate ease of tracking the recovery.

The Recovery Strategy will be forwarded to the Beaufort County Council for review and approval following consultation with other governmental agencies and business and citizen representatives. The Recovery Strategy will provide detailed information regarding proposed and ongoing implementation of initiatives necessary to the expeditious fulfillment of critical priorities and will identify amendment of any other plans, codes, or ordinances that might otherwise contradict or block strategic action. The Director of the Recovery Task Force will periodically report to the Beaufort County Council regarding progress toward implementation of the recovery strategy, together with any adjustments that may be called for by changing circumstances and conditions.

Section V: Recovery Strategies (Short and Long-Term)

The recovery activities that Beaufort County will face following a disaster or emergency generally fall into the two following categories:

- **Short-term**
- **Long-term**

Short-term recovery activities are generally those activities that have to take place in order to allow for citizens to return to their homes. They are generally initiated in the Emergency Operations Center while in emergency response mode. Short-term recovery activities include such functions as implementing a curfew, impact assessment, reestablishment of the critical infrastructure necessary for community reconstruction, reestablishment of critical services that meet the physical and safety needs of Beaufort County and its municipalities (water, food, ice, medicine and medical care, emergency access, and continuity of government operations), and coordinating re-entry procedures. Short-term recovery typically does not include reconstruction of the built environment. The Emergency Management Director is in charge of overseeing all short-term recovery activities. Beaufort County's objectives to be accomplished during short-term recovery can be found in Appendix C. This checklist is to be used to determine that short-term recovery activities have been completed properly.

Long-term recovery usually involves those activities that are taken to return the community to the conditions that existed before the disaster or emergency occurred, preferably while taking advantage of opportunities to mitigate against the impacts of future disasters. Long-term recovery activities can last many years following a disaster. They include activities such as redevelopment, environmental preservation and restoration, rebuilding, construction, repairs and restoration. Economic recovery and business assistance are some of the most important long-term recovery activities that must take place in order for a community to fully recover from a disaster. The Director of Public Services is responsible for overseeing all long-term recovery activities. Beaufort County's objectives to be accomplished during long-term recovery can be found in Appendix C. This checklist is to be used to determine that long-term recovery activities have been completed properly.

Section VI: Plan Maintenance Procedures

In order to ensure that the Beaufort County Disaster Recovery Plan remains an effective and useful document, the plan should be updated on a regular basis. The plan shall be updated in accordance with the following situations:

- **Annual Review** (concurrently with Emergency Management's updating of the Emergency Operation Plan);
- **Following a disaster event** or other events where the plan was used to guide recovery operations

Annual Review

Because this plan is an Annex of the Emergency Operations Plan, the Disaster Recovery Plan will be reviewed and updated on an annual basis in conjunction with the annual review of the Emergency Operations Plan. During the annual review, the following tasks should be accomplished:

- Evaluate the Recovery Management Structure and make changes as necessary
- Ensure that Recovery Function Standard Operating Procedures are accurate and effective
- Address any membership or leadership changes
- Provide update/status report on Activities to Complete listed in each Recovery Function; make additions as necessary
- Prepare a brief Disaster Recovery Plan status report to the County Council

In order to facilitate an organized and comprehensive review of the plan, review checklists have been created for each of the Recovery Functions. The checklists include action items that should be reviewed and completed each year by the Agency/Department responsible for implementing the Recovery Function, in conjunction with the support agencies assigned to that Recovery Function. Once the review checklists have been completed, they should be turned in to the Director of Public Services. He will then make a report to County Council regarding the status of recovery operations for the year.

Membership makeup of the Disaster Recovery Planning Committee should also be reviewed annually to assure that all relevant parties are represented in the planning process.

Any changes to be made to this plan, identified either by the annual review, or in an After Action Report, will be made at the discretion of the Recovery Task Force and shall not require County Council review and/or action.

Appendix A: Recovery Functions (RFs)

The following recovery functions have been identified by Beaufort County officials. The RFs serve as specific operating procedures (SOPs) for that function, should it be activated. A checklist has been provided for each RF that should be completed annually. The checklist allows those agencies responsible for implementation of the RF to ensure that the critical elements needed for successful implementation of the RF are in place.

- RF#1:** Impact Assessment (Disaster Assessment)
- RF#2:** Continuation of Government
- RF#3:** Public Information; Community Relations
- RF#4:** Human Services (Short-term)
- RF#5:** Individual Assistance (IA)
- RF#6:** Volunteers and Donations
- RF#7:** Debris Management
- RF#8:** Re-entry Security
- RF#9:** Health and Human Safety
- RF#10:** Repair and Restoration of Public Infrastructure, Services, Buildings (Public Assistance, PA)
- RF#11:** Building Inspections and Permits
- RF#12:** Rebuilding, Construction, Repairs, Restoration
- RF#13:** Temporary Housing
- RF#14:** Redevelopment (Planning and Zoning Ordinance Enforcement)
- RF#15:** Economic Restoration and Development
- RF#16:** Environmental Preservation and Restoration
- RF#17:** Mitigation
- RF#18:** Recovery Administration and Finance
- RF#19:** Mutual Aid Protocols
- RF#20:** Pre-disaster Equipment and Facilities Deployment
- RF#21:** Transportation Recovery Procedures
- RF#22:** Recovery Procedures for Pets/Animals
- RF#23:** Utilities Restoration
- RF#24:** Schools
- RF#25:** County Employees
- RF#26:** Mortuary Operations

Recovery Function #1: Impact Assessment (Disaster Assessment)

PRIMARY AGENCY: Assessor's Office

SUPPORT AGENCIES: Beaufort Airport, Building Codes, Emergency Management, Public Works Facilities Management, GIS, MIS, Hilton Head Airport, Planning, Public Works, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, American Red Cross (Lowcountry Chapter), SCDHEC-Ocean and Coastal Resource Management

PURPOSE: Establishes the procedures for assessing the impact of the disaster immediately following the event and for damage assessment activities.

ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

- The **initial impact assessment** (windshield assessment, disaster assessment) will be conducted as soon as it is determined by the Emergency Management staff that it is safe for disaster assessment teams to begin entry into the impacted areas. The purpose of the initial impact assessment is to determine the extent of the disaster and to determine whether or not outside assistance will be needed.
- The initial impact assessment is used by the Recovery Planning Unit to develop the Recovery Incident Action Plan (RIAP). The RIAP is then presented to the Recovery Task Force to help them determine which other Recovery Functions to activate.
- The next phase in the assessment process is to conduct a more **detailed damage assessment** to determine what facilities, infrastructure, etc has been damaged or destroyed and to identify damages for the purposes of rebuilding. This process is managed by the County Building Official and the Assessor. They will determine who will comprise the damage assessment teams, when damage assessment teams will be assembled and make assignments to areas of the county.
- Coordinate with the County GIS department to develop maps needed to assist with debris management operations, and other aspects of recovery work, planning and evaluation.
- Using forms supplied by the County, damage assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility.
- Each team will have values of structures from the most recent tax records.
- Assessment team decisions will be symbolized by the use of color-coded assessment cards at each structure.
- Cards will address information as to what percent of the structure has sustained damage, and what process the owner will be required to follow to correct the damage to the property.
- During damage assessment, the inspector will leave a color coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes will be as follows:
 - a. Green Card – Limited Restriction /Minor Repairs

A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs.

b. Yellow Card – Restricted Entry/ Moderate Damage

A yellow card denotes substantial damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, until such time an evaluation has been completed and approved by the County. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property. The baseline indicator for this category of assessment is less than 50% of the replacement cost of the structure at the time of damage.

c. Red Card – Unsafe

A red card denotes that the property has sustained major damage. Card information will include that the structure is unsafe and may not be occupied. Buildings posted with this placard shall not be entered under any circumstances except as authorized in writing by the County. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed when the damage is determined to be of such an extent that repair is not feasible. The baseline indicator for this category of assessment is equal to or greater than 75% of the replacement cost of the structure at the time of damage.

Damage Assessment Procedures

- The County Building Official and the Assessor will determine when damage assessment teams will be assembled and make assignments to areas of the county.
- Assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility.
- Each team will have values of structures from the most recent tax records.
- Assessment team decisions will be symbolized by the use of color-coded placards at each structure.
- Cards will address information as to what process the owner will be required to follow to correct the damage to the property. Colored card system detail is discussed above.

Ready Information/Materials/Equipment: (for Damage Assessment Teams)

- Video cameras and/or digital cameras.
- Cameras and additional memory cards.
- Assessment records by district.
- County maps with tax districts designated.
- Temporary permit forms.
- Building damage assessment forms/building tags/non-compliance forms.

- Handheld GPS equipment.
- Safety vests.
- Steele toe boots.
- Flash lights.
- Contamination protection.
- Dust face masks.
- Field Duty Laptops.

Recovery Function #2: Continuation of Government

PRIMARY AGENCY: County Administrator's Office

SUPPORT AGENCIES: County Council, Emergency Management, City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Town of Yemassee, Beaufort County Public Works

PURPOSE: Provides information regarding the line of succession for government administration as well as providing potential alternate locations for County business to be conducted in the event of a disaster.

ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- Each year, each department head should name a successor to serve in his/her place in the event that the department head is unable to return to work immediately following a disaster.
- Determine if County Council has identified successors. Update this list annually.
- Write a consolidated county-wide Continuity of Operations Plan (COOP) based on the COOP plans turned in from all County Departments.
- Invite municipalities to meet with County Recovery Team members to discuss their COOP plans (in an effort to compare their plans with the County's plans so as to assure planning efforts are not "assumed" on anyone's part.) All COOP plans should be reviewed and updated annually.

STANDARD OPERATING PROCEDURES:

- Following a disaster, coordinate with RF#1 to determine what government facilities have been damaged or destroyed to determine what backup facilities will be needed.
- Coordinate with each Municipality annually to compare, review and update plans. Each Municipality should have their own relocation, re-entry and recovery plans separate from the County's plans. Each municipality should have an identified line of succession.
- The County maintains a 1-800 number for County employees to call to obtain information after a disaster. This number is maintained by Emergency Management and will be made available to County employees in times of disaster.
- The County has identified several backup EOCs that could be used in smaller events when the government is not completely moved out of the County. This list will be reviewed and evaluated in May of each year, and a walk through of each facility will be conducted yearly.
- During times of crisis or disaster the County Administrator or his designee will effectively communicate with all County employees to keep them continually updated. The workforce should be advised of upcoming weather conditions, evacuation plans, options to shut down County Government, relocation procedures, etc.
- The Beaufort County Emergency Management Division has developed Relocation and Re-Entry Procedures for its Division in the event of a strong Category 4 or 5 hurricane that may threaten to make landfall in or around Beaufort County. This includes details for relocation of many County government activities to Allendale and Hampton County, SC. (See Beaufort County Hurricane

Relocation and Re-Entry Guide 2008, Category 4 and 5 Storm Procedures, Moving the Seat of Government).

- Upon the decision to move the seat of County Government, a formal document will be prepared authorizing such actions and will be signed by the Chairman of County Council and the County Administrator. Once this document has been endorsed and delivered to the Regional Operations Center in Hampton, it will be accepted by the Vice Chairman of County Council or his designee, thereby officially moving the seat of Government to Hampton.
- Prior to June of each year, the County Administrator will assure, as per County Policy, that all Department Heads develop a list of employees that may/will work on the County's Emergency Operations Team (EOT). This EOT list is to be approved by the County Administrator and sent to the Emergency Management Division. This assures that County employees will be paid special pay provisions should the County activate for disaster operations.
- Before/during/after disaster operations, the Emergency Management Director and the County Administrator, or his designee, will assure that Spending Authorization Forms are signed for any and all disaster related expenses. A special spending account will be set up in the Finance Department for such expenses.
- Following any type of disaster, especially a hurricane landfall, the County Administrator will work closely with the Emergency Management Division. Damage assessment will be taking place and possibly providing the Governor's Office for a Disaster Declaration. Long term and short term recovery efforts must be worked out on a daily basis; considerations will need to be made for temporary housing and the land in which will be used; Disaster Assistance Centers (DACs) will be established by FEMA and the public will look to register for disaster assistance at these facilities. The County will need to aid in finding space for the DACs. The County's Applicant Agent will be working closely with FEMA to work out financial details, specific accounting practices and auditing requirements. The County Administrator will need to review the issues of the County's local debt, reserve funds, becoming sustainable over time, and turning to assurances and letters of credit that have already been established.

Recovery Function #3: Public Information; Community Relations

PRIMARY AGENCY: Public Information Officer

SUPPORT AGENCIES: Emergency Management, MIS, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Beaufort Regional Chamber of Commerce, Hilton Head Island-Bluffton Chamber of Commerce, United Way, Parks & Leisure Services, Sheriff's Office, Regional Media Outlets, SCEMD PIO

PURPOSE: Following a disaster, collects processes and disseminates disaster information to the public and government employees as well as coordinates with media outlets to provide live or taped interviews regarding the disaster throughout the recovery process.

ESF REFERENCE: ESF 5 – Information and Planning, ESF 15 – Public Information

ACTIVITIES TO COMPLETE:

- Include a cross reference to show which other Recovery Functions will need to coordinate with RF#3. For example, Palmetto Breeze, National Guard, other regional counties, other county and municipal offices, etc.
- The County PIO will create a recovery brochure for the public which denotes pertinent potential recovery information. Though specific sites cannot be denoted ahead of time, the brochure should still discuss information regarding sheltering, public assistance, establishing distribution sites, building code information in disasters, Small Business Administration information, and many other recovery related items. The brochure should be updated throughout the year. During recovery operations, this brochure can be updated to reflect current, definitive information and distributed to the public via runners, put in newspapers, delivered to stores, etc.

STANDARD OPERATING PROCEDURES:

- A PIO Team will be activated that includes representation from the County and the municipalities. This team will work closely to coordinate information to ensure accuracy and consistency in the messages being delivered.
- During and following a disaster, until response activities have shifted to recovery duties, the Public Information Officer will be located in the Emergency Operations Center as part of the Joint Information Center (JIC).
- Following a disaster, a secondary JIC may need to be established based on the quantity of media related personnel, large satellite trucks and equipment, generators, state and federal PIO personnel, etc.
- It is also possible that these PIO teams will need to be located in Hampton County at the Beaufort Regional Operations Center (BROC) due to a catastrophic storm event (CAT 4 or 5 storm).

- As soon as possible following a disaster, the Public Information Officer will work to set up a post-disaster recovery website that will be part of the Beaufort County website. The site will include, but not be limited to, information on the following topics.
 - Damage Assessment (RF#1)
 - Human Services (RF#4)
 - Individual Assistance (RF#5) to include the FEMA 1-800 number
 - Advertisement of the County's 1-800 numbers for the public and government personnel
 - Volunteers and Donations (RF#6) where to send donated goods and where volunteers should report
 - Health and Human Safety (RF#9)
 - Building Inspections and Permits (RF#11)
 - Rebuilding, Construction, Repairs, Restoration (RF#12)
 - Temporary Housing (RF#13)
 - Economic Restoration and Development (RF#15)
 - Mitigation (RF#17)

Municipalities are encouraged to create a link to this page from their sites. This page should be developed ahead of time and ready to be activated on short notice. Each RF should annually provide the information they want included on this website to RF3.

- The PIO will use distribution locations (food/water) for information dissemination during the acute/ immediate phase of the disaster.
- Emergency Management owns 9 Highway Advisory Radio Systems with a range of 5-7 miles. Following a disaster, these stations may be used to transmit information to citizens county-wide regarding recovery issues. Some of the AM radio stations utilized are 1640 AM, 1620 AM and 1690 AM.
- Large electronic message boards will be placed at the two exits on Interstate 95 that lead into the County to alert residents of important information following a disaster. The messages to be placed on the signs will be coordinated with the Emergency Management Division.
- VIP briefings and tours will be handled by the PIO through the EOC.
- Coordination with the S.C. Emergency Management Division (SCEMD) in Columbia should be established immediately at the beginning of recovery operations.
- Coordination with the BCEMD Call Takers and United Way Call Takers should be established immediately at the beginning of recovery operations. This aids in getting information to the public and well as determining what type of calls are coming in from the public. This helps with rumor control as well as assessing the needs of the community.
- Coordinate with the EMD Director and County Administrator to disseminate news releases as needed.
- Coordinate the reception of the State and FEMA assistance teams and draft situation reports for their briefing.
- Organize all logs, situation reports, journals, photographs, videos and other documentation for after action reports for County / State / Federal use.

- Assure that both the public and government toll free recovery hotline numbers are recorded and have pertinent recovery related information to include shelter information, pick-up points for transportation, employee work information, distribution of ice, water and goods information, etc.
- Utilize the County's WebEOC program to enter recovery information to include press releases, PIO activities and activations, etc.
- Assure that adequate communications assets are provided to the PIO team, i.e. cell phones, satellite phones, computers on the county network for WebEOC & emails, faxing capabilities, etc. Use of local or state assets is always a possibility.
- Assure that the PIO team receives adequate training throughout the year and encourage advanced training if at all possible.
- Assure that the PIO team has a translator available if possible. The growth of the Hispanic community in Beaufort County dictates the need for these services for public safety.
- Recruit PIO personnel throughout the year so that redundancy of team members is adequate for all recovery operations.
- Organize the PIO team into 12-hour shifts if possible, assuring that enough personnel are available to the EOC and to any external PIO locations. All team members should be cross trained, however many can be utilized based on their skills and knowledge. For example, one member should be assigned the sole duty of keeping the PIO website updated throughout the entire recovery period.
- Alternate PIO sites should be pre-established as a possible work site in the event that the EOC is damaged or destroyed.
- The County Channel will be utilized, if working, to publicize recovery information. Buildings will be pre-identified that can run live/taped feeds for the channel. Currently the EOC, BIV #2, County Council Chambers and BROCC have this capacity.

Recovery Function #4: Human Services (Short-term)

PRIMARY AGENCY: Emergency Welfare Services (EWS)

SUPPORT AGENCIES: American Red Cross (Lowcountry Chapter), Area Agency on Aging (Lowcountry COG), Alliance for Human Services, Beaufort Airport, Emergency Management, Hilton Head Airport, County Management Information, County Public Information Officer, Mosquito Control, Parks and Leisure Services, Social Services, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Salvation Army, United Way, Palmetto Breeze

PURPOSE: Establishes the standard operating procedures for providing the essential human services to those impacted by the disaster.

ESF REFERENCE: ESF – 6 – Mass Care/Emergency Welfare Services

Examples of Human Services: Shelter, First Aid, Water, Ice, Food, Hygiene, Sanitation, Crisis Counseling, Temporary Housing, (Coordinate with RF#13: Housing), Family Grants, Animal Needs, Medication, Care for Vulnerable Populations (i.e. orphaned children, elderly)

ACTIVITIES TO COMPLETE:

- Need to form a task force encompassing both physical property and human services to perform door to door needs assessment. [Community Emergency Response Team (CERT) has assisted in this function in other communities after other disasters such as Hurricane Katrina]
- American Red Cross is to work with other agencies (i.e. Housing) to identify County, private and non-profit shelters.
- Provide the Public Information Officer with information as to which shelters are open and what services each can provide, e.g. nurses, etc..

STANDARD OPERATING PROCEDURES:

- At the County level, Emergency Welfare Services will play a lead role in this Recovery Function. The American Red Cross is responsible for overseeing many of the Human Services issues that will arise following a disaster and already have many disaster recovery procedures in place.
- Burton Wells will serve as the Mass Care/EWS Emergency Operations Center in the event of a disaster.
- Coordinate with RF#8: Re-entry Security to be sure that everyone involved with this Recovery Function has the proper identification needed to be allowed into the impacted areas following a disaster.
- Any needed aerial support will be coordinated through EMD.

- Beaufort County will use its Emergency Alert Communicator System to transmit information about available goods and services. The County also has a 1-800 number (1-800-963-5023) and several AM radio frequencies that can be used to provide recovery information. The County will also set up a website where citizens can find recovery information. Information can also be distributed at reception, receiving and shelter sites. Coordinate with RF#3: Public Information; Community Relations.
- Getting goods and services, supplies, vehicles, etc to the outer islands could present a problem following a disaster. The County EMD will have the resources needed to reach these citizens. Any needs for reaching the outer islands should be coordinated through EMD.
- Determine how CERT can be involved with this Recovery Function and utilize them as a recovery resource.
- If door to door needs assessments are conducted following a disaster, FEMA will provide staff to help with this (Community Relations Teams) during a declared disaster. The United Way and Emergency Welfare Services will coordinate in events that do not receive a disaster declaration.
- Once the needs assessments have been completed, coordination among the different agencies involved with this Recovery Function is very important. Also need to coordinate requests with RF#6: Volunteers and Donations to get goods, services and volunteers to the people that need them. This Recovery Function will also assist with providing for unmet needs.
- Need to establish centers where people can come to receive the services they need (see attachment discussion of Disaster Recovery Centers and Disaster Assistance Centers).
- The Salvation Army will participate in mobile Disaster Assistance Centers and will provide basic assistance through the use of their canteens. These canteens will be spread throughout the county dependent upon the level of severity of the disaster. The canteens will provide food and water and other items as needed.

Special Needs Citizens

- The Lowcountry Agency on Aging has a plan in place to assist in identifying seniors who did not evacuate. Home health and other databases are downloaded prior to evacuation. The Lowcountry Agency on Aging is currently seeking permission to provide Beaufort County EMD and other response agencies, as necessary, access to this information. Linda Danielson of the State Lt. Governor's office is point-of-contact.
- American Red Cross and DHEC will not accept individuals with more serious medical conditions into special needs shelters – there is a need to determine who can perform this service.

Recovery Function #5: Individual Assistance (IA)

PRIMARY AGENCY: Emergency Welfare Services

SUPPORT AGENCIES: Building Codes, Emergency Management, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, American Red Cross (Lowcountry Chapter), PIO

PURPOSE: Provides information on how to get information about Individual Assistance programs to disaster victims.

ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- Review and evaluate this Recovery Function annually.

STANDARD OPERATING PROCEDURES:

- As detailed below, FEMA plays the primary role in implementing Individual Assistance programs following a disaster. The County and local governments will only need to provide support to these efforts.
- Coordinate with RF#3: Public Information; Community Relations to promote the FEMA teleregistration number of 1-800-621-FEMA.
- Each municipality will also play a large roll in this recovery function in terms of communicating information about the Individual Assistance program. It is very important that every citizen impacted by a disaster knows their options for individual assistance as well as which agencies provide the assistance. Types of assistance include:

Federal Emergency Management Agency (FEMA)

- Temporary housing
- Home Repair
- Home Replacement
- Other Needs Assistance
 - Medical, dental, and funeral assistance (disaster related)
 - Potential for personal property, transportation, storage, National Flood Insurance Program (NFIP) and other assistance
- The Cora Brown Fund
- Contractor Licensing, guidance in obtaining licensed contractors

FEMA/State

- Disaster unemployment assistance and job placement assistance – Security Commission and local agencies
- Legal services – State Bar Association, Young Lawyers' Division
- Crisis counseling – Mental Health and DHEC
- Veterans assistance – Veterans Affairs
- Social Security Assistance – Social Security Administration
- Consumer Fraud Prevention (State Attorney General's Office)

Other Agencies

- Small Business Administration (SBA) loans to individuals and businesses (Low Interest Deferred Payment Loan Program)
- Agricultural assistance – U.S. Department of Agriculture
- Tax relief – Internal Revenue Service
- Housing and Urban Development Program – U.S. Housing and Urban Development
- Emergency Individual and Family Needs Program (emergency food, clothing, shelter and medical assistance) – American Red Cross
- Emergency Food Assistance Program – DSS
- The Salvation Army will provide emergency food through the use of canteens spread throughout the county dependent upon the level of severity of the disaster. Clothing and canned food will also be provided and will be brought in from The Salvation Army Warehouse. Distribution Centers will be set up to disperse these items and others, including clean up kits, toiletries, tarps, etc.

More information about FEMA Individual Assistance programs can be found at:

<http://www.fema.gov/assistance/process/assistance.shtm>

Recovery Function #6: Volunteers and Donations

PRIMARY AGENCY: United Way of the Lowcountry—Volunteers and Financial Donations Parks and Leisure Services (PALS) – Donated Goods

SUPPORT AGENCIES: Sheriff's Office, Building Codes, Emergency Management, MIS, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, American Red Cross (Palmetto Chapter), The Salvation Army

PURPOSE: Establishes the procedures for dealing with the receiving and placement of volunteers and donations following a disaster.

ESF REFERENCE: ESF 18: Donated Goods and Volunteer Services

STANDARD OPERATING PROCEDURES:

I. VOLUNTEERS AND FINANCIAL DONATIONS:

United Way

The United Way of the Lowcountry is responsible for coordinating and processing volunteers and monetary donations following a disaster. It has developed its own Disaster Recovery Plan to be used following a disaster¹. It is to coordinate the following activities after a disaster:

- Establish and manage a Volunteer Reception Center. The function of the Center will be the coordination and deployment of emergency volunteers to assist in response and recovery activities when and where needed.
- Accept and administer disaster related contributions ensuring accountability and appropriate distribution in accordance with the directives of the donors.
- Maintain 24-hour coverage for a telephone bank established to provide information and referrals to individuals and families with disaster related needs.

Volunteer Reception Center Locations:

Lobeco County Library, 1862 Trask Parkway, Lobeco, SC 29931) - (843)846-3947
Lowcountry Presbyterian Church (Highway 278/Simmons ville Road)

Salvation Army

The Salvation Army will coordinate volunteers at its office in Beaufort if volunteers request specifically to volunteer for the Salvation Army. Incoming Salvation Army Units from outside of Beaufort County will arrive with their own volunteers.

Financial donations will be received either directly or through the United Way.

Salvation Army Volunteer Reception Center Location

The Salvation Army
2505 North St, Beaufort, SC 29902 – (843)524-3727

¹ Contact the United Way to obtain a copy of their Disaster Recovery Plan.

II. DONATED GOODS:

The Beaufort County Parks and Leisure Services (PALS) Department, under guidance of Emergency Management and the Emergency Operations Center, will provide warehouse/distribution services to citizens of Beaufort County in the wake of a natural disaster. This will be accomplished in conjunction with Emergency Welfare Services.

The department will receive (and store as necessary) and redistribute incoming donated goods and supplies to requesting citizens throughout the County.

MRE (Meals Ready to Eat) Distribution:

The PALS Department will be responsible for receiving, distribution and recollection of MRE's to appropriate agencies prior to any evacuation. Receiving agencies and the number of MRE's to each agency will be determined by the Emergency Management Department and a distribution location will be agreed upon prior to each hurricane season.

The PALS Department will distribute MRE's based upon the list provided by Emergency Management and once an evacuation has been cancelled or at an appropriate post-disaster time, MRE's will be recollected from the various agencies and a count will be done to determine how many were used and by which agencies.

Warehousing:

The PALS Department is responsible for locating and operating warehouses for storage of donated goods. They will receive all goods donated to the County and establish distribution locations where the public can receive these products.

Ideally, inbound donated goods/supplies/equipment will be directed straight to a local distribution site in order to expedite delivery to needy citizens. However, Beaufort County must be prepared to receive, temporarily store and re-distribute goods based on needs of local areas.

The PALS Department will operate and support operations from several warehouses and distribution sites in northern and southern Beaufort County.

The PALS Department will receive United Way volunteers for each distribution site to assist with the distribution of goods/supplies to requesting individuals.

PALS Department personnel will man warehouse and distribution sites and coordinate inbound and outbound shipments of goods and supplies.

Inbound (delivered) goods will be received, receipted, and stored by type (i.e., water, building supplies, tools, generators, equipment, etc.).

Outbound (shipped) goods will be recorded on a shipping document form in order to trace shipment of goods.

Warehouse Locations

TBD – to be determined after RF Team requests Beaufort County Purchasing Department to seek available locations.

Distribution Sites

PALS Department will operate a number of local distribution sites widely dispersed throughout Beaufort County.

These sites will be managed by PALS personnel. These personnel will be responsible for receipt of requested goods/supplies and redistribution to the requesting individuals. All deliveries and distributions will be logged.

PALS will receive United Way volunteers for each distribution site to assist with the distribution of goods/supplies to requesting individuals.

Donated Goods Distribution Locations

St. Helena Elementary School Gym	1025 Sea Island Parkway
Grays Hill Baptist Church Parking Lot	2749 Trask Parkway
Parking Lot at Beaufort Plaza	41 Robert Smalls Parkway
Lady's Island Square Parking Lot	Hwy. 21 & Youman Drive
K-Mart Parking Lot	Hwy. 21 at Greenlawn Dr
Pineland Mill Shops	Hwy. 278 & Mathews Drive
Bluffton Library	120 Palmetto Way
Mall at Shelter Cove	Hwy. 278

Transportation

PALS will contract with local truck rental agencies for use of up to 8 trucks. Personnel from the Public Works Department will be used as drivers and will assist with the delivery of goods/supplies from the warehouses to the distribution sites. Other vehicles may assist as they become available.

Security

PALS will receive security for warehouses and distribution sites from the Beaufort County Sheriff's Department.

Salvation Army Donated Goods

If the disaster is severe and Beaufort County is closed, donated goods other than financial donations may be delivered to a location determined by the Salvation Army Incident Command and will be dispersed from there.

If the disaster is local, donated goods may be delivered to the warehouse north of the Broad River in Beaufort (1804 Boundary St., Beaufort, SC), and south of the Broad River in Bluffton (1316A Fording Island Rd).

ADMINISTRATION AND LOGISTICS

- In the event of a mandatory evacuation, all PALS personnel will check out with the PALS main office. PALS personnel will leave a point of contact, address, phone number, etc. of where they expect to evacuate. If unsure about evacuation location, a call must be made to the Division Head within 24 hours of re-locating.
- Prior to evacuation all personnel must receive a return pass to expedite re-entry into the County.
- Additionally, prior to evacuation any PALS personnel assigned a PALS vehicle will ensure vehicles have full gas tanks and have them parked at an agreed upon location. Upon re-entry into the County, PALS personnel will assume possession of their assigned vehicles.
- After imminent danger from the disaster has subsided, all personnel will make reasonable efforts to return and participate in disaster recovery operations by manning their assigned warehouse and distribution sites.
- Disaster Recovery Booklets will be available to personnel immediately following a natural disaster.

COMMAND AND CONTROL

Emergency Welfare Services (EWS) Command Post (CP): Burton Wells Park

Chain of Command:

Emergency Operation Center Command Group

EWS CP

PALS Division

Warehouse Group / Distribution Site Group

Recovery Function #7: Debris Management

PRIMARY AGENCY: Public Works

SUPPORT AGENCIES: Planning, GIS, City of Beaufort, Town of Bluffton, Town of Hardeeville, Town of Hilton Head, Town of Port Royal, Town of Yemassee, SCDOT, BJWSA, SC&G, Palmetto Electric

PURPOSE: Provides the procedures for performing the timely removal, transport, storage, elimination or recycling of debris caused by a disaster.

ESF REFERENCE: Debris Management Annex

ACTIVITIES TO COMPLETE:

- Need to execute a mutual aid agreement between the Town of Hilton Head Island and Beaufort County to have the County assist the Town of Hilton Head Island with debris removal operations, and vice versa, if required.
- Negotiate leasing of Debris Management sites from private property owners.

STANDARD OPERATING PROCEDURES:

- Implement the Beaufort County Debris Management Plan (a copy of this plan can be obtained by contacting the Public Works Department) – this plan includes detailed information about post-disaster debris operations. The Debris Management Plan has been approved by the South Carolina Emergency Management Division and is awaiting review by FEMA Region IV.
- The U.S. Army Corps of Engineers and, in some cases, the Natural Resource Conservation Service (NRCS) is responsible for cleaning debris from the marshes and waterways. County staff will coordinate with them as necessary.
- The County's debris removal contractor is SRS – has identified five (5) sites that are each fifty (50) acres or greater that may be used for debris management purposes.
- The County's debris monitoring contractor is R. W. Beck Disaster Recovery, Inc. They will be responsible for monitoring the debris removal contractor's work.
- Hilton Head Island has developed a separate recovery function for debris removal. It also has separate debris management contractors for hauling and monitoring. The other municipalities in the County have signed MOUs with the County to have them handle their debris operations.
- There are a large number of privately-owned gated communities in Beaufort County that will be looking to the County to remove their debris after a disaster. It is typically the policy of FEMA to not reimburse the County for removal of debris from private property; however, on a case by case basis, FEMA will evaluate requests made to the County by these private communities and allow reimbursement to the County for removing debris in gated communities when the following conditions are met:
 - it is required to eliminate or lessen the immediate threat to life, health and safety,
 - to reduce a threat of additional damage to improved property, or
 - to promote economic recovery of the community at large.

The County will not remove debris from private gated communities until FEMA has given the approval to do so. In some cases, private communities have retained contractors at their own expense.

- In some cases it may be necessary to co-locate sites with municipalities and to jointly provide services related to removal and disposal.

Recovery Function #8: Re-entry Security

PRIMARY AGENCY: Emergency Management

SUPPORT AGENCIES: Sheriff's Office, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee

PURPOSE: Establishes the procedures for allowing County staff, relief agencies, citizens, etc. back into the disaster area once the event has occurred.

ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

- Beaufort County Emergency Management is responsible for the issuance of re-entry passes.
- When the Governor orders a mandatory evacuation, no re-entry of the public may occur until the Governor has rescinded the order.
- Once the order has been rescinded, Beaufort County officials will begin announcing the order of re-entry.
- Emergency services, fire, law enforcement and others as deemed necessary by the Emergency Management Division will not be required to have a re-entry pass.
- American Red Cross, United Way and Salvation Army disaster recovery staff will be allowed re-entry passes into the impacted area(s) only after clearance from the County Emergency Management staff have deemed it is safe for them to do so.
- Citizens may use the County's toll free telephone number (1-877-238-2021) to check on the status of re-entry.
- Emergency Services will be notified by the EOC when they may return and what routes they should use to return.
- Coordinate with RF#4: Human Services (Short-term) to ensure that all involved with RF 4 needing re-entry passes are identified.
- Depending on the severity of the event, citizens (property owners) will only be allowed back into the area after County Emergency Management has determined that it is safe for them to do so. Citizens will be required to show proper identification to be allowed access into the area.

In the event of a disaster that requires total relocation of the County government to Hampton County (see Recovery Function #2: Continuation of Government), the following procedures will be used.

Once the storm and threat has passed Beaufort County, mobilization for re-entry will begin. Beaufort County will be utilizing a Task Force concept to ensure a safe, coordinated and timely re-entry process. As the Task Force progresses towards Beaufort County, support elements will follow up the rear when directed.

Task Force

Task Forces will be composed of the following disciplines in the following order:

- Public Works
 1. Rubber tire front end loader (lead)
 2. Dump truck (second)
- Fire Department
 1. Two Engines, eight persons
 2. Two Squads, four persons
 3. One supervisor
- EMS
 1. Two Ambulances, six persons
 2. One supervisor
- Law Enforcement
 1. One supervisor
 2. Four Law Enforcement Vehicles, four persons
- Emergency Management
 1. Incident Command Vehicle
 2. Two (2) TMC trucks
 3. Possibly the Director's vehicle
 4. Deputy Director's vehicle
 5. Operations Officer's vehicle
 6. Two (2) Communications vehicles
 7. One (1) Logistics Truck
- If available, representatives from the Electric Companies along with representatives from the Department of Transportation.

The number of each element within the Task Force and the number of Task Forces will be based upon the severity of the damage. The Task Force mission is to clear the re-entry route from Allendale County and Hampton County to the Law Enforcement Center in Beaufort and the EOC on Hilton Head Island. Once this is completed, the Task Force will be utilized to re-open critical routes in preparation for the return of other emergency services as well as volunteer organizations.

The Sheriff's Office will immediately secure all entries into Beaufort County, keeping citizens out until the County is prepared to reopen.

Recovery Function #9: Health and Human Safety

PRIMARY AGENCY: EMS

SUPPORT AGENCIES: Healthcare Mass Casualty Planning Group, DHEC, Beaufort County DSS, Beaufort Memorial Hospital - BMH, Hilton Head Hospital, Naval Hospital Beaufort, Coastal Carolina Hospital, Colleton Medical Center, Hampton Regional Medical Center, Beaufort Jasper Hampton Comprehensive Health Services (BJHCHS), American Red Cross, Volunteers in Medicine and CERT

Alliance for Human Services, Area Agency on Aging, Beaufort Memorial Hospital, Emergency Management, Emergency Medical Services, Mosquito Control, Coastal Empire Mental Health Center (SC Dept of Mental Health), City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee

PURPOSE: Provides the procedures for ensuring that health and human safety issues are adequately addressed following a disaster.

ESF REFERENCE: ESF 8: Health and Medical Services

STANDARD OPERATING PROCEDURES:

- The Healthcare Mass Casualty Planning Group will consult on needs, capabilities, resources of the healthcare and public health community and relay that information to the EWS director for consideration by the county EOC.
- Patient care: For general inpatient/outpatient needs, hospitals will establish Alternate Care Sites (ACSs) in order to better serve the residents and to divert flow away from the hospital campuses.
- For single purpose care of a specific illness or ailment (pandemic influenza), triage and dispensing locations have been established.
- Coordinate with RF#3: Public Information; Community Relations to get word to citizens about available health/human services and location of these services.
- Implement the County's Emergency Mosquito Control Plan to control the spread of mosquito borne diseases following a disaster.
- Healthcare Mass Casualty Planning Group to discuss the establishment of a Virtual Unified Medical Command to feed info to EWS and the EOC.
- There is an existing MOA between DHEC and all area hospitals (4-county area) for mass casualty response.
- BMH has bed sharing agreements with upstate hospitals.
- BMH has an agreement for housing deputies and road crews/equipment on the BMH campus in the event of a hurricane.

- Transportation will be critical for all logistical needs, not just for supplies, but also for moving staff between care locations. Coordinate with RF#21: Transportation.
- Coordinate with EOC Logistics Section and Planning Group.
- Coordinate with RF 26 Mortuary Operations.

**Recovery Function #10:
Repair and Restoration of Public Infrastructure, Services, Buildings (Public
Assistance, PA)**

PRIMARY AGENCY: Public Works

SUPPORT AGENCIES: Controller, Emergency Management, Engineering, Finance Director, GIS Department, MIS, Public Information Officer, School Board, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee

PURPOSE: Provides information for how to handle the rebuilding and repair of damaged public infrastructure, buildings and services.

ESF REFERENCE: ESF 3: Public Works and Engineering Services

ACTIVITIES TO COMPLETE:

- Maintain the current inventory of all public buildings and develop an inventory of all public infrastructure.
- Where possible, pre-identify potential PA projects before a disaster occurs.

STANDARD OPERATING PROCEDURES:

- Coordinate with RF#1: Impact Assessment (Disaster Assessment) to determine what public infrastructure, buildings, etc. have been damaged.
- Coordinate closely with RF#18: Recovery Administration and Finance to ensure that proper financial documentation is being maintained to expedite federal assistance for Public Assistance projects.
- Utilize the County GIS Department to develop maps needed for this Recovery Function.
- Coordinate with RF#4: Human Services (Short-term) to determine if any damaged infrastructure is impeding their efforts to get needed services to victims.
- Priorities for road clearance can be obtained by contacting the Public Works Department.
- Coordinate with FEMA PA personnel.

Recovery Function #11: Building Inspections/Permits and Zoning Permits

PRIMARY AGENCY: County Building Codes

SUPPORT AGENCIES: Board of Appeals, MIS, Planning, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Homebuilder Associations, DHEC-OCRM

PURPOSE: Establishes an emergency permitting system to be used following a declared disaster to expedite repair, restoration, or rebuilding of safe habitable structures.

USF REFERENCE: ESF 14: Long-Term Community Recovery and Mitigation

GOAL: To allow re-building, repair, and reconstruction of damaged structures in an orderly, safe and timely manner.

Although speed of reconstruction is critical, the overall quality of the reconstruction process, as it related to federal, state and local building codes and requirements is a paramount issue.

In the interest of public safety Beaufort County Building Codes Department will implement the following procedures during the recovery process. These procedures are intended to protect the public's safety and general welfare from hazards arising from structures that sustained damage during a hurricane or other disaster.

BEFORE PERMITTING CAN BEGIN AFTER A DISASTER THE COUNTY MUST CONDUCT A GENERAL DAMAGE ASSESSMENT OF THE COUNTY.

DEFINITIONS:

(1) [Safety Assessment Team \(also see RF #1\)](#): primary role is to assess losses to property. Assessment will be used to determine type of permit required for repair or reconstruction, dollar amount of destruction or damage, and to determine qualifications for federal or state disaster relief assistance. Beaufort County Assessor and the Building Official will appoint members to the damage assessment team.

(2) [Event](#): any natural weather-related or other condition causing damage or destruction of property. A storm event shall include, but will not be limited to hurricanes, northeasters, tornadoes, earthquakes, and/or other natural disasters.

(3) [Safety Assessment Report](#): the initial damage assessment report may be a total dollar estimate of property damage to areas surveyed by land or by air. This estimate should be developed within 24 to 48 hours after passage of an event, depending on severity and scope. A detailed report will follow, upon completion of on-site visits, by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.

(4) Minor Damage to Structures: structures that can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages.

(5) Substantial Damage to Structures: structures that can be made habitable with extensive repairs. This category may include damage to the following portions a structure: foundation, roof structure, wall sections and any other major components of the property.

(7) Destroyed Structures: structures that are a total loss – meaning that damage is determined to be of such an extent that repair is not feasible. The baseline indicator for this category of assessment is equal to or greater than 75% of the replacement cost of the structure at the time of damage.

Note: For government buildings, if the repair cost is 50% or greater than the total cost, then the structure is eligible for replacement under FEMA's Public Assistance program.

STANDARD OPERATING PROCEDURES:

The Building Division and the Division of Code Enforcement will implement the following series of procedures to expedite the building permit review and permit issuance process immediately following declaration of an emergency. The Division of Building and the Division of Codes are managed by the Beaufort County Building Official. In a recovery operation the County Building Official is hereby authorized to make minor adjustments in these policies and procedures to meet the objectives of county recovery actions as unforeseen situations arise.

OPERATIONAL PROCEDURES:

- (1) The Building Division and the Division of Codes will re-open immediately upon proper notice at the current office location, or at an alternate location if the current location is damaged.
- (2) Upon re-entry all inspectors and code enforcement staff must contact the County Building official, or the Deputy County Administrator, to receive work assignments and return to work schedules.
- (3) Inspectors will be assigned to areas of the County to monitor construction activity.
- (4) Inspectors will be able to issue Temporary Permits for placement of campers, recreational vehicles and temporary structures on an owner's property for a specified period during rebuilding. Repairs are to prevent further damage in accordance with these policies: the International Codes, FEMA Substantial Damage Estimation software.
- (5) Inspectors will notify owners of need to comply with construction permit requirements and to advise all concerned parties on reconstruction issues in a post disaster situation.
- (6) Safety assessment teams shall be activated. Teams will be comprised of one building inspector, one tax appraiser and other professionals, as deemed necessary to assist with structural analysis of severely damaged buildings.
- (7) If emergency staffing requirements are beyond current staff capability, staffing will be added through mutual aid agreements with surrounding and/or units of government and volunteer groups with proper qualifications.

DEVELOPMENT REVIEW TEAM PROCEDURES:

- (1) After an initial damage assessment is completed, the County Development Review Team (DRT) shall convene to determine what areas of the County are impacted and discuss permitting procedures under current emergency conditions.
- (2) The DRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or un-repairable structures and emergency repairs.
- (3) The DRT shall make determinations as to what areas within the County are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the Director of Planning, shall coordinate the process of organizing meetings with the impacted municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.

PERMITTING PROCEDURES:**THESE PROCEDURES ARE INTENDED FOR THE PROTECTION OF THE PUBLIC AFTER A DISASTER.**

- (1) The permitting process will be determined by the extent of damage that a property has sustained. Each property will be treated individually consistent with county ordinances and the International Building Codes requirements. Property sustaining minor damage may not require a permit based on the type of damage.

Moderate damage will, in most cases, require a permit. The amount of information needed to satisfy the permitting process will be determined by the type and amount of damage that the structure has received. In most situations where a property has sustained major damage, the owner or contractor conducting the repair will be required to submit a full plan of reconstruction.

- (2) During damage assessment, the inspector will leave a colored coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes will be as follows:
 - a. **Green Card – No Restrictions**
A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages.
 - b. **Yellow Card – Limited Entry**
A yellow card denotes major damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, occupancy will be allowed only when structure is classified with a green card – with no restrictions. Structures with moderate damage can be made habitable with extensive repairs. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property.
 - c. **Red Card – Unsafe**
A red card denotes that the property has been destroyed. Card information will include that the structure is unsafe and may not be occupied. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed and a total

loss – meaning that damage is determined to be of such an extent that repair is not feasible.

ISSUING EMERGENCY ZONING PERMITS AND BUILDING PERMITS:

Issuance requires a formal emergency resolution by the Beaufort County Council. When an emergency is officially declared by Beaufort County Council the following procedures will be implemented when issuing permits:

Minor Damage (No Restriction on Use or Occupancy), no plans are required, no permit is required, and no inspection activity other than damage assessment is required.

Moderate Damage (Use and Occupancy Restriction), a plan may be required for repairs or a detailed list of work to be done may be required. Development plan review is not required if there is no change in footprint of the building. Emergency building permit(s) is required. Building Inspections are required prior to work beginning and during construction.

Major Damage (Use and Occupancy Restriction), Flood regulation standards shall be implemented. This standard is based upon Beaufort County Flood Map standards adopted by the County to qualify for FEMA disaster planning and reconstruction funding. Flood mapping in place at the time of the disaster will be the standard for decisions. County Building Official, or other designated representative, may review decisions, where information is incomplete, and/or in conflict with reality, or in error.

General requirements: Plans and structural analysis may be required for repairs. If pre-existing structure is in compliance with zoning, and structure is not located in a flood zone or it is elevated to the proper base flood elevation and there is no change in the use or occupancy and there will be no expansion the building may be repaired after obtaining the building permit; or the building must be brought into full compliance with all applicable codes: zoning, building and flood regulations. Development plan review may not be required. Building inspections are required prior to and during construction.

EMERGENCY NON-CONFORMING PERMITTING PROCEDURES:

PERMITTING OF STRUCTURES PREDATING ADOPTION OF THE COUNTY ZONING ORDINANCE IN 1990 AND NON CONFORMING USES.

In an emergency it may be necessary to allow existing non-conforming uses to rebuild. The owner or applicant must contact the Zoning Administrator to determine if the structure is non-conforming. The owner is encouraged to bring the following information which will help expedite the permitting process:

- (1) An official copy of building and as-built site plans that include overall size and dimensions of structure.
- (2) Recent photographs of the structure that supply construction and appearance detail of the structure.

COUNTY PERMIT FEES:

The County will continue to collect permit fees. If conditions warrant revision of this policy, recommendations will be presented to County Council.

FLOOD REGULATIONS:

- (1) Beaufort County's flood regulations requires that all pre-firm buildings (FEMA definition – a building for which construction or substantial improvement occurred on or before December 31, 1974, or before the effective date of an initial Flood Insurance Rate Map (FIRM)) located in the 100 year floodplain be elevated to the required Base Flood Elevation if the building sustains >50% damage of its market value.
- (2) Replacement value is determined before improvements are made to the structure.
- (3) In cases where there are questions regarding extent of damage or flood zone designation, the inspector shall complete a FEMA substantial damage form to make the determination.

ELECTRICAL AND GAS CONNECTIONS:

- (1) Electrical and Gas Safety Inspection Procedures: all buildings with a damaged electric and/or gas meter, damaged electrical service weather head, and/or with water submersion inside of the structure up to the elevation of electrical receptacles, will require an electrical safety inspection prior to electrical service being restored.
- (2) Gas lines in buildings that have experienced a fire must be inspected prior to gas service being restored.
- (3) Stop work orders placards are to be conspicuously placed near utility meters that are not to be reconnected without prior inspection and release.
- (4) Records of structures deemed unsafe for utility reconnection are to be maintained and released to the applicable electrical or gas utility as quickly as possible after the determination is made.

BEAUFORT COUNTY BOARD OF ADJUSTMENT AND APPEALS:

- (1) The Beaufort County Board of Appeals will handle disputes directly associated with disaster-related reconstruction and construction.
- (2) The Board will act on all matters resulting from matters in dispute. Likely areas of deliberation are: decisions related to degree of damage, new codes, flood plain issues, and other matters that may develop.
- (3) Additional responsibilities may be assigned to the Board to meet needs as they develop.
- (4) Decisions will be made by majority vote, minutes and all other meeting requirements will be met as the Board functions during disaster, including: Open meeting requirements, accessibility requirements and Freedom of Information requirements.

Recovery Function #12: Rebuilding, Construction, Repairs, Restoration

PRIMARY AGENCY: Building Codes

SUPPORT AGENCIES: MIS, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, Hilton Head Area Homebuilders Association, DHEC-OCRM

PURPOSE: Provides the regulations for allowing rebuilding and reconstruction of damaged structures in an orderly, safe and timely manner.

ESF REFERENCE: ESF 14: Long-Term Community Recovery and Mitigation

STANDARD OPERATING PROCEDURES:

- Coordinate closely with RF#11 to determine what structures can be rebuilt, repaired or restored and what level of detail will need to be provided in terms of plans for obtaining permits.

CONTRACTOR LICENSING:

- (1) The County will heighten monitoring and oversight of licensing requirements during emergencies.
- (2) Contractors and sub-contractors are likely to respond to construction needs from all parts of the United States.
- (3) State contractor licensing requirements will be the same as during normal operations (e.g. only contractors with appropriate credentials will be issued licenses to work in Beaufort County).
- (4) No preliminary licensing will be allowed.
- (5) Under certain conditions state contractor licensing authorities, will establish offices in Beaufort County to administer contractor exams, and to manage the paper work related to the procedure.

Recovery Function #13: Temporary Housing

PRIMARY AGENCY: Planning

SUPPORT AGENCIES: Building Codes, County Council, Director Public Services, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Town of Yemassee, SCEMD, FEMA.

PURPOSE: Provides the procedures for temporary housing (site identification, management, etc) following a disaster.

ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- County staff will conduct annual meetings to pre-identify potential temporary housing sites using site assessment criteria established by the County, that meet FEMA and NEPA requirements.

DISASTER HOUSING POLICY AND PROCEDURES:

- (1) Although the primary responsibility for temporary housing following a disaster falls on the federal government, it is in Beaufort County's best interest to have a plan in place for guiding where temporary housing is located, the types of temporary housing brought in and how long the housing is allowed to stay on site.
- (2) Pre-disaster temporary/emergency housing site identification: sites will be identified that are suitable for placement of temporary housing. The County will focus on using County-owned property and perhaps existing mobile home parks for locating temporary housing developments. This site identification will take place on an annual basis.
- (3) Selection Committee membership will include these departments/divisions: Planning, Building Codes, Zoning, Engineering Departments, others as needed.
- (4) A selection report will be drafted by the Planning Department and presented to County Council by the County Administrator annually.
- (5) The County is also considering adopting an ordinance that will allow homeowners to place one (1) temporary housing unit on their property (that may be occupied by the property owner and his/her family only) in the event that the property owner's house has been damaged or destroyed. This will allow the property owner to live on-site until such time that the house can be repaired.
- (6) The County Administrator will appoint a liaison and subordinate staff to assist and to perform special tasks and to coordinate with Federal and State officials.

Recovery Function #14: Redevelopment (Planning and Zoning Ordinance Enforcement)

PRIMARY AGENCY: Building Codes, Planning

SUPPORT AGENCIES: Public Information Officer, MIS, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemassee, FEMA Long-Term Community Recovery (LTCR)

PURPOSE: Provides information on how the organized redevelopment of the County will be planned and subsequently take place following a disaster (long-term).

ESF REFERENCE: ESF 14: Long-Term Community Recovery and Mitigation

STANDARD OPERATING PROCEDURES:

Development Review Team Procedures:

- After an initial damage assessment is completed, the County Development Review Team (DRT) shall convene to determine what areas of the County are impacted and discuss permitting procedures under current emergency conditions.
- The DRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or un-repairable structures, emergency repairs and
- The DRT shall make determinations as to what areas within the County are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the Director of Planning, shall coordinate the process of organizing meetings with the municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.
- At an appropriate time the DRT will make a recommendation to the Recovery Task Force Executive Committee for the reintroduction of the County DSO.

Zoning Operations:

- Zoning permits will be required as described in RF#11: Building Inspections and Permits.
- A site plan or plat will not be required unless the house was moved from its foundation or it is being expanded.

Redevelopment Procedures:

- In the event that certain areas of the County have been damaged so badly that redevelopment needs to occur, the County will hold coordinating meetings with the municipalities and State agencies to determine how the area should be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.
- The Director of Planning will be responsible for coordinating the County aspects of this process.

- Municipalities will be responsible for coordinating their own redevelopment initiatives, but should attempt to coordinate in regional or sub-regional plans where possible.
- Redevelopment Plans for the areas impacted will be the final result of workshops with municipalities and overall direction from County Council.
- Locate a **Reconstruction Information Buildings** (see RF 5: Individual Assistance for more information about these centers) and develop a Website with mitigation and recovery information and assistance information: funding, insurance, contractor data base. Provide links to Federal Emergency Management Agency, Housing and Urban Development, and Economic Development Administration program staffs. Coordinate website information with RF#3: Public Information; Community Relations. The Recovery Information Buildings shall be located adjacent to areas to be redeveloped.

*Resources: FEMA Long-Term Community Recovery http://www.fema.gov/rebuild/ltrc/plan_resource.shtm
Add more resources.*

Recovery Function #15: Economic Restoration and Development

PRIMARY AGENCY: Business and Industry Coordinator (To be named by County Administrator)

SUPPORT AGENCIES: County Planning and Zoning, Beaufort Regional Chamber of Commerce, Hilton Head Island-Bluffton Chamber of Commerce, Beaufort County Black Chamber of Commerce, Lowcountry Economic Network, Lady's Island Business & Professionals Association (LIBPA), USCB – Small Business Development Center, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemasee

PURPOSE: Establishes the procedures that will be needed to restore the County's economy following a disaster.

ESF REFERENCE: ESF-23: Business and Industry

ACTIVITIES TO COMPLETE:

- Work with Chambers of Commerce, and other economic development groups, across the County to encourage them to develop Disaster Recovery Plans that are specific to their organizations.

STANDARD OPERATING PROCEDURES:

- Immediately following a disaster the County Administrator will appoint a Business and Industry Coordinator to oversee all the procedures to be taken on by this Recovery Function.
- This Recovery Function will need to coordinate heavily with RF#3: Public Information; Community Relations to help get information on available federal assistance programs for businesses. (SBA, etc.)
- Determine what additional marketing information the Chambers of Commerce (and other groups) will need from RF#3: Public Information; Community Relations and provide it to them.
- The Business and Industry Coordinator and Chamber of Commerce staff shall work to reestablish tourism in Beaufort County, as well as assist business and industry with recovery and economic revitalization efforts.
- In the recovery stage marketing strategies will be developed, including advertising and travel to let trade groups and others know that the County is open for business again.
- The Business and Industry Coordinator shall prepare pre-written press releases for dissemination upon entering a disaster recovery phase.
- Establish **Business Information Centers** as established in ESF 23. The center will be staffed with representatives from the support agencies. See RF 5: Individual Assistance for more information on these centers.

Resources for Small Business and Nonprofits

[Small Business Assistance](#) [Nonprofit Assistance](#)

Federal Resources

All businesses seeking disaster assistance should request forms to start the application process for federal disaster loans administered by the Small Business Administration (SBA). Businesses do not have to go to the SBA disaster recovery centers to apply for assistance.

[The U.S. Small Business Administration website](#) contains a wealth of information for businesses seeking loans, grants or general assistance from the Small Business Administration.

[The U.S. Small Business Administration's Disaster Recovery website](#) contains information regarding Disaster Notices, its Disaster Recovery Mission, Disaster Declarations, FAQ's about SBA Disaster Loans, Loan Information including Home & Property Loans, Physical Disaster Loans, Economic Injury Loans, Military Reservist Loans, and Disaster Loans Approved.

SBA offers [Physical Disaster Business Loans](#) to repair or replace any business that is located in a declared disaster area. The SBA makes physical disaster loans of up to \$1.5 million to qualified businesses.

SBA's [Economic Injury Loans For Small Businesses](#) provides financial assistance to small businesses that suffered substantial economic injury, regardless of physical damage, and are located in a declared disaster area.

The Department of Homeland Security's [Open for Business program](#) centralizes information to provide businesses with information about how to work with the Department of Homeland Security. Designed to assist the business community, the information includes links to contracts, grants, small business opportunities, research and development, and contacts.

The U.S. Department of Commerce has created the [Hurricane Contracting Information Center](#), which provides a central point of reference for businesses, especially minority-owned businesses, women-owned businesses and small- and medium-size enterprises, to register for and become aware of federal contracting opportunities. While the HCIC does not award contracts, its mission is to ensure that businesses understand the process and are aware when opportunities become available.

Vendors wanting to provide products or services in the area affected by disasters should visit www.fbo.gov/. Vendors that are new to federal contracting should start by registering at this site.

The U.S. Department of Agriculture Rural Development offers programs to finance business development programs in rural areas (population of 25,000 or less). For information on USDA's Rural Business and Cooperative Programs, [click here](#).

The U.S. Department of Labor [Hurricane Job Recovery Connection](#) connects workers needing jobs with employers who want to hire them. The site also allows employers to list available jobs online.

Following a disaster, the Internal Revenue Service ([IRS](#)) often changes tax laws that benefit small businesses affected by the disaster. The [IRS website](#) provides information about the types of tax relief assistance available to areas affected, along with other general information about the IRS and its services.

State and Local Resources

As the State of South Carolina's lead economic and community development agency, the [South Carolina Department of Commerce](#) is engaged in providing services to businesses and communities in the state. While the agency is best known for its efforts to recruit new businesses to South Carolina, it also provides services to help communities improve their quality of place and helps existing employers identify and meet opportunities and challenges - all with the goal of improving the quality of life and economic well-being of South Carolinians.

The Disaster Contractors Network (DCN)'s [website](#) is designed to help connect contractors and homeowners/business owners who need repairs after disasters and can serve to connect building contractors with subcontractors and material vendors.

The Lowcountry Council of Governments works to identify and capitalize on the development potential in South Carolina's counties in the low country region. The COG provides a myriad of resources for businesses and developers looking to do business in the low country of South Carolina.

The Lowcountry Economic Network is a public-private partnership that works to conduct economic development activities in Beaufort County. More information can be obtained at www.lowcountrynet.org.

The University of South Carolina Beaufort's Small Business Development Centers is a one-stop resource center for a variety of counseling, workshops and information services for existing businesses and start-ups. The Small Business Development Center is also available to help guide people through the process of applying for SBA federal emergency business loans. Contact Martin Goodman, Area Manager at the USCB Small Business Development Center 843-521-4143.

The South Carolina Department of Insurance provides a wealth of information about the state's insurance climate, and it lists answers to many questions about the logistics of filing insurance claims, complaints against insurance companies and other general questions.

Information from the Beaufort Regional Chamber of Commerce can be located here:
<http://www.beaufortsc.org/>

Information from the Hilton Head Island-Bluffton Chamber of Commerce can be located here:
<http://www.hiltonheadisland.org/>

Other Resources

The North Carolina Department of Crime Control and Public Safety's Division of Emergency Management has created a [Small Business Initiative](#) to provide resources for minimizing the effects of natural disasters.

The Federal Home Loan Bank offers the Economic Development Disaster Relief Grant Program ([EDRG](#)) that provides working capital to small businesses in officially declared disaster areas to promote economic development, and create or retain jobs.

The [Institute for Business & Home Safety's Open for Business](#) is a comprehensive disaster planning toolkit in booklet and CD-Rom formats. It includes an assessment tool that helps small to mid-sized businesses determine susceptibility to disasters and minimize risks. The toolkit also includes materials to help organize the business' critical information and review its essential operations, both of which lead to developing a business continuity plan.

Nonprofits

A [document listing assistance available](#) through nonprofits has been created by FEMA's ESF-14. The document includes funding available to non-governmental organizations and citizens.

The U.S. Department of Housing and Urban Development offers several [programs for nonprofit organizations](#).

The U.S. Government provides support for faith-based initiatives. Click here for a listing of [Faith-Based Offices in Federal Agencies](#).

Recovery Function #16: Environmental Preservation and Restoration

PRIMARY AGENCY: Planning (Natural Resources Planner)

SUPPORT AGENCIES: Emergency Management, Public Works, Records Management, Zoning, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemasee, DHEC-OCRM, SCDNR, USACE

PURPOSE: Establishes the post-disaster procedures for preserving and restoring environmentally sensitive areas of the county following a disaster.

ESF REFERENCE: ESF 14: Long-Term Community Recovery and Mitigation

ACTIVITIES TO COMPLETE:

- Continue to enforce the Zoning and Development Standards Ordinance ZDSO (includes wetlands protection, buffers, tidal wetland buffers – critical line OCRM), Storm water Best Management Practices (BMPs) and Rural and Critical Lands Program (promoting open space) to protect environmentally sensitive areas.

STANDARD OPERATING PROCEDURES:

- Immediately following a disaster, the County Administrator shall designate the Natural Resources Planner to oversee the activities of this Recovery Function.
- Through coordination with *RF#1: Impact Assessment (Disaster Assessment)*, the Environmental Preservation and Restoration Coordinator will be responsible for conducting and maintaining an environmental impact assessment that identifies all areas of the county that have suffered environmental degradation as a result of the disaster, such as damage to forest areas, water quality, and coastal/wetland areas. The environmental impact assessment will also be used to help determine what programs and resources are available to help the county address damages suffered to the environment as a result of a disaster.
- As a result of the environmental impact assessment, the Environmental Preservation and Restoration Coordinator will make recommendations on how to best deal with the impacts of the disaster on the environmentally sensitive areas.
- The Environmental Preservation and Restoration Coordinator will serve as the County's liaison between federal and state officials concerned with environmental impacts following a disaster.
- The Environmental Preservation and Restoration Coordinator shall coordinate with *RF#7: Debris Management* to ensure that debris operations are not causing further environmental damage (such as air quality issues related to burning) and that debris operations are not breaking any environmental regulations.
- The Environmental Preservation and Restoration Coordinator will be responsible for pursuing any relevant post-disaster federal and state programs and/or funds that can be used to implement environmental projects identified by the county.
- Coordinate with *RF#17: Mitigation* to ensure that any environmental opportunities, projects or programs that arise as a result of the disaster are incorporated into the mitigation plan.

- Environmental concerns involving hazardous materials should be coordinated through Emergency Management and DHEC.

Recovery Function #17: Mitigation

PRIMARY AGENCY: Building Codes

SUPPORT AGENCIES: Emergency Management, Building Codes, Planning, Public Information Officer, Public Works, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemasee

PURPOSE: Provides the procedures that will facilitate the integration of the existing Beaufort County Hazard Mitigation Plan into disaster recovery efforts.

ESF REFERENCE: ESF 14: Long-Term Community Recovery and Mitigation Hazard, also see the Beaufort County Hazard Mitigation Plan

STANDARD OPERATING PROCEDURES:

- Following a disaster, a Hazard Mitigation Coordinator will be named by the County Administrator. This person will be responsible for following up on the activities proposed in the hazard mitigation plan, grant development, tracking (handling reimbursement requests, etc), and coordinating post-disaster meetings of the Hazard Mitigation Planning Committee (HMPC).
- The Hazard Mitigation Grant Program (HMGP) is a post-disaster grant program for funding mitigation projects and the Pre-disaster Mitigation (PDM) is a similar program available on an annual basis. The Hazard Mitigation Coordinator will work with RF#3: Public Information; Community Relations to get information to the public about the HMGP and PDM programs.
- The Hazard Mitigation Planning Committee will meet shortly after the disaster occurs to identify new mitigation measures that the County and/or municipalities can pursue.
- The Hazard Mitigation Coordinator will be responsible for capturing the benefits of previous mitigation projects and making a presentation of these findings that can be made at various events.
- Make recommendations for identified mitigation opportunities to the Recovery Task Force and County Council.

Recovery Function #18: Recovery Administration and Finance

PRIMARY AGENCY: Chief Finance Officer

SUPPORT AGENCIES: Controller, Emergency Management, MIS, Public Works, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemasee

PURPOSE: Establishes the procedures for tracking disaster related expenditures so that the County will be able to maximize reimbursement of those expenses.

ESF REFERENCE: ESF 7: Resource Support

ACTIVITIES TO COMPLETE:

- Develop (and oversee implementation of) standardized Emergency Resource and Financial Management Policies and Procedures.
- Review and update as necessary the Emergency Purchases section of the Beaufort County Purchasing Regulations and Procedures manual.
- Continue to seek out sources of disaster recovery funding, including expanded savings, a stand-by line of credit, public and private sector (foundations, corporations, etc.) funding that would be available to help with implementing Recovery Functions.

STANDARD OPERATING PROCEDURES:

- Beginning during disaster response mode (or with activation of the County EOC) and continuing into Recovery following a disaster, the County Finance Director will activate the County's Emergency Resource and Financial Management Policies and Procedures.
- The County Finance Director needs to be sure to let each County Department know the importance of tracking expenses made on disaster operations. This will help with securing reimbursable costs from federal and state disaster recovery programs as well as from the County's insurance carriers.
- Coordinate closely with ESF 7: Resource Support to be sure that proper documentation of disaster related expenses are being tracked appropriately.
- Coordinate closely with RF#10: Repair and Restoration of Public Infrastructure, Services, Buildings (Public Assistance – PA) and the Public Works Department to determine what projects will be eligible for Public Assistance grants and to ensure that proper financial documentation for those projects. The Chief Finance Officer will be responsible for identifying the primary and alternate applicant's agents for the County.

Recovery Function #19: Mutual Aid Protocols

PRIMARY AGENCY: Emergency Management

SUPPORT AGENCIES: Building Codes, Public Works, City of Beaufort, Town of Bluffton, Town of Hilton Head Island, Town of Port Royal, Town of Yemasee

ESF REFERENCE: None

PURPOSE: Identifies all existing MOUs, MOAs and agreements between Beaufort County and those agencies/groups that could be involved in recovery efforts in the event of a disaster.

ACTIVITIES TO COMPLETE:

- Identify and put in place MOUs, MOAs or agreements for those services that may be needed following a disaster (for those not already in place).
- Need MOUs, MOAs, agreements from the Assessor's Office/Building Codes (impact/disaster assessment), Building Codes (mutual aid inspectors, etc.) and Parks and Leisure Services (warehousing, etc).

STANDARD OPERATING PROCEDURES:

Beaufort County has signed the Statewide Mutual Aid Agreement (MAA) and, as a result, has access to many resources in the event of a catastrophic disaster. This includes any available manpower and equipment offered by any of the signatories of the MAA. More information on the Statewide Mutual Aid Agreement can be obtained by contacting the Emergency Management Department.

The following table contains a brief description of all other MOUs, MOAs and agreements that the County has in place with their various partners for disaster and recovery operations. This listing is to serve as a quick reference for County staff in determining what services are available to the County from other partner agencies and what services the County has agreed to provide to other agencies.

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Serve as the Business Representative for the Beaufort County EOC	(EM) Allow certain personnel from the Chamber of Commerce to serve in the Emergency Operations Center as members of the EOC staff. They will be part of the operations section of the EOC and will coordinate with the EOC.	
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Be the point of contact for the Chamber of Commerce and will provide to the EOC business information and situations of the business community.	(EM) Feed and house Chamber personnel in the EOC.	
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Activate a bank of telephones for the business industry to call regarding hurricane information, weather conditions, or other storm related information. This bank of telephones will be operated at another location, and at the expense of the	(EM) Provide use of a telephone for the Chamber staff in the EOC.	

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
	Chamber of Commerce.		
Hilton Head Island – Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	Continue to provide the telephone bank for the business community in the aftermath of a hurricane landfall, until a timely mutual arrangement is made by the Chamber and the Emergency Management Department to discontinue the service.		
Hilton Head Island-Bluffton Chamber of Commerce, Beaufort Regional Chamber of Commerce	The Chamber will provide the business community with a method by which to access hurricane information.		
Golden Corral Beaufort, Golden Corral Bluffton, Blimpie (Beaufort), Subway (Bluffton at Belfair), Dosido's Restaurant (Bluffton), Montana's Restaurant	Following a hurricane/tropical storm event - Meal ticket system for County employees to use in lieu of cash or other forms of payment.	Reimbursement for meals provided to County staff	May want to change wording of this to cover all disasters. All of these need to be renegotiated (per May 2006)
Holiday Inn (Bluffton), Days Inn Hampton (Summerton), Quality Inn and Suites (Hilton Head), Hampton Inn (Hilton Head), Best Inn (Beaufort), Ramada Limited (Beaufort)	Hotel accommodations for County employees before, during or after a hurricane/tropical storm event.	Reimbursement for hotel rooms provided to County staff.	May want to change wording of this to cover all disasters. All of these need to be renegotiated (per May 2006). Details of each hotel's arrangement can be found by reading the MOA.
Steve Brown Catering, Blimpie	Following a hurricane/tropical storm event - Catering services to deliver food to County employees at various locations.	Reimbursement for catering services	May want to change wording of this to cover all disasters. All of these need to be renegotiated (per May 2006). Details of each hotel's arrangement can be found by reading the MOA.
ABL	Food services for Emergency Operations Center.	Reimbursement for food for EOC	
Salvation Army, United Way, American Red Cross	Reimbursement for fuel used.	Provide fuel services for organization's vehicles during disaster or recovery operations.	
Beaufort Memorial Hospital	Provide space for shelter operations and food services for certain County Emergency Service Agencies.	Reimbursement for meals provided to County staff	No mention of an kind of reimbursement or pay for shelter space.

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Alltel Communications, Sprint/United Telephone	Provide cellular telephone instruments to the Beaufort Emergency Management Division for distribution to County Emergency Services Agencies for disaster operations.	Assume the liability for any damaged, destroyed or lost cellular telephones and will reimburse the companies for the value of the phones upon being invoiced.	This agreement has expired.
Beaufort Jasper Water and Sewer Authority	Coordinate the response to all water and sewer aspects of declared emergencies in Beaufort County; serve as the coordinator for emergency drinking water within Beaufort County; serve as coordinator of the provision of emergency sanitary waste disposal services for Beaufort County.		
Beaufort Jasper Water and Sewer Authority	Will be recognized as the responsible expert in all matters relating to the provision of water and sewer services in Beaufort County and that no emergency decisions in such matters are to be taken without consultation with responsible officials of BJWSA.		
Beaufort Jasper Water and Sewer Authority	Will be involved in the pre-emergency planning being conducted by Beaufort County - in particular BJSWA shall be involved in conversations and arrangements with involved State and Federal Agencies or private vendors regarding the provision of water and wastewater emergency equipment.		
Jasper County	Serve as backup Dispatch Center for Beaufort County in the event their radio or telephone system is down; allow all Beaufort County Emergency Services access to the Jasper County Communications Systems for joint operations and backup capabilities; pay for all expense for purchasing or installing Jasper County equipment in the Beaufort County Dispatch Center or Emergency Operations Center.	Serve as backup Dispatch Center for Jasper County in the event their radio or telephone system is down; allow all Jasper County Emergency Services access to the Beaufort County Communications Systems for joint operations and backup capabilities; pay for all expense for purchasing or installing Beaufort County equipment in the Jasper County Dispatch Center or Emergency Operations Center	
Hampton County	If Beaufort County EOC is damaged or destroyed during an incident, serve as backup EOC; Provide backup NCIC computer operations as per SLED and FBI rules and regulations; Provide radio communications access to Beaufort County Emergency Services in order for them to contact the Hampton County Traffic Management Center.	If the alternate Hampton County EOC is damaged or destroyed during an incident, serve as backup EOC; Provide backup NCIC computer operations as per SLED and FBI rules and regulations; Provide radio communications access to Hampton County Emergency Services in order for them to contact the Beaufort County Traffic Management Center	

Partnering agency/agencies	Service provided by partner	Service provided by Beaufort County	Notes:
Jasper County	Allow Beaufort County to access information from the Jasper County Traffic Management Center; allow Beaufort County to request activation of Highway Advisory Radios that cover portions of Beaufort County; If Jasper County is activated as a backup Dispatch Center for Beaufort, then Beaufort County will provide a minimum of one personnel for coordination.	Allow Jasper County to access information from the Beaufort County Traffic Management Center; allow Jasper County to request activation of Highway Advisory Radios that cover portions of Jasper County; If Beaufort County is activated as a backup Dispatch Center for Jasper, then Jasper County will provide a minimum of one personnel for coordination.	
Beaufort County Library (Bluffton Branch)	Use of large meeting room and lobby/foyer of the library as an emergency distribution point after a disaster (parking lot and two portable toilets).		Distribution point for what?
American Red Cross	Exercise reasonable care in conducting shelter activities; hold harmless the Beaufort County School District and school personnel in respect to bodily injury, death and property damage caused by the negligence of ARC while using the school as a disaster shelter; reimburse the school in money or kind for any noon-USDA food and supplies furnished by the school; do a joint inspection of the facility before and after the disaster.	Beaufort County School District will allow the ARC to use any or all of the school as a possible disaster shelter; designate one person on the board to be responsible for opening the school as a shelter if requested; designate one person from the custodial staff of each school to assist the shelter manager; provide meals for victims (at those schools with cooking facilities) using school food service people and to consider donating services of school shelter required staff (i.e. food service) for the first 24-48 hours of shelter operation; do a joint inspection of the facility before and after the disaster	Which school(s) is/are referenced?
Town of Bluffton, Town of Port Royal, Town of Hilton Head Island, City of Beaufort	Payment for consumed Meals Ready to Eat (MREs)	In times of emergencies, when no other food source is available, MRE's from the Marine Corps Recruit Depot	

Recovery Function #20: Pre-disaster Equipment and Facilities Deployment

PRIMARY AGENCY: Public Works

SUPPORT AGENCIES: Emergency Management, School Board, City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Town of Yemassee

PURPOSE: Establishes the procedures for placing the equipment and for determining which facilities will be needed in the event of a disaster.

ESF REFERENCE: None

ACTIVITIES TO COMPLETE:

- Maintain a list of equipment and facilities that may be needed following a disaster. Annually identify those items that may need to be replaced, rented, etc.. This list should be as complete as possible.
- Develop a separate Pre-disaster Equipment and Facilities Deployment Plan. The plan should include a phased facilities plan that will spell out what facilities will be used for different types of disasters (minor to catastrophic) and which facilities will serve as back-up facilities when others are flooded or damaged.

STANDARD OPERATING PROCEDURES:

- This Recovery Function should be implemented in advance of an oncoming disaster, when possible.

Recovery Function #21: Transportation Recovery Procedures

PRIMARY AGENCY: Lowcountry Regional Transportation Authority (also known as – Palmetto Breeze)

SUPPORT AGENCIES: Beaufort County School Board, First Student, Beaufort County Disabilities & Special Needs, Beaufort County Parks & Leisure Services, Beaufort County Council on Aging, Beaufort County Public Works – Fuel Management, First Vehicle Services, EMD

PURPOSE: Establishes the procedures for providing transportation services during the recovery phase of a disaster.

ESF REFERENCE: ESF 1 – Transportation

ACTIVITIES TO COMPLETE:

- Coordinate with RF#s 4, 5, and 9 to determine what roles RF# 21 can plan in assisting those Recovery Functions (mobile health units, transporting goods and potentially volunteers, etc).
- Acquire a 50 KW generator for the Lowcountry RTA in order to operate out of their facility post disaster.
- Determine what additional inventory will be needed in the event of a disaster (spare parts, tires, etc) and determine who may be available to assist in providing these needed supplies. Develop agreements where possible.
- RF 13 shall coordinate with RF 21 in consideration of long-term housing sites (including the potential and feasibility of outside of region locations). This will help RF#21 determine if it can meet transportation needs to and from these areas after a disaster.
- Explore agreements for additional buses in times of disaster, with First Group or other providers.
- County shall provide training and preparation to staff drivers.
- Identify what role, if any, public transit will play in search and rescue efforts.
- Communications could be an issue for LRTA in times of a disaster. The RTA lacks the funds to purchase the Palmetto 800 system and will likely stay with some type of cellular or walkie talkie (Nextel) system. If this is going to be an issue in communicating with County officials (the EOC) during times of disaster, this needs to be addressed ahead of time.

STANDARD OPERATING PROCEDURES:

- Following a disaster, a Transportation Coordinator will be named.
- The Transportation Coordinator is responsible for informing emergency operations personnel of any changes in transportation situations.

- The Transportation Coordinator is also responsible for organizing and resolving transportation issues with supporting agencies.
- In addition, the Transportation Coordinator is responsible for organizing public transportation to and from shelter sites.
- The Lowcountry Regional Transportation Authority has established a Hurricane Recovery Plan. To obtain a copy of this plan, contact LRTA.

Recovery Function #22: Recovery Procedures for Pets/Animals

PRIMARY AGENCY: Beaufort County Animal Shelter and Control

SUPPORT AGENCIES: SC Department of Natural Resources, SC Department of Agriculture, Clemson Extension

PURPOSE: Provides the procedures for locating, rescuing if necessary and reuniting animals and pets with their owners following a disaster.

ESF REFERENCE: ESF 17: Animal Emergency Response

STANDARD OPERATING PROCEDURES:

- All volunteer agencies or persons who want to volunteer for this service will be coordinated by Beaufort County Animal Shelter and Control.
- The Beaufort County Animal Shelter and Control has established an Emergency Operations Plan that details many of the disaster recovery procedures. Contact Beaufort County Animal Shelter and Control to obtain a copy of this plan.
- County Veterinarian serves as the County's emergency veterinarian in times of disaster. Some of his qualifications include:
 - CART: County Animal Rescue Team
 - Veterinarian liaison with SC American Veterinarian Association
 - Consultant with the USDA
- The following resources are on standby if needed:
 - Army Reserve with Vets and Techs
 - HSUS – Humane Society of the United States
 - AHA – American Human Association
 - Animal Planet
 - CODE 3 – Self contained rescue group
- Develop and maintain a dead animal policy.
- Develop and maintain an out of county animal food storage location.

Recovery Function #23: Utilities Restoration

PRIMARY AGENCY: Beaufort County Public Works

SUPPORT AGENCIES: County MIS, Beaufort Jasper Water and Sewer Authority, Embarq, Hargray, Public Services Districts, Santee Cooper, South Carolina Electric and Gas (SCE&G), Palmetto Electric, Comcast, Charter, Time-Warner

PURPOSE: Provides the procedures for restoring utilities to pre-disaster conditions as quickly as possible following a disaster.

ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

- Each of the agencies and departments involved with this Recovery Function already has some sort of a disaster recovery plan or procedures in place. Following a disaster, these plans should be implemented by the responsible parties in order to get the utilities up and running again.
- Beaufort County Public Works will serve as the coordinating agency overseeing utility restoration. Each of the support agencies should keep Beaufort County Public Works abreast of the status of utility restoration for those utilities for which they are responsible for maintaining.
- Upon activation of the Public Works Coordination Center (within the EOC), each utility will provide a representative at a daily briefing. The purpose of the briefing is to establish and carry out utilities priorities and to resolve matters affecting job completion.

Recovery Function #24: Schools

PRIMARY AGENCY: Beaufort County School District

SUPPORT AGENCIES: South Carolina Department of Education – Office of School Facilities
Director, Alex James, (803) 734-4837, ajames@ed.sc.gov.

PURPOSE:

Provides the specific activities that are to be completed following a disaster should the School District and/or the Beaufort County Recovery Task Force choose to initiate the function. It also lays out the initial actions that need to be taken in the re-opening of the schools within the county.

ESF REFERENCE: None

STANDARD OPERATING PROCEDURES:

The Beaufort County School District has adopted a specialized Disaster Recovery Plan that includes all schools in the district. The plan identifies and addresses specific disaster recovery issues and concerns pertaining to the school district. The plan focuses on school district initiation and follow through to recovery actions after any type of disaster or event affecting schools and school property. Recovery policies include:

- Re-entry led by the County
 - The County will follow the protocol for re-entry through Recovery Function #8: Re-entry Security.
 - The primary agency for this Recovery Function is Emergency Management.
 - Beaufort County Emergency Management will be responsible for re-entry into the County.
 - It is established that the BC Re-entry team will add the BCSD facilities to their list of County buildings to assess for damage prior to Re-entry. It is suggested that the BC engineering department meet with the BCSD *Facilities Construction Officer* (Chris Poe) to pre-plan and review this task.
 - BCSD will survey which schools have “Knox” boxes and will provide a list to BCEMD and provide keys.
- Debris removal led by the County’s contract
 - The County will work through Recovery Function # 7: Debris Management, which is led by Public Works, to begin their process.
 - A debris contractor and debris monitor are in place for utilization.
 - It is understood that if the BCSD requires storm debris removal that the BCSD will be required to submit that request in writing to BC. It was acknowledged that Larry Wilson is the BCSD point of contact for Jim Minor’s office (debris removal).
- Addressing structural issues that the facilities may have
 - Each school will be evaluated in terms of structural concerns that may arise following an event.
- Safety issues
 - These will partially be based on debris and facility issues in order to ensure the premises are safe allowing students to return.
- Vulnerable facilities and students
 - A risk assessment of the facilities is included in the plan.
 - Vulnerable student populations are addressed.
- Insurance issues
 - The plan addresses the type and amount of insurance coverage for the various schools within the district.

- Education and awareness for students and staff
 - The plan outlines directives to provide awareness of disaster recovery by faculty, staff, and students of the schools.
- Shelters
 - Schools are often used as shelters and the plan identifies which schools will operate in that capacity.
- Transportation
 - This portion of the plan addresses school buses and how they will be utilized.
- Security
 - Security surrounding the schools during re-entry and the return of daily operations are addressed.
- Alternate Location
 - The BCSD Emergency Management Team (EMT) will establish a location (on the western side of the state) to evacuate to in the event of a mandatory evacuation. The team will notify BCEMD of their location and contact numbers.

For more information on the BCSD Recovery Plan, or other school related recovery issues, contact Chris Barrow (BCSD Protective Services) 812-1364.

Recovery Function # 25: County Employees

PRIMARY AGENCY: Employee Services Department

SUPPORT AGENCIES: County Council, County Administrator, Emergency Management

PURPOSE: Meeting the needs of County employees in the event of a disaster. Including policies to encourage employees and families to return after a disaster and to encourage county employees to return (and stay) while families stay behind (temporarily)

ESF REFERENCE:

ACTIVITIES TO COMPLETE:

Evaluation of these potential policy options:

- County Employee Assistance Program (EAP)
Consider adding services and expanding existing services (such as family counseling, financial counseling, day care, etc.).
- Develop lists of preapproved personal physicians for families in temporary relocation areas of the region.
- Develop and promote a Recovery Volunteer Program
Develop a Recovery volunteer program, and strategies to attract employees to jobs needed for Recovery.
- Develop Employee Redeployment Policy
Consider a parallel jobs policy that will encourage employees to shift to related recovery jobs.
- Payroll Policy
Well in advance of a disaster inform employees that the County will be able to direct deposit even if banks are destroyed (because County has back-up pay system).
- Family-feeding Policy
Feed families three (3) meals a day, until grocery stores and other feeding programs are in place.
- Telephone Policy (to keep employee here, when family is not)
Provide long distance telephone access to maintain linkage to families.
Build a long distance capability into Hampton County facility or via some other delivery mechanism.
- Cash in Pockets (if banks are out of business).
If banks are out of business for three days, County will advance \$20 a day, up to a certain amount.
- Gasoline for Employee's Car (to get to and from work, when gas stations are not operating)
Consider 5 gallons a week for a family, to help encourage family to come back.

- Tetanus Shots
Consider offering tetanus shots to employees and families as part of disaster preparation program. Conduct discussion with DHEC.

- Sponsor Speakers (talk about employee issues in a disaster and how to handle them).
To inform County policy-makers of employee issues and choices the County can make to improve recovery.

To inform employee preparation for remaining in the County after a disaster (to more fully understand challenges and solutions).

STANDARD OPERATING PROCEDURES:

Annually evaluate RF policies and recommend revisions to improve effectiveness.

Recovery Function # 26: Mortuary Operations

PRIMARY AGENCY: Beaufort County Coroner's Office

SUPPORT AGENCIES: Beaufort County EMS, DHEC-Public Health Preparedness, Healthcare Mass Casualty Planning Group, DHEC, Beaufort Memorial Hospital - BMH, Hilton Head Hospital, Naval Hospital Beaufort, Coastal Carolina Hospital, Colleton Medical Center, Hampton Regional Medical Center, Beaufort Jasper Hampton Comprehensive Health Services (BJHCHS), American Red Cross, Volunteers in Medicine, and Beaufort County DSS.

PURPOSE: Establishes procedures related to meeting the needs of the County in a disaster with mass casualties.

ESF REFERENCE: ESF 8: Public Health and Medical Services

ACTIVITIES TO COMPLETE:

- Identification of out of County sites for body storage and placement.
- Act as the contact point for FEMA in mass casualty situation.
- Locate and evaluate structures for temporary storage and transportation preparation.
- Documentation, recovery and identification of human remains.
- Handle existing cemetery integrity issues (washouts, etc.)
- Identify an ad-hoc location for, and administer, Family Support Center(s) as needed.

STANDARD OPERATING PROCEDURES:

Annually evaluate RF policies and recommend revisions to improve effectiveness.



Beaufort County Disaster Recovery Plan - Annual Review Master Checklis

Pre-event Activities (On or before March of each year)

For each Recovery Function, the lead agency responsible for implementing the function has conducted a review of the procedures contained in that function and has made changes where necessary.	
A checklist has been completed for each Recovery Function to ensure that function is ready to be implemented in a disaster.	
The checklist for each Recovery Function has been verified and submitted to the Emergency Management Director (for short-term recovery functions) and to the Recovery Coordinator (for long-term recovery functions).	
The Emergency Management Director, Recovery Coordinator and Director of Public Services have verified the completeness of the checklists for the Recovery Functions.	
Membership of the Recovery Task Force has been reviewed and any changes needed have been made.	
The Recovery Task Force has met to determine potential staffing needs for each Recovery Function and have identified and resolved any potential staffing conflicts.	
Any recovery training needed for staff has been provided. This includes making staff familiar with their duties for recovery as outlined in the Recovery Plan.	
Identify and prioritize critical infrastructure and critical functions to be restored following a disaster. Let each Department Head know where they stand in terms of criticality.	



Recovery Function 1: Impact Assessment (Disaster Assessment)

Pre-event Activities (On or before March of each year)	
Primary Agency: Assessor's Office	
Review damage assessment guidelines and make changes where necessary. Incorporate any changes to State or Federal regulations.	
Conduct meeting with Damage Assessment Team members to review damage assessment guidelines.	
Take inventory of items needed for damage assessment teams (forms, color coded cards, etc.) and replace as needed.	
Coordinate with GIS Dept. to determine what maps may be needed for impact and damage assessment. Create needed maps BEFORE a disaster occurs.	
Prepare damage assessment team "go-kits" to include video and/or digital cameras, cameras and additional memory, assessment records by district, county maps and tax districts designated, temporary permits forms, building damage assessment forms/building tags/non-compliance forms, handheld GPS equipment.	
Review each element of Recovery Function 1 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	
Review team membership and identify new members as necessary.	



Recovery Function 2: Continuation of Government

Pre-event Activities (On or before March of each year)	
Primary Agency: County Administrator's Office	
Review existing "lines of succession" for County Council and all County Departments and make changes where necessary.	
Encourage municipal governments to review their lines of succession and make changes where necessary.	
Review the County's relocation procedures in the event of a Category 4 or 5 hurricane. Make changes as necessary.	
Review the listing of backup EOCs and make changes as necessary.	
Review each element of Recovery Function 2 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 3: Public Information; Community Relations

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Information Officer	
Conduct meeting of the PIO Team members to review recovery duties of Recovery Function 3 and how each team member may potentially be involved in disaster recovery.	
The PIO Team should review each element of Recovery Function 3 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	
Develop/review post disaster recovery website information. This website should be developed before a disaster occurs and be ready to "live" as soon as possible following a disaster.	



Recovery Function 4: Human Services (Short-term)

Pre-event Activities (On or before March of each year)	
Primary Agency: Emergency Welfare Services	
The EWS Team should review each element of Recovery Function 4 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	
Determine how CERT teams can be used to perform needs assessments following a disaster.	
Work with ARC to identify County, private and non-profit shelters.	
Coordinate with Recovery Function 8: Re-entry Security to be sure that everyone involved with this Recovery Function has the proper identification needed to be allowed into the impacted areas following a disaster.	
Coordinate with Recovery Function 21: Transportation to determine how LRTA can potentially help with transportation of blood, supplies, etc.	
Review criteria and pre-selected sites for Disaster Recovery Centers / Disaster Assistance Centers. Update as needed.	



Recovery Function 5: Individual Assistance (IA)

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Information Officer, Emergency Welfare Services	
Hold meeting to discuss potential Disaster Recovery Centers (include municipalities in this meeting).	
PIO Team will develop a handout that provides information on the FEMA teleregistration number and the different types of Individual Assistance programs available.	
Review and be familiar with each element of Recovery Function 5. Make changes as necessary.	

Post-event Activities	
If DRCs need to be opened, work with FEMA and the State to encourage the use of pre-identified sites when possible.	
Work with Emergency Welfare Services and other area voluntary and service organizations to help provide for unmet needs of disaster victims.	



Recovery Function 6: Volunteers and Donations

Pre-event Activities (On or before March of each year)	
Primary Agency: Beaufort County United Way, Parks and Leisure Services	
Review each element of Recovery Function 6 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	
Review warehousing options/locations. Make changes as necessary.	



Recovery Function 7: Debris Management

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Works	
Review Recovery Function 7 and make changes as necessary.	
Review the Beaufort County Debris Management Plan. Make revisions as necessary.	
Coordinate with Recovery Function 13 Housing to be sure that identified sites for temp housing and debris are not in conflict with one another.	
Review contracts with debris monitoring and debris hauling contractors.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 8: Re-entry Security

Pre-event Activities (On or before March of each year)	
Primary Agency: Emergency Management	
Review Standard Operating Procedures for re-entry security. Make changes as necessary (does anyone need to be added to the list of approved personnel, etc. Coordinate with Recovery Function 4: Human Services.)	
Review each element of Recovery Function 8 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 9: Health and Human Safety

Pre-event Activities (On or before March of each year)	
Primary Agency: EMS	
Review each element of Recovery Function 9 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 10: Repair and Restoration of Public Infrastructure, Services, Buildings

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Works	
Hold meeting to pre-identify potential Public Assistance projects in known problem areas before a disaster occurs.	
Review each element of Recovery Function 10 and make changes as necessary.	
Review and update restoration priorities for utilities, roads, public buildings, etc.	
Develop/review inventory of all public infrastructure and buildings.	



Recovery Function 11: Building Inspections and Permits

Pre-event Activities (On or before March of each year)	
Primary Agency: Building Codes	
Review each element of Recovery Function 11 and make changes as necessary.	



Recovery Function 12: Rebuilding, Construction, Repairs, Restoration

Pre-event Activities (On or before March of each year)	
Primary Agency: Building Codes	
Review each element of Recovery Function 12 and make changes as necessary.	



Recovery Function 13: Housing

Pre-event Activities (On or before March of each year)	
Primary Agency: Affordable Housing, Planning	
Conduct meeting to pre-identify potential temporary housing sites.	
Review each element of Recovery Function 13 and make changes as necessary.	



Recovery Function 14: Redevelopment (Planning and Zoning Ordinance Enforcement)

Pre-event Activities (On or before March of each year)	
Primary Agency: Building Codes, Planning	
Review each element of Recovery Function 14 and make changes as necessary.	
In coordination with Recovery Function 3: Public Information; Community Relations, develop a Website with mitigation and recovery information and assistance information: funding, insurance, contractor data base. Provide links to Federal Emergency Management Agency, Housing and Urban Development, and Economic Development Administration program staffs.	



Recovery Function 15: Economic Restoration and Development

Pre-event Activities (On or before March of each year)	
Primary Agency: Business and Industry Coordinator, Beaufort Regional Chamber of Commerce	
Review each element of Recovery Function 15 and make changes as necessary.	



Recovery Function 16: Environmental Preservation and Restoration

Pre-event Activities (On or before March of each year)	
Primary Agency: Planning (Natural Resources Planner)	
Review each element of Recovery Function 16 and make changes as necessary.	



Recovery Function 17: Mitigation

Pre-event Activities (On or before March of each year)

Primary Agency: Building Codes	
The Hazard Mitigation Planning Committee should meet annually to review the Hazard Mitigation Plan with a special emphasis on the Hazard Mitigation Project/Action Plan.	
Identify any new mitigation opportunities and create new mitigation actions to accomplish these opportunities.	
Review each element of Recovery Function 17 and make changes as necessary.	

Post-event Activities

Following a disaster, a Hazard Mitigation Coordinator will be named by the County Administrator. This person will be responsible for following up on the activities proposed in the hazard mitigation plan, grant development, tracking (handling reimbursement requests, etc), and coordinating post-disaster meetings of the Hazard Mitigation Planning Committee (HMPC).	
The Hazard Mitigation Coordinator will work with RF#3: Public Information; Community Relations to get information to the public about the HMGP and PDM programs.	
The Hazard Mitigation Planning Committee will meet shortly after the disaster occurs to identify new mitigation measures that the County and/or municipalities can pursue.	
The Hazard Mitigation Coordinator will be responsible for capturing the benefits of previous mitigation projects and making a presentation of these findings that can be made at various events.	
Make recommendations for identified mitigation opportunities to the Recovery Task Force.	



Recovery Function 18: Recovery Administration and Finance

Pre-event Activities (On or before March of each year)	
Primary Agency: Chief Finance Officer	
Review each element of Recovery Function 18 and make changes as necessary.	
Provide all departments with standardized Emergency Resource and Financial Management Policies and Procedures. Provide training on these procedures as necessary.	
Analyze emergency or reserve funds to determine how long such funds will allow the County to provide essential services following a disaster and determine how to prepare for the inevitable depletion of those funds.	
Review and updated as necessary the Emergency Purchases section of the Beaufort County Purchasing Regulations and Procedures manual.	



Recovery Function 19: Mutual Aid Protocols

Pre-event Activities (On or before March of each year)	
Primary Agency: Emergency Management	
Review each element of Recovery Function 19 and make changes as necessary.	
If MOUs or MOAs have expired, take the steps necessary to renew the MOU or MOA or find another vendor, agency etc that is willing to help provide the needed service or resource.	
If any new MOUs or MOAs are needed, make a list and develop strategy to meet the needs.	



Recovery Function 20: Pre-disaster Equipment and Facilities Deployment

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Works	
Review each element of Recovery Function 20 and make changes as necessary.	
Develop/review a plan for Pre-disaster Equipment and Facilities Deployment.	
If one does not already exist, develop a list of all equipment and facilities that may be needed following a disaster. This list should be comprehensive in order to be as thorough as possible so that all potential equipment and facilities are identified.	
Develop a separate Pre-disaster Equipment and Facilities Deployment Plan. The plan should include a phased facilities plan that will spell out what facilities will be used for different types of disasters (minor to catastrophic) and which facilities will serve as back-up facilities when others are flooded or damaged.	



Recovery Function 21: Transportation

Pre-event Activities (On or before March of each year)	
Primary Agency: Lowcountry Regional Transportation Authority	
Name a Transportation Coordinator.	
Provide training and preparation to LRTA staff drivers.	
Review each element of Recovery Function 21 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 22: Animal Recovery

Pre-event Activities (On or before March of each year)	
Primary Agency: Beaufort County Animal Shelter and Contro	
Review each element of Recovery Function 22 and make changes as necessary.	
Determine what communication equipment will be needed to implement this Recovery Function and report those needs to the Emergency Management Division.	



Recovery Function 23: Utility Restoration

Pre-event Activities (On or before March of each year)	
Primary Agency: Public Works	
Review each element of Recovery Function 23 and make changes as necessary.	
Develop and keep up to date a list that provides the Point of Contact (POC) for each of the agencies, departments, companies, etc involved with this Recovery Function. This POC list will be maintained by the Public Works Department.	
Beaufort County Public Works to conduct a meeting with each of the support agencies to ensure that disaster recovery plans and procedures are up to date and ready to be utilized should the need arise. Any coordination issues should be addressed at this meeting.	



Recovery Function 24: Schools

Pre-event Activities (On or before March of each year)	
Primary Agency: Beaufort County School District	
Review each element of Recovery Function 24 and make changes as necessary.	
Develop and keep up to date a list that provides the Point of Contact (POC) for each of the agencies, departments, companies, etc involved with this Recovery Function. This POC list will be maintained by the Beaufort County School District.	
The Beaufort County School District will conduct a meeting with each of the support agencies to ensure that disaster recovery plans and procedures are up to date and ready to be utilized should the need arise. Any coordination issues should be addressed at this meeting.	



Recovery Function 25: County Employees

Pre-event Activities (On or before March of each year)

Primary Agency: Employee Services Department	
Review each element of Recovery Function 25 and make changes as necessary.	
Determine what policies will be implemented and conduct training for Employee services staff.	
In coordination with Recovery Function 3: Public Information/Community Relations use the County Recovery web page on the County Website to post information related to Recovery Function 25.	

Post Event Activities

Carryout Recovery Function programs to address needs of County employees during recovery.	



Recovery Function 26: Mortuary Operations

Pre-event Activities (On or before March of each year)	
Primary Agency: Beaufort County Coroner's Office	
Review each element of Recovery Function 26 and make changes as necessary.	

Post Event Activities

Act as contact point for FEMA in a mass causality situation.	

**Appendix B: Phasing/milestones for recovery Tasks
(Recovery phases and timelines)**

Appendix C: Short- and Long-Term Recovery Objectives



Beaufort County Disaster Recovery Plan - Short-term Recovery Objectives

Conduct initial impact assessment	
Get roads open for re-entry	
Coordinate utilities restoration	
Oversee re-entry security operations	
Complete and file disaster declaration	
Assist with applicants briefing	
Implement EWS operations	
Support business industry in commercial reopenings	
Implement continuity of government procedures	
Assist insurance agencies/claims processing	
Coordinate business temporary service facilities	
Assist with establishing any temporary facilities/structures needed	
Establish base camps - logistics support facilities	
Short-term public information/community relations activities	
Support opening of Disaster Assistance Centers	



Beaufort County Disaster Recovery Plan - Long-term Recovery Objectives

Coordinate detailed damage assessment	
Support of Disaster Assistance Centers until no longer needed	
Coordination of any Hazard Mitigation activities (HMGP projects)	
Oversee reconstruction (Building Codes) and redevelopment (Planning and Zoning Ordinance Enforcement) activities, including "one-stop" permitting offices	
Long-term recovery public information/community relations activities	
Environmental preservation and restoration	
Support of Business Assistance Centers until no longer needed - Help coordinate long-term recovery of business community	
Coordination of temporary housing operations (if needed)	
Oversee implementation of any Public Assistance (PA) projects	
Make recommendations to County Council regarding moratoriums on buildings, land use regulations and permits, if needed	

**Appendix D: Beaufort County Disaster Recovery and
Reconstruction Ordinance**



**BEAUFORT COUNTY
DISASTER RECOVERY AND RECONSTRUCTION ORDINANCE**

Appendix D: Disaster Recovery and Reconstruction Ordinance

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WHEREAS, Beaufort County is vulnerable to various natural hazards including but not limited to earthquakes, flooding, and hurricanes, resulting in major disasters causing substantial loss of life and property;

WHEREAS, Beaufort County has developed a pre-event plan for post-disaster recovery and reconstruction. Said Beaufort County Recovery Plan is composed of policies, plans, implementation actions, and designated responsibilities related to the expeditious and orderly post-disaster recovery and rebuilding, with an emphasis on mitigation. The Plan shall serve as a guideline to the essential recovery functions of Beaufort County following any disaster.

WHEREAS, Upon an emergency declaration by the Governor, or at the discretion of Beaufort County Council through the enactment of an emergency ordinance, or in accordance with § 6.1 A below, Beaufort County will take actions necessary to ensure the public safety and well-being of its residents, visitors, business community, and property during and after such major disasters;

WHEREAS, it is essential to the well being of the citizens of Beaufort County to expedite recovery and reconstruction, mitigate hazardous conditions, and improve the community after such major disasters;

WHEREAS, disaster recovery and reconstruction can be facilitated by establishment of a recovery organization within Beaufort County to plan, coordinate, and expedite recovery and long-term reconstruction activities;

WHEREAS, preparation of a pre-event plan for disaster recovery and reconstruction can help Beaufort County organize to expedite recovery in advance of a major disaster and to identify and mitigate hazardous conditions, both before and after such a disaster;

WHEREAS, recovery can be expedited by pre-event adoption of an ordinance authorizing certain extraordinary governmental actions to be taken during the declared local emergency to expedite implementation of recovery and reconstruction measures identified in a pre-event plan;

WHEREAS, it is mutually beneficial to cooperatively plan relationships needed between Beaufort County and other local, state and federal governmental authorities;

WHEREAS, it is informative and productive to consult with representatives of business, industry and citizens' organizations regarding the most suitable and helpful approaches to disaster recovery and reconstruction;

The Beaufort County Council does hereby ordain the following Disaster Recovery and Reconstruction Ordinance:

SECTION 1: AUTHORITY

- 1.1 This Ordinance is adopted by the Beaufort County Council acting under authority of the South Carolina General Assembly, the Home Rule Act, South Carolina Code of Regulations 58-1, Local Emergency Preparedness Standards, and all applicable federal laws and regulations.
- 1.2 The provisions of this Ordinance shall become and be made part of the Code of Laws and Ordinances of Beaufort County, South Carolina. Any laws or ordinances in conflict with the Ordinance that Beaufort County is authorized to repeal are hereby, repealed.
- 1.3 Nothing herein shall supersede the powers, duties, and authorities of the Federal Emergency Management Agency (FEMA) and/or South Carolina's Emergency Management Division (SCEMD). If any section, paragraph, sentence, clause and/or phrase or word of this Ordinance is, for any reason, held or declared by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this Ordinance.

SECTION 2: PURPOSES AND OBJECTIVES

It is the intent of the Beaufort County Council under this chapter to:

- authorize creation of an organization to plan and prepare in advance of a major disaster for orderly and expeditious post-disaster recovery and to direct and coordinate recovery and reconstruction activities;
- direct the preparation of a pre-event plan for post-disaster recovery and reconstruction to be updated on a continuing basis;
- authorize in advance of a major disaster the exercise of certain planning and regulatory powers related to disaster recovery and reconstruction to be implemented upon declaration of a local emergency; and,
- identify means by which Beaufort County will take cooperative action with other governmental entities (local, state and federal) in expediting recovery; and implement means by which Beaufort County will consult with and assist citizens, businesses, and community organizations during the planning and implementation of recovery and reconstruction procedures.

The County has established the following general objectives for County Recovery Policy:

- adopt improved and more comprehensive recovery policies and procedures that will facilitate county rebuilding after a disaster;
- adopt improved and more comprehensive recovery policies and procedures that will facilitate meeting FEMA (Federal Emergency Management Agency) (and other state and federal programs) requirements for rebuilding and redevelopment funding;
- improve county policies and procedures for future hurricane seasons and all other disasters.

STATEMENT OF CONCURRENT OBLIGATIONS

This chapter is enacted to set out and clarify the authority of Beaufort County and its officers and employees with regard to emergency and disaster situations. It is intended to grant as broad a power as permitted by statutory and constitutional authority. It is further intended that the powers granted and procedures established in this Chapter shall apply concurrently to emergency, post emergency, recovery and reconstruction operations.

SECTION 3: DEFINITIONS

As used in this ordinance, the following definitions shall apply:

- 3.1 **Curfew:** A curfew is a regulation requiring the withdrawal from any person not otherwise exempt from this ordinance from appearing in certain public areas during specified hours.
- 3.2 **Damage Assessment Team:** The primary role of the damage assessment team is to assess losses to property. Assessment will be used to determine type of permit required for repair or reconstruction, dollar amount of destruction or damage, and to determine qualifications for federal or state disaster relief assistance.
- 3.3 **Detailed Damage Assessment:** Follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc.
- 3.4 **Development Moratorium:** A temporary hold, for a defined period of time, on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, redevelopment, repair, and occupancy of private property in the interests of protection of life and property.
- 3.5 **Director:** The director of the Recovery Task Force or an authorized representative.
- 3.6 **Disaster Recovery Centers (DRCs):** A multi-agency center organized by FEMA for coordinating assistance to disaster victims.
- 3.7 **Emergency:** A local emergency which has been declared by the Governor or recognized as same by the Beaufort County Council through the enactment of an emergency ordinance for a specific disaster and has not been terminated.
- 3.8 **Event:** Any natural weather-related or other condition causing damage or destruction of property. Types of events shall include, but not limited to hurricanes, northeasters, tornadoes, earthquakes, and/or other natural disasters.
- 3.9 **Exempt Individuals:** Unless otherwise specified herein, exempt individuals include those persons engaged in the provision of designated, essential services, such as fire, law enforcement, emergency medical services, and hospital services, military services, utility emergency repairs. The resolution of a curfew may, in the discretion of the governing authority, also exempt regular employees of local industries traveling to and from their jobs with appropriate identification, news media employees, building and repair contractors who are properly registered with the County and who are actively engaged in performing activities related to construction, repair, renovation, or improvement of buildings and other structures damaged during the disaster or emergency.
- 3.10 **Flood Insurance Rate Map (FIRM):** An official map of the community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.
- 3.11 **Hazard Mitigation Grant Program:** A federal program that assists states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.
- 3.12 **Historic Building or Structure:** Any building or structure listed or eligible for listing on the National Register of Historic Places, as specified by federal regulation, the state register of

historic places or points of interest, or a local register of historic places, and any buildings and structures having historic significance within a recognized historic district.

- 3.13 **Individual Assistance Program:** A federal disaster program that brings funding to disaster victims for housing and other needs in order to expedite the victims' recovery from disaster.
- 3.14 **Initial Impact Assessment:** The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.
- 3.15 **In-Kind:** The same as the prior building or structure in size, height and shape, type of construction, number of units, general location, and appearance.
- 3.16 **Interagency Hazard Mitigation Team:** A team of representatives from FEMA, other federal agencies, state emergency management agencies, and related state and federal agencies, formed to identify, evaluate, and report on post-disaster mitigation needs.
- 3.17 **Joint Field Office (JFO):** A center established by FEMA for coordinating disaster response and recovery operations, staffed by representatives of federal, state, and local agencies as identified in the National Response Framework (NRF) and determined by disaster circumstances.
- 3.18 **Major Disaster:** Any natural catastrophe (including any hurricane, tornado, high water, wind-driven water, earthquake, winter storm, drought, etc.), or, regardless of cause, any fire, flood, or explosion, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, jurisdictions, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- 3.19 **National Response Framework (NRF):** A plan to coordinate efforts of the government in providing response to natural disasters, technological emergencies, and other incidents requiring federal assistance under the Stafford Act in an expeditious manner.
- 3.20 **Project Worksheet (PW):** A claim by a local jurisdiction for financial reimbursement for repair or replacement of a public facility damaged in a major disaster, as authorized under the Stafford Act and related federal regulations, plans, and policies.
- 3.21 **Public Assistance Program:** FEMA's Public Assistance (PA) Grant Program is designed to provide assistance to States, local governments, and certain Non-Profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the subgrantees (eligible applicants).
- 3.22 **Reconstruction:** The rebuilding of permanent replacement housing, construction of large-scale public or private facilities badly damaged or destroyed in a major disaster, addition of major community improvements, and full restoration of a healthy economy.
- 3.23 **Recovery Functions:** the categories of activities and programs that the County and its citizens are likely to need following a disaster.
- 3.24 **Recovery Task Force:** An interdepartmental organization that coordinates Beaufort County staff actions in planning and implementing disaster recovery and reconstruction functions.

- 3.25 **Recovery Plan:** A pre-event plan for post-disaster recovery and reconstruction, composed of policies, plans, implementation actions, and designated responsibilities related to expeditious and orderly post-disaster recovery and rebuilding, with an emphasis on mitigation.
- 3.26 **Recovery Strategy:** A post-disaster strategic program identifying and prioritizing major actions contemplated or under way regarding such essential recovery functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions.
- 3.27 **Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).

SECTION 4: RECOVERY MANAGEMENT STRUCTURE

The primary recovery task that shall be completed in times of a disaster is assuring that all Continuity of Government procedures are in place and being carried out according to previously established plans. This includes having lines of succession in place for County Council members and all essential Beaufort County staff (especially department heads).

The second task should be implementing a management structure that defines how recovery procedures will be managed by the County. The following structure is hereby created for the purpose of coordinating Beaufort County actions in planning and implementing disaster recovery and reconstruction activities.

- 4.1 Recovery Task Force: A Recovery Task Force is hereby established that is comprised of the following officers and members:
- a. The County Administrator who shall be Chair;
 - b. The Director of Public Services who shall be Director and Vice-Chair;
 - c. The Deputy County Administrator of Community Services who shall be Deputy Director, and who shall act as Vice-Chair in the absence of the Vice-Chair;
 - d. The Beaufort County Staff Attorney who shall be Legal Adviser;
 - e. Other members, including the Building Official, County Engineer, Planning Director, Fire Chief, Emergency Management Director, County Sheriff, and the Director of Public Works, together with representatives from such other departments and offices as the Alliance for Human Services, Assessor, County Council, Economic Development, EMS, GIS, Parks and Leisure Services, Zoning, Department of Social Services/Emergency Welfare Services, municipal representatives, private sector and non-profit organizations etc. may be deemed necessary by the Chair or Director for effective operation.
- 4.2 Powers and duties: The Recovery Task Force shall have such powers as enable it to carry out the purposes, provisions, and procedures of this chapter, as identified in this chapter.
- 4.3 Operations and Meetings: The Director shall have responsibility for Recovery Task Force operations. When an emergency declaration is in force (whether declared by the Governor or through the enactment of an emergency ordinance adopted by Beaufort County Council), the County Administrator shall authorize activation of the Recovery Task Force and Disaster Recovery Plan. After a declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the Recovery Task Force shall meet daily or as frequently as determined by the Director. When an emergency declaration or determination is not in force, the Recovery Task Force shall meet monthly or more frequently, upon call of the Chair or Director.

- 4.4 Succession: In the absence of the Director, the Deputy Director shall serve as Acting Director and shall be empowered to carry out the duties and responsibilities of the Director. The Director shall name a succession of department managers to carry on the duties of the Director and Deputy Director, and to serve as Acting Director in the event of the unavailability of the Director and Deputy Director.
- 4.5 Organization: The Recovery Task Force may create such standing or ad hoc committees as determined necessary by the Director.
- 4.6 Relation to Beaufort County Emergency Management: The Recovery Task Force shall work in concert with Beaufort County Emergency Management that has interrelated functions and similar membership.
- 4.7 Short-term Recovery Objectives: The Emergency Management Director is in charge of overseeing all short-term recovery activities. Beaufort County's objectives to be accomplished during short-term recovery can be found in the Beaufort County Recovery Plan, Appendix C. This checklist is to be used to determine that short-term recovery activities have been completed properly.
- 4.8 Long-term Recovery Objectives: The Director of the Public Services Department is responsible for overseeing all long-term recovery activities. Beaufort County's objectives to be accomplished during long-term recovery can be found in the Beaufort County Recovery Plan, Appendix C. This checklist is to be used to determine that long-term recovery activities have been completed properly.
- 4.9 Ending Recovery Operations: Recovery operations shall continue until the County Administrator has notified staff to return to normal operations. Normal operations will not resume until either the Emergency Management Director (for short-term emergency activities) or the Director of the Public Services Department (for long-term recovery activities) has notified the County Administrator that recovery activities have been completed.

SECTION 5: RECOVERY PLAN

Beaufort County has developed a pre-event plan for post-disaster recovery and reconstruction, referred to as the Beaufort County Recovery Plan, which is comprised of pre-event and post-disaster policies, plans, implementation actions, and designated responsibilities related to expeditious and orderly post-disaster recovery and rebuilding, and incorporates hazard mitigation in all elements of the plan.

- 5.1 Recovery Plan Content: The Recovery Plan addresses policies, implementation actions and designated responsibilities for such subjects as impact assessment (disaster assessment), continuation of government, public information/community relations, human services (short-term), individual assistance, volunteers and donations, debris management, re-entry security, health and human safety, repair and restoration of public infrastructure and buildings, building inspections and permits, rebuilding, construction, repairs, restoration, temporary housing, redevelopment (planning and zoning ordinance enforcement), economic preservation and restoration, mitigation, recovery administration and finance, mutual aid protocols, pre-disaster equipment and facilities deployment and such other subjects as may be appropriate to expeditious and wise recovery.
- 5.2 Coordination of Recovery Plan with County and Regional Plans, FEMA, and Other Agencies: The Recovery Plan identifies relationships of planned recovery actions with those of adjacent communities and state, federal, or mutual aid agencies involved in disaster recovery and reconstruction, including but not limited to the Federal Emergency Management Agency (FEMA), the American Red Cross, the Department of Housing and Urban Development (HUD), the Small Business Administration (SBA), the Environmental Protection Administration (EPA), the

Department of Transportation (DOT), the South Carolina Emergency Management Division (SCEMD), the South Carolina Department of Health and Environmental Control (DHEC) and other entities that provide assistance in the event of a major disaster. A draft copy of the plan shall be sent to the South Carolina Emergency Management Division on an annual basis for review in sufficient time for comment prior to action on the Recovery Plan by the Beaufort County Council.

- 5.3 Recovery Plan Implementation: The Director and Recovery Task Force shall be responsible for implementation of the plan both before and after a major disaster, as applicable. Before a declaration of emergency, the Director, or his/her authorized representative, shall prepare and submit reports annually, or more frequently as necessary, to fully advise the Beaufort County Council on the progress of preparation or implementation of the Recovery Policy. After a declaration of emergency in a major disaster, the Director shall report to the Beaufort County Council as often as necessary on implementation actions taken in the post-disaster setting, identify policy and procedural issues, and receive direction and authorization to proceed with plan modifications necessitated by specific circumstances.
- 5.4 Recovery Plan Training and Exercises: The Recovery Task Force shall organize and conduct periodic training and exercises annually, or more often as necessary, in order to develop, convey, and update the contents of the Recovery Plan. Such training and exercises will be conducted in coordination with similar training and exercises related to the emergency operations plan.
- 5.5 Recovery Plan Consultation with Citizens: The Recovery Planning Committee is comprised of representatives of business, volunteer and community organizations that represent Beaufort County citizens. Other efforts to inform the public about the Recovery Plan will be coordinated by the Public Information Officer.
- 5.6 Recovery Plan Amendments: During implementation of the Recovery Plan, the Director and the Recovery Task Force shall address key issues, strategies and information bearing on the orderly maintenance and periodic revision of the plan. In preparing modifications to the plan, the Recovery Task Force shall consult with County departments, business, and community organizations and other government entities to obtain information pertinent to possible Recovery Plan amendments.
- 5.7 Recovery Plan Coordination with Related Plans: The Recovery Plan has been prepared and shall be updated to be in coordination with related elements of the comprehensive general plan and Emergency Operations Plan, or such other plans as may be pertinent. Such related plan elements shall be periodically amended to be consistent with key provisions of the Recovery Plan, and vice versa.
- 5.8.1 Recovery Plan Validation: The Recovery Plan shall be validated annually and/or following a disaster event. In order to facilitate an organized and comprehensive review of the plan, review checklists have been created for each of the Recovery Functions. The checklists include action items that should be reviewed and completed each year by the Agency/Department responsible for implementing the Recovery Function, in conjunction with the support agencies assigned to that Recovery Function. Once the review checklists have been completed, they should be turned in to the Deputy County Administrator for Public Service and Land Management. The Deputy County Administrator for Public Services and Land Development will then make a report to County Council regarding the status of recovery operations for the year. (Appendix A)

Any changes to be made to the Recovery Plan, identified either by the annual review, or in an After Action Report, will be made at the discretion of the Recovery Task Force and shall not require County Council review and/or action.

SECTION 6: GENERAL PROVISIONS

The following general provisions shall be applicable to implementation of this chapter:

- 6.1 Powers and Procedures: Following the disaster declaration and/or determination that a local emergency exists, and while such declaration or determination is in force, the Director of the Recovery Task Force (the Beaufort County Director of the Public Services Department) and the Deputy Director of the Recovery Task Force (the Beaufort County Deputy Administrator of Community Services, in the absence of the Director) shall have authority to exercise powers and procedures authorized by this chapter, subject to extension, modification, or replacement of all or portions of these provisions by separate ordinances adopted by the Beaufort County Council. The Emergency Management Director shall have oversight and control of issuing any curfews (Section 7), coordinating re-entry procedures (Section 8), and all other short-term emergency matters.
- 6.1(a) In the absence of any declaration of emergency by the Governor of the State of South Carolina, nothing shall prohibit Beaufort County Council, in its discretion, from exercising any powers necessary to protect the health, safety and welfare of its citizens. If such an emergency exists within Beaufort County, and immediate action is needed, Council shall convene to declare an emergency and shall implement the provisions of this Chapter in part or in full force. If the situation is such that Council cannot convene, the declaration of local emergency shall be made by the Beaufort County Administrator or his designee. Such a declaration shall be subject to ratification, alteration, modification or repeal, by Council, as soon as Council can convene. Subsequent actions of Council shall not affect the validity of prior actions taken by the County Administrator, or his designee.
- 6.2 Post-Disaster Recovery Operations: The Director of the Recovery Task Force (Director of the Public Services Department) shall have duties in directing and controlling post-disaster recovery and reconstruction operations, including but not limited to the following:
 - a. Activate, mobilize, and deploy local law enforcement to respond to any situations necessary to promote recovery and redevelopment within Beaufort County
 - b. Activate and deploy damage assessment teams to identify damaged structures and to determine further actions that should be taken regarding such structures;
 - c. Activate and deploy hazards evaluation teams to locate and determine the severity of natural or technological hazards that may influence the location, timing, and procedures for repair and rebuilding processes;
 - d. Maintain liaison with the Beaufort County Emergency Operations Center and other public and private entities, such as FEMA, the American Red Cross, and the South Carolina Emergency Management Division in providing necessary information on damaged and destroyed buildings or infrastructure, natural and technological hazards, street and utility restoration priorities, temporary housing needs and similar recovery concerns;
 - e. Establish "one-stop" field offices located in or near impacted areas where appropriate, staffed by trained personnel from appropriate departments, to provide information about repair and rebuilding procedures, issue repair and reconstruction permits, and provide information and support services on such matters as business resumption, industrial recovery, and temporary and permanent housing;
 - f. Activate streamlined procedures to expedite repair and rebuilding of properties damaged or destroyed in the disaster;

- g. Make recommendations regarding moratoriums on buildings, land use regulations and permits, subject to Beaufort County Council ratification, as provided under Section 9.3;
- h. Recommend to the Beaufort County Council and other appropriate entities necessary actions for reconstruction of damaged infrastructure;
- i. Prepare plans and proposals for action by the Beaufort County Council for redevelopment projects, redesign of previously established projects or other appropriate special measures addressing reconstruction of heavily damaged areas;
- j. Formulate proposals for action by the Beaufort County Council to amend the comprehensive general plan, Emergency Operations Plan, and other relevant plans, programs, and regulations in response to new needs generated by the disaster;
- k. Such other recovery and reconstruction activities identified in the Recovery Plan or by this chapter, or as deemed by the Director as necessary to promote recovery, public health, safety, and well being of the citizens of Beaufort County.

All County employees should be aware that in times of disasters, normal county operations are suspended and personnel may be reassigned during portions of Task Force operations.

6.3 Coordination with FEMA and Other Agencies: The Director and the Recovery Task Force shall coordinate recovery and reconstruction actions with those of state, federal, or mutual aid agencies involved in disaster response and recovery, including but not limited to the Federal Emergency Management Agency (FEMA), the American Red Cross, the Department of Housing and Urban Development (HUD), the Small Business Administration (SBA), the South Carolina Emergency Management Division and other entities that provide assistance in the event of a major disaster. Intergovernmental coordination tasks including but not limited to the following:

- a. Assign trained personnel to provide information and logistical support to the FEMA Joint Field Office, if needed;
- b. Supply personnel to provide information support for FEMA Disaster Recovery Centers (DRCs), if needed;
- c. Participate in damage assessment surveys conducted in cooperation with FEMA and other entities;
- d. Participate in the development of hazard mitigation strategies with the Interagency Hazard Mitigation Team (when activated) with FEMA and other entities;
- e. Cooperate in the joint establishment with other agencies of one-stop service centers for issuance of repair and reconstruction options and permits, business resumption support, counseling regarding temporary and permanent housing, and other information regarding support services available from various governmental and private entities;
- f. Coordinate within County government the preparation and submission of supporting documentation for Project Worksheets (PWs) to FEMA;
- g. Determine whether damaged structures and units are within floodplains identified on Flood Insurance Rate Maps (FIRMs) and whether substantial damage has occurred;
- h. Implement such other coordination tasks as may be required under the specific circumstances of the disaster.

- 6.4 Additional Staffing Needs: In times of disaster, it may be necessary to hire additional staff members to perform various recovery-related duties (for example, additional administrative support for various departments). All additional hiring will be coordinated through the Human Resources department at the direction of the County Administrator. Whenever possible, funding for filling such positions will be provided by sources other than Beaufort County funding from state and federal programs (grant funds, federal programs). If no additional funding sources are available, emergency funds may need to be spent to fill additional staffing needs. Authorization of the expenditure of emergency funds may only be approved by the County Administrator.
- 6.5 Consultation with Citizens: Activities undertaken by the Recovery Task Force that require notification of, or are of interest to the Beaufort County citizenry will be presented to the public through the Public Information Officer.

SECTION 7: IMPOSITION OF CURFEWS DURING TIMES OF EMERGENCY AND RECOVERY

- 7.1 Purpose: Beaufort County Council may impose a curfew during periods of emergency or disaster to protect the health, safety, and welfare of the citizens and property of Beaufort County during an emergency, disaster, or imminent threat thereof. The curfew will be used to protect citizens and property from the potential presence of looters, vandals, thieves and others who would take advantage of the confusion and devastation associated with such an event.
- 7.2 Institution of Curfew: Upon the declaration of a state of emergency by the Governor, or upon the determination by Beaufort County Council, or its Emergency Manager or successor, of the existence of an emergency or disaster, County Council, may adopt a resolution instituting a curfew when it is determined necessary to protect and safeguard the people and property of Beaufort County. All of the territory of the unincorporated County shall be subject to the terms of the curfew, unless otherwise specified in the resolution. The resolution instituting the curfew shall include the dates and hours that the curfew shall be in effect.
- 7.3 Enforcement: The provisions under this section shall be enforced by the Beaufort County Sheriff's Department.
- 7.4 Prohibition: It shall be prohibited for any person, other than exempt individuals, to appear in public in the territory subject to the curfew, including but not limited to, streets, highways, alleys, sidewalks, vacant lots, parks, public buildings or any other public places in all or a delineated part of unincorporated Beaufort County during the stated hours of the curfew. Violators, if convicted, will be subject to any and all penalties allowed for in this Chapter.

SECTION 8: RE-ENTRY IN TO AREAS AFFECTED BY DISASTERS

- 8.1 Purpose: It may be necessary, following an evacuation, natural or manmade disaster, or otherwise, to restrict entry in to portions or all of Beaufort County by the Beaufort County Sheriff's Department. Restricted access shall occur only when absolutely necessary to protect the lives and property of its citizens. In the absence of State and/or Federal oversight, Beaufort County recognizes the need to locally restrict access to areas by the general public during times of disaster and post recovery and reconstruction.
- 8.2 Re-entry Procedures: It is anticipated that re-entry will occur in a tiered manner based on key roles in restoring normal operations after a disaster. It is understood that events may occur within specific areas of the County that will dictate, based on local needs and factors, what personnel will need access into the affected areas. Safety, with regard to public health, travel accessibility and rescue operations will be paramount and of crucial importance in determining access.

Immediate and unrestricted access will be granted to Search and Rescue Agents, including agents from County and Municipal Fire-Rescue Departments, State, Local, and Federal Law

Enforcement, Fire/EMS, National Guard (Military) and Emergency Response Agencies in support of the affected area.

- 8.3 Re-entry Passes: Beaufort County Emergency Management is responsible for the assignment of re-entry passes. Federal, State and Local Government agencies and law enforcement officials agree to recognize specific identification from critical infrastructure owners and operators, their contractor(s), subcontractors and others as they seek access in to a restricted disaster area. Relying parties (e.g. law enforcement) will require constant communications with local Emergency Operations Centers so that proper admittance is granted. Once identity and attributes are authenticated, access is granted at the discretion of the relying parties. Falsification or the forgery of any re-entry or access passes issued in due course by the Emergency Management Department or like State or Federal Agency shall be considered a violation of this Chapter and shall be punishable in accordance with the applicable provisions of this Ordinance.
- 8.4 Re-entry for Citizens and Public: Upon the determination that an affected area is deemed to be safe, the Emergency Management Department, at its discretion, may allow for re-entry for citizens of Beaufort County, or the general public at large.

SECTION 9: DISASTER AND RECOVERY EMERGENCY PERMITTING AND ZONING POLICY AND PROCEDURES

- 9.1 Goals and Purposes: The goal of the Division of Building and the Division of Code Enforcement in a disaster is to allow re-building, repair and reconstruction of damaged structures in an orderly, safe and timely manner. Although speed of reconstruction is critical, the overall quality of the reconstruction process as it relates to federal, state and local building codes is a paramount issue. The purpose of these administrative procedures is to establish an emergency permitting system to be used following a declared disaster to expedite repair, restoration, or rebuilding of safe habitable structures.
- 9.2 Scope: The scope of this section includes:
- a. An overview of the emergency permitting process comprised of damage assessment, determination, notification, permitting and inspection.
 - b. Description of damage categories and corresponding types of emergency permits, based upon the degree of damage.
 - c. Procedures to determine compliance with the County's Development Standard Ordinance.
 - d. Procedures describing emergency permitting and inspection requirements.
 - e. The purpose and authority of the Construction Board of Adjustments and Appeals.
 - f. Fee structure and requirements.
- 9.3 Post-disaster Procedures: The Division of Building and the Division of Code Enforcement will implement the following series of procedures to expedite the building permit review and permit issuance process immediately following declaration of an emergency. The Division of Building and the Division of Codes are managed by the Beaufort County Building Official. In a recovery operation the County Building Official is hereby authorized to make minor adjustments to these policies and procedures to meet the objectives of county recovery actions as unforeseen situations arise.

The provisions of § 9 shall be in effect for a period of six months from the date of a local emergency declaration following a major disaster or until termination of a state of local emergency, whichever occurs later, or until these provisions are extended, modified, replaced by new provisions, or terminated, in whole or in part, by action of the Beaufort County Council through separate ordinances.

9.4 Operational Procedures:

- a. The Division of Building and the Division of Codes will re-open immediately upon proper notice at the current office location, or at an alternate location if the current location is damaged.
- b. Upon re-entry all inspectors and code enforcement staff must contact the County Building official, or the Deputy County Administrator, to receive work assignments and return to work schedules.
- c. Inspectors will be assigned to areas of the County to monitor construction activity.
- d. Inspectors will issue Temporary Permits for repair to prevent further damage in accordance with these policies: the International Codes, FEMA Substantial Damage Estimation software.
- e. Inspectors will notify owners of need to comply with construction permit requirements and to advise all concerned parties on reconstruction issues in a post disaster situation.
- f. Damage assessment teams shall be activated. Team will be comprised of one building inspector, one tax appraiser and other professionals, as deemed necessary to assist with structural analysis of severely damaged buildings.
- g. If emergency staffing requirements are beyond current staff capability, staffing will be added through mutual aid agreements with surrounding and/or units of government and volunteer groups with proper qualifications.

9.5 Damage Assessment Procedures:

- a. The initial impact assessment (windshield assessment, disaster assessment) is used to determine the extent of the disaster and to determine whether or not outside assistance will be needed. This assessment is coordinated by the Emergency Management Department and is generally performed within 24 or 48 hours after passage of an event, depending on severity and scope.
- b. The detailed damage assessment follows the initial impact assessment and includes conducting on-site visits by the damage assessment teams for each affected property. This process may take weeks to complete and will culminate in a summary damage estimate in dollars of the total loss to all property in Beaufort County, including: real, personal, agricultural, utility, infrastructure, business, etc. The County Building Official and the Assessor will determine when damage assessment teams will be assembled for conducting detailed damage assessments and make assignments to areas of the county.
- c. Assessment teams are to establish dollar amount assessments of damage to all structures within their area of responsibility.
- d. Each team will have values of structures from the most recent tax records.

- e. Assessment team decisions will be symbolized by the use color-coded assessment cards at each structure.
 - f. Cards will address information as to what percent of the structure has sustained damage, and what process the owner will be required to follow to correct the damage to property. Colored card system detail is found below.
- 9.6 Detailed Damage Assessment Procedures: The County Building Official or an authorized representative shall direct damage assessment teams having authority to conduct field surveys of damaged structures and post color coded placards designating the condition of such structures as follows:
- a. Green Card – No Restrictions

A green card denotes minor damage to property. Card information will include permission to make these minor repairs without having to obtain a zoning or building permit. Structures with minor damage can be made habitable in a short period of time with minimal repairs. Damage may include doors, windows, floors, furnaces, air conditioners, water heaters and other repairable damages. The baseline indicator of this category of assessment is 11% or less of the replacement cost of the structure at the time of damage.
 - b. Yellow Card – Limited Entry

A yellow card denotes major damage to the property. Card information will include instructions on how to apply for a zoning and building permit. Owner will not be allowed to occupy the structure, occupancy will be allowed only when structure is classified with a green card – with no restrictions. Structures with moderate damage can be made habitable with extensive repairs. This category may include damage to the following portions of a structure: foundation, roof structure, wall sections and any other major components of the property. The baseline indicator of this category of assessment is more than 11% but less than 75% of the replacement cost of the structure at the time of damage.
 - c. Red Card – Unsafe

A red card denotes that the property has been destroyed. Card information will include that the structure is unsafe and may not be occupied. Buildings posted with this placard shall not be entered under any circumstances except as authorized in writing by the department that posted the building or by authorized members of damage assessment teams. The individual posting this placard shall note in general terms the type of damage encountered. This placard is not to be considered a demolition order. Structures with major damage are considered destroyed and a total loss – meaning that damage is determined to be of such an extent that repair is not feasible. The baseline indicator for this category of assessment is 75% or greater than the replacement cost of the structure at the time of damage.

Beaufort County Field inspectors will complete the appropriate card and post in a conspicuous location. Inspector must keep a log of all structures posted in this category. Log will include date, time, location and a damage description/justification of designation.
 - d. This chapter and section number, the name of the department, its address, and phone number shall be permanently affixed to each placard.
 - e. Once a placard has been attached to a building, it shall not be removed, altered or covered until done so by an authorized representative of Beaufort County or upon written notification from Beaufort County. Failure to comply with this prohibition will be considered a misdemeanor punishable by a \$300 fine.

9.7 Development Review Team Procedures:

- a. After an initial damage assessment is completed, the County Development Review Team (DRT) shall convene to determine what areas of the County are impacted and discuss permitting procedures under current emergency conditions.
- b. The DRT will discuss conditions, including the following matters in determining how to proceed: plan review requirements, temporary housing needs, ordinance enforcement, abatement of unsafe or un-repairable structures, emergency repairs and flood damage control regulation enforcement.
- c. The DRT shall make determinations as to what areas within the County are in need of redevelopment, or in the alternative, which areas are eligible for reconstruction. When a determination has been made that an area has been damaged to such an extent that redevelopment is appropriate, the Director of Planning, shall coordinate the process of organizing meetings with the municipalities to determine how the affected areas are to be redeveloped. Redevelopment plans should be based on the most recent comprehensive plan.

9.8 Permitting Procedures:

- a. The permitting process will be determined by the extent of damage that a property has sustained. Each property will be treated individually consistent with county ordinances and the International Building Codes requirements. Property sustaining minor damage may not require a permit based on the type of damage.

Major damage will, in most cases, require a permit. The amount of information needed to satisfy the permitting process will be determined by the type and amount of damage that the structure has received. In most situations where a property has sustained major damage, the owner or contractor conducting the repair will be required to submit a full plan of reconstruction.

- b. During damage assessment, the inspector will leave a colored coded placard at the site in a conspicuous location. The placard will provide instructions to the owner if a zoning or building permit is required. The color codes are discussed above in Section 7.6.

9.9 Emergency Non-Conforming Permitting Procedures: In an emergency it may be necessary to allow existing non-conforming uses to rebuild. Building owners will only be allowed to rebuild non-conforming uses under these conditions:

- a. Owner has official copy of building plans that include overall size and dimensions of structure.
- b. Owner has recent photographs of the structure that supply construction and appearance detail of the structure.
- c. In addition to meeting the conditions as stated above, building owners are also required to comply with the requirements set forth within section 9.27 with regard to the rebuilding of nonconforming structures.

9.10 Joint County – Municipal Permitting: In a large scale disaster, joint permitting by all governmental permitting bodies would greatly improve effectiveness and speed of post-disaster reconstruction. County staff will pursue implementation of a joint system with all permitting bodies.

9.11 Administrative and Clerical Staff Duties and Roles in a Disaster:

- a. Normal daily business routine procedures will be employed unless adjusted by the County Building Official.
- b. Telephone duty assigned to two staff members for all incoming calls.
- c. Screening of walk-ins by one staff person. The assigned and designated FEMA Coordinator- will notify the County Building Code and Code Enforcement Divisions of substantially damaged buildings requiring building services approval prior to permit release.
- d. All records will be retained.
- e. Combined staffs from these County divisions and departments: buildings, planning and zoning departments (and others if required) will perform needed clerical and related processing as needed.

9.12 Ready Information/Materials/Equipment: (for Damage Assessment Teams):

- a. Video cameras and/or digital cameras.
- b. Cameras and additional memory.
- c. Assessment records by district.
- d. County maps with tax districts designated
- e. Temporary permit forms.
- f. Building damage assessment forms/building tags/non-compliance forms.
- g. Handheld GPS equipment.

9.13 Issuing Emergency Zoning and Building Permits: When an emergency is officially declared, the following procedures will be implemented when issuing permits:

Damage >0-11% damage (No Restriction on Use or Occupancy), no plans are required, no permit is required, and no inspection activity other than damage assessment is required.

Damage >11%-49% (Use and Occupancy Restriction), a plan may be required for repairs or a detailed list of work to be done may be required. Development plan review is not required if there is no change in footprint of the building. Emergency building permit(s) is required. An affidavit stating that the owner or his/her authorized agent shall comply with all County codes will be required. Building Inspections are required prior to work beginning and during construction.

Damage >50%-74% (Use and Occupancy Restriction), Flood regulation standards shall be implemented. This standard is based upon Beaufort County Flood Map standards adopted by the County to qualify for FEMA disaster planning and reconstruction funding. Flood mapping in place at the time of the disaster will be the standard for decisions. County Building Official, or other designated representative, may review decisions, where information is incomplete, and/or in conflict with reality, or in error. General requirements: Plans may be required for repairs. If pre-existing structure is in compliance with zoning, and structure is not located in a flood zone or it is elevated to the proper base flood elevation, there is no change in the use or occupancy and there will be no expansion, plans will not be required. The building must be brought into full compliance

with all applicable codes: zoning, building and flood regulations. Development plan review is not required. Building plan review is not required. An Emergency building permit is required. An affidavit stating the owner or his/her agent will comply with all County codes is required. Building inspections are required prior to and during construction.

Damage > 75% (Unsafe), if structure is not demolished, plans are required. A structural engineer report is required. Zoning and Development permits are required. A building permit is required.

9.14 County Permit Fees: The County will continue to collect permit fees. If conditions warrant revision of this policy, recommendations will be presented to County Council.

9.15 Contractor Licensing:

- a. The County will heighten monitoring and oversight of licensing requirements during emergencies.
- b. Contractors and sub-contractors are likely to respond to construction needs from all parts of the United States.
- c. State contractor licensing requirements will be the same as during normal operations (e.g. only contractors with appropriate credentials will be issued licenses to work in Beaufort County).
- d. No preliminary licensing will be allowed.
- e. High likelihood that Beaufort County, and state contractor licensing authorities, will establish offices in Beaufort County to administer contractor exams, and to manage the paper work related to the procedure.

9.16 Zoning Operations:

- a. Zoning permits will be required as described above.
- b. A site plan or plat will not be required unless the house was moved from its foundation or it is being expanded.
- c. Field inspectors will judge extent of damage both residential/commercial structures based upon this scale of values:
Minor \leq 11%; Major >11%, but < 74%; Destroyed \geq 75%

9.17 Flood Regulations:

- a. Beaufort County's flood regulations requires that all pre-firm buildings (FEMA definition – a building for which construction or substantial improvement occurred on or before December 31, 1974, or before the effective date of an initial Flood Insurance Rate Map (FIRM)) located in the 100 year floodplain be elevated to the required Base Flood Elevation if the building sustains >50% damage of its market value.
- b. Replacement value is determined before improvements are made to the structure.
- c. In cases where there are questions regarding extent of damage or flood zone designation, the inspector shall complete FEMA substantial damage form to make the determination.

9.18 Electrical and Gas Connections:

- a. Electrical and Gas Safety Inspection Procedures: all buildings with a damaged electric and/or gas meter, damaged electrical service weather head, and/or with water submersion inside of the structure up to the elevation of electrical receptacles, will require an electrical safety inspection prior to electrical service being restored.
- b. Gas lines in buildings that have experienced a fire must be inspected prior to gas service being restored.
- c. Stop work orders (red tags) are to be conspicuously placed near utility meters that are not to be reconnected without prior inspection and release.
- d. Records of structures deemed unsafe for utility reconnection are to be maintained and released to the applicable electrical or gas utility as quickly as possible after the determination is made.

9.19 Mutual Aid Building Inspectors: Mutual Aid Building Inspectors will assist with performing substantial damage determination inspections, complete applicable forms, input data into FEMA substantial damage determination software, and perform other related duties as assigned.

9.20 Beaufort County Board of Adjustment and Appeals:

- a. The Beaufort County Board of Appeals will handle disputes directly associated with disaster-related reconstruction and construction.
- b. The Board will act on all matters resulting from matters in dispute. Likely areas of deliberation are: decisions related to degree of damage, new codes, flood plain issues, and other matters that may develop.
- c. Additional responsibilities may be assigned to the Board to meet needs as they develop.
- d. Decisions will be made by majority vote, minutes and all other meetings requirements will be met as the Board functions during disaster, including: Open meetings requirements, accessibility requirements and Freedom of Information requirements.

9.21 Applications and Forms (to be used by County staff): Habitable Repair Approval, Unsafe Do Not Enter, Limited Entry – Permit Required for Repairs, Damage Checklist.

9.22 Development Moratorium: The Director shall have the authority to make recommendations to County Council regarding moratoriums on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, and occupancy of private property authorized under other chapters and sections of the Code of Ordinances. The recommendations will be based on the opinion of the Director, that such action is reasonably justifiable for protection of life and property. County Council shall be authorized to issue moratoriums in accordance with the provisions of this Chapter. County Council shall be authorized to issue a moratorium with regards to the requirements under this section.

- a. Posting. Notice of the moratorium shall be posted in a public place and shall clearly identify the boundaries of the area in which a moratorium is in effect as well as the exact nature of the development permits or entitlements that are temporarily held in abeyance.
- b. Duration. The moratorium shall be in effect from the earliest possible time following a disaster, and shall remain in effect until such time that the Beaufort County Council can take action to extend, modify, or terminate such moratorium by separate ordinance.

9.23 One-Stop Center for Permit Expediting: The County Building Official shall oversee establishment of a one-stop center, staffed by representatives of pertinent departments, for the purpose of establishing and implementing streamlined permit processing to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The Director shall establish such center and procedures in coordination with other governmental entities that may provide services and support, such as FEMA, SBA, HUD, or the South Carolina Emergency Management Division.

9.24 Temporary Use Permits: The Director shall have the authority to issue permits in any residential, commercial, industrial, or other zone for the temporary use of property that will aid in the immediate restoration of an area adversely impacted by a major disaster, subject to the following provisions:

- a. Critical response facilities: Any police, fire, emergency medical, or emergency communications facility that will aid in the immediate restoration of the area may be permitted in any zone for the duration of the declared emergency;
- b. Other temporary uses: Temporary use permits may be issued in any zone, with conditions, as necessary, provided written findings are made establishing a factual basis that the proposed temporary use:
 1. will not be detrimental to the immediate neighborhood;
 2. will not adversely affect the comprehensive plan; and
 3. will contribute in a positive fashion to the reconstruction and recovery of areas adversely impacted by the disaster.

Temporary use permits may be issued for a period of one year following the declaration of local emergency and may be extended for an additional year, to a maximum of two years from the declaration of emergency, provided such findings are determined to be still applicable by the end of the first year. If, during the first or the second year, substantial evidence contradicting one or more of the required findings comes to the attention of the Director, the temporary use permit shall be revoked.

9.25 Temporary Repair Permits: Following a disaster, temporary emergency repairs to secure structures and property damaged in the disaster against further damage or to protect adjoining structures or property may be made without fee or permit where such repairs are not already exempt under other chapters of the Code of Ordinances. The Building Official must be notified of such repairs within 10 working days, and regular permits with fees may then be required.

9.26 Deferral of Fees for Reconstruction Permits: Except for temporary repairs issued under provisions of this chapter, all other repairs, restoration, and reconstruction of buildings damaged or destroyed in the disaster shall be approved through permit under the provisions of other chapters of this code. Fees for such repair and reconstruction permits may be deferred until issuance of certificates of occupancy.

9.27 Nonconforming Buildings and Uses: Buildings damaged or destroyed in the disaster that are legally nonconforming as to use, yards, height, number of stories, lot area, floor area, residential density, parking, or other provisions of the Zoning and Development Standards may be repaired and reconstructed in-kind, provided that:

- a. the building is damaged in such a manner that the structural strength or stability of the building is appreciably lessened by the disaster and is less than the minimum requirements of the International Building Code for a new building;

- b. the cost of repair is less than 50 percent of the replacement cost of the building;
- c. all structural, plumbing, electrical and related requirements of the International Building Code are met at current standards;
- d. any local, state or federal natural hazard mitigation requirements are met;
- e. reestablishment of the use or building is in conformance with the National Flood Insurance Program requirements and procedures;
- f. the building is reconstructed to the same configuration, floor area, height, and occupancy as the original building or structure, except where this conflicts with National Flood Insurance Program (NFIP) provisions;
- g. no portion of the building or structure encroaches into an area planned for widening or extension of existing or future streets as determined by the comprehensive general plan or applicable specific plan; and
- h. repair or reconstruction shall commence within two years of the date of the declaration of local emergency in a major disaster and shall be completed within two years of the date on which permits are issued.
- i. in addition to the provisions contained herein, building owners are also required to comply with the provisions of section 9.9 with regard to the rebuilding of nonconforming structures.

Nothing herein shall be interpreted as authorizing the continuation of a nonconforming use beyond the time limits set forth under other sections of the Zoning and Development Standards that were applicable to the site prior to the disaster.

SECTION 10: DEMOLITION OF DAMAGED BUILDINGS

The Director shall have authority to order the condemnation and demolition of buildings and structures damaged in the disaster under the standard provisions of the Code of Ordinances, except as otherwise indicated below:

- 10.1 Condemnation and Demolition: In dealing with historic buildings, the Building Official shall notify the State Historic Preservation Officer within sixty (60) days after the disaster, that one of the following actions will be taken with respect to any historic building or structure determined by the Building Official to represent an imminent hazard to public health and safety or to pose an imminent threat to the public right of way:
- a. Where possible, within reasonable limits as determined by the Building Official, the building or structure shall be braced or shored in such a manner as to mitigate the hazard to public health and safety or the hazard to the public right of way;
 - b. Whenever bracing or shoring is determined not to be reasonable, the Building Official shall cause the building or structure to be condemned and immediately demolished. Such condemnation and demolition shall be performed in the interest of public health and safety without a condemnation hearing as otherwise required by the Building Code. Prior to commencing demolition, the Building Official shall photographically record the entire building or structure.
- 10.2 Notice of Condemnation: If, after the specified time frame noted in Subsection 8.1 of this chapter and less than 30 days after the disaster, a historic building or structure is determined by the Building Official to represent a hazard to the health and safety of the public or to pose a threat to

the public right-of-way, the Building Official shall duly notify the building owner of the intent to proceed with a condemnation hearing within thirty (30) business days of the notice in accordance with the Building Code; the Building Official shall also notify FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, of the intent to hold a condemnation hearing.

- 10.3 Request to FEMA for Approval to Demolish: Within thirty (30) days after the disaster, for any historic building or structure which the Building Official and the owner have agreed to demolish, the Building Official shall submit to FEMA, in accordance with the National Historic Preservation Act of 1966, as amended, a request for approval to demolish. Such request shall include all substantiating data.
- 10.4 Historic Building Demolition Review: If, after thirty (30) days from the event, the Building Official and the owner of a historic building or structure agree that the building or structure should be demolished, such action will be subject to the review process established by the National Historic Preservation Act of 1966, as amended.

SECTION 11: TEMPORARY HOUSING

- 11.1 Purpose: It is understood that FEMA will be responsible for all temporary housing activities following a disaster; however, it is in Beaufort County's best interest to have a plan in place for guiding where temporary housing is located, the types of temporary housing brought in and how long the housing is allowed to stay on site.
- 11.2 Pre-disaster Site Planning: Each year, as part of the Recovery Plan update process, the Deputy County Administrator for Community Services will be responsible for overseeing a planning process to determine the best sites for the placement of potential temporary housing units. The County will focus on using County-owned property and perhaps existing mobile home parks for locating temporary housing developments. This site identification will take place on an annual basis. This process will be coordinated with the Affordable Housing, Planning, Zoning, Building Codes, GIS and other departments as deemed necessary. The results of this annual planning process will be compiled in a selection report and presented to County Council by the County Administrator
- 11.3 Post-disaster Policies and Procedures: Upon declaration of an emergency, the County Administrator shall assign staff to work with FEMA, HUD, the South Carolina Emergency Management Division, and other appropriate governmental and private entities to identify special programs by which provisions can be made for temporary or permanent replacement housing that will help avoid undue displacement of people and businesses. Such programs may include deployment of manufactured housing and manufactured housing developments under the temporary use permit procedures provided in Section 7 of this chapter and available Section 8 and Community Development Block Grant funds to offset repair and replacement housing costs, and other initiatives appropriate to the conditions found after a major disaster.
- 11.4 Other: The County is also considering adopting an ordinance that will allow homeowners to place one (1) temporary housing unit on their property (that may be occupied by the property owner and his/her family only) in the event that the property owner's house has been damaged or destroyed. This will allow the property owner to live on-site until such time that the damaged house can be repaired.

SECTION 12: HAZARD MITIGATION PROGRAM

The County has established a comprehensive hazard mitigation program that includes both long-term and short-term components.

- 12.1 Hazard Mitigation Plan: Beaufort County has adopted by resolution a Hazard Mitigation Plan for the purpose of enhancing long-term safety against future disasters. The Hazard Mitigation Plan identifies and maps the presence, location, extent, and severity of natural hazards, such as:
- a. flooding;
 - b. dam failure;
 - c. drought;
 - d. wind: thunderstorms and tornadoes;
 - e. earthquakes;
 - f. fire;
 - h. tsunamis;
 - i. hazardous materials;

The Hazard Mitigation Plan determines and assesses Beaufort County's vulnerability to such known hazards and proposes measures to be taken both before and after a major disaster to mitigate such hazards. It contains linkages between its own provisions and those of other comprehensive plan elements including, but not limited to, land use, transportation, housing, economic development, and historic preservation, and any other pertinent element so that development and infrastructure decisions will incorporate considerations of natural hazards.

- 12.2 Short-Term Action Program: A short-term hazard mitigation program is included in the Recovery Plan. It is comprised of hazard mitigation program elements of highest priority for action, including preparation and adoption of separate ordinances dealing with specific hazard mitigation and abatement measures, as necessary. Such ordinances may require special site planning, land-use, and development restrictions or structural measures in areas affected by flooding, urban/wildland fire, wind, seismic, or other natural hazards, or remediation of known technological hazards, such as toxic contamination.
- 12.3 Post-Disaster Actions: Following a major disaster, the Director shall participate in developing a mitigation strategy as part of the Interagency Hazard Mitigation Team with FEMA and other entities, as called for in Section 409 of the Stafford Act and related federal regulations. As appropriate, the Director may recommend to the Beaufort County Council that Beaufort County participate in the state's Hazard Mitigation Grant Program, authorized in Section 404 of the Stafford Act, in order to partially offset costs of recommended hazard mitigation measures.
- 12.4 New Information: As new information is obtained regarding the presence, location, extent, and severity of natural or technological hazards, or regarding new mitigation techniques, such information shall be made available to the public, and shall be incorporated as soon as practicably possible within the comprehensive plan and the Recovery Plan through amendment.

SECTION 13: PROTECTION OF CRITICAL COUNTY PUBLIC RECORDS POLICIES AND PROCEDURES

- 13.1 Purpose: Effective and productive management of County business requires that critical public records be protected and stored for reuse as normalcy is reestablished within the County.
- 13.2 Identification of critical records:
- a. County staff will conduct meetings with appropriate County Departments to access the volume and types of material.
 - b. Recommendation Report will be made and presented to the County Administrator.
- 13.3 Adoption of safe storage policy:

- a. County staff will make recommendations as to appropriate protection and storage procedures.
- b. Recommendation Report will be made and presented to the County Administrator.

SECTION 14: DISASTER EMERGENCY REFUSE COLLECTION AND DISPOSAL POLICIES AND PROCEDURES

14.1 Objectives:

- a. Timely and effective refuse removal and disposal are critical factors in enabling quicker cleanup and rebuilding.
- b. Refuse removal and disposal are also health and safety issues.

14.2 Procedures: The Director of Public Works shall be responsible for managing the removal from public rights-of-way debris and rubble, trees, damaged or destroyed cars, trailers, equipment, and other private property, without notice to owners, provided that in the opinion of the Director of Public Works such action is reasonably justifiable for protection of life and property, provision of emergency evacuation, assurance of firefighting or ambulance access, mitigation of otherwise hazardous conditions, or restoration of public infrastructure. The Director of Public Works shall also have the authority to secure emergency waivers of environmental regulations from state and federal authorities and to call upon outside support from such agencies for debris clearance, hazardous materials spills, and restoration of ground access. Debris clearance shall be conducted by pre-selected contractors. Other debris clearance regulations and procedures can be found in the Beaufort County Debris Management Plan.

14.3 Identification of areas suitable for refuse, reduction and disposal:

- a. The County shall designate suitable refuse reduction and disposal sites throughout the County prior to an event to facilitate emergency response. Sites will be recommended and evaluated by County staff for recommendation to the County Administrator.

SECTION 15: RECOVERY AND RECONSTRUCTION STRATEGY

At the earliest practicable time following the declaration of local emergency in a major disaster, the Director and the Recovery Task Force shall prepare a strategic program for recovery and reconstruction based on the pre-disaster plan and its policies.

- 15.1 Functions: To be known as the recovery strategy, the proposed strategic program shall identify and prioritize major actions contemplated or under way regarding such essential functions as business resumption, economic reinvestment, industrial recovery, housing replacement, infrastructure restoration, and potential sources of financing to support these functions. These actions shall be tracked in the Beaufort County Recovery Decision Matrix spreadsheet to facilitate ease of tracking the recovery.
- 15.2 Review: The recovery strategy shall be forwarded to the Beaufort County Council for review and approval following consultation with other governmental agencies and business and citizen representatives. The recovery strategy shall provide detailed information regarding proposed and ongoing implementation of initiatives necessary to the expeditious fulfillment of critical priorities and will identify amendment of any other plans, codes, or ordinances that might otherwise contradict or block strategic action. The Director shall periodically report to the Beaufort County Council regarding progress toward implementation of the recovery strategy, together with any adjustments that may be called for by changing circumstances and conditions.

SECTION 16: PENALTIES FOR OFFENSES

Any person, firm, company or corporation who fails to comply with this Ordinance, or the emergency measures made effective pursuant to this Ordinance, is guilty of a misdemeanor of the second degree, and upon conviction for such offense, may be punished by a fine not to exceed five-hundred dollars (\$500.00) or by imprisonment not to exceed sixty (60) days in the Beaufort County Jail, or both, in the discretion of the Court hearing the case. Each day of continued non-compliance or violation will constitute a separate offense.

In addition, any construction licensee of Beaufort County or the State of South Carolina who violates any provision of this Ordinance or the emergency measures which are effective as a result of this Ordinance may be charged with a violation and the matter will be heard before the appropriate Board, in a state administrative proceeding or a court of law.

Nothing contained in this Section prevents Beaufort County from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy any failure to comply with, or violation of, this Ordinance or the emergency measures which may be made effective according to this Ordinance. Other lawful action will include, but is not limited to, an equitable action for injunctive relief or an action at law for damages.

SECTION 17: SEVERABILITY

If any provision of this chapter is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions that can be implemented without the invalid provision and, to this end, the provisions of this ordinance are declared to be severable.

DISASTER RECOVERY PLAN

**EXAMPLES OF CURRENT WORK RELATED TO MULTI-JURISDICTIONAL
AND STATE AGENCY RECOVERY SUPPORT AGREEMENTS**

1. Memorandum of Understanding – Impact Assessment Agreement Between Beaufort County and Municipalities (12/31/2009)

Topics:

Use of a common software program
Mutual aid staff assistance
Training

(Signed by the County, being circulated to county municipal governments)

2. (Draft) Memorandum of Agreement Between Beaufort County, South Carolina and the South Carolina Department of Transportation (1/6/2010)

Topics:

Terms and conditions related to County clearance of State roads within Beaufort County.
(Preparation for SCDOT meeting/response)



**COUNTY COUNCIL OF BEAUFORT COUNTY
SOUTH CAROLINA**

Post Office Drawer 1228, Beaufort, SC 29901-1228

MEMORANDUM OF UNDERSTANDING - REGARDING THE ADOPTION AND USE OF IMPACT ASSESSMENT SOFTWARE BY BEAUFORT COUNTY, AND THESE MUNICIPALITIES: THE TOWN OF HILTON HEAD ISLAND, THE TOWN OF BLUFFTON, THE TOWN OF PORT ROYAL AND THE CITY OF BEAUFORT

Beaufort County Council adopted the Beaufort County Recovery Plan August 8th 2008 providing for a plan to guide actions of the County and municipalities in Recovery from natural disasters.

Recovery Function 1, of that plan, Impact Assessment (Disaster Impact) outlines policies and an approach to conducting required Impact Assessments to meet local, state and Federal (FEMA) requirements for disaster declaration purposes and the funding required to rebuild the County after a disaster.

In meetings beginning in April 14th, 2009 attended by staff from the County, the Town of Hilton Head Island, the Town of Bluffton, the Town of Port Royal and the City of Beaufort; it was acknowledged that it would be in the best interest of all to adopt a common software program used for reporting damage used for local, State and Federal actions and funding to address damage the result of a disaster and would provide a common reporting system which would allow municipal and County staffs to assist each other, as disaster conditions may warrant.

The proposed adoption and use of Impact Assessment Software shall create two positive opportunities:

1. Adoption of a common impact assessment process that is user friendly will speed-up and improve the quality of this important activity.
2. Adoption of a common impact assessment process will enable each signatory to assist the other signatories, as conditions demand.

It was agreed that this software was of particular assistance to those assessments of damage leading up to the detailed assessments required for Recovery.

That this software is not suitable for the more specific detailed assessment required for local Response and Recovery planning, meetings with FEMA Staff and other State and Federal Agencies related to funding matters related to specific Redevelopment Plans and projects and related uses, but will provide useful data for those various reports related to Disaster Recovery.

The referenced software was developed by the Town of Hilton Head Island. It is the version that has been agreed upon for adoption and will be the vehicle for impact assessment reporting by the signatories to this agreement.

It is hereby agreed that Town of Hilton Head Island hereby confers use of said software to all signatories to this agreement; while accepting no responsibility for issues arising by use of the software. Whereas, both Beaufort County and the Town of Hilton Head Island have developed and utilized software for this purpose, with this agreement the County agrees to use that software developed by the Town of Hilton Head Island. The Town of Hilton Head Island in making the software available to the signatories to this agreement is not warranting that it will satisfactorily met the needs of each. There are no implied guarantees of effectiveness and appropriateness for other users; however, both the County of Beaufort and the Town of Hilton Head Island do hereby agree to afford use of said software by all municipalities within Beaufort County.

Neither The County of Beaufort, nor the Town of Hilton Head Island offer funding or any other form of financial commitment related to usage of the software, nor any on-site installation assistance.

Each municipality will use its own resources in the adoption of the software. This agreement in no way implies or obligates either Beaufort County or the Town of Hilton Head Island to participate in neither funding nor installation of the software beyond general discussion of installation and use.

Beaufort County will as part of it's annual Recovery Function recertification process determine and seek input from municipalities as to the continued effectiveness of the software as part of its annual review of RF 1 – Impact Assessment procedures and make any and all software modifications in consultation with all those signatories to this document.

All parties hereby agree to this plan of adoption and use of said impact assessment software because it is in the best interest of all those involved, the citizens of the County and it's municipalities in the advent of major damage resulting from a disaster within the County of Beaufort.

Subject to the parties' ability to withdraw as set forth below this Memorandum of Understanding shall expire on September 30, 2012, however, it shall automatically renew for continuous one year terms until terminated in writing by the Town of Hilton Head or until all other parties to the Memorandum of Understanding withdraw.

Any party to the Memorandum of Understanding may withdraw from the agreement at any time without penalty. The Memorandum of Understanding shall remain in full force and effect so long as the Town of Hilton Head Island remains a party in addition to any one of the other parties or until the Memorandum of Understanding expires as set forth above.

The parties agree not to share or disseminate the subject software without the express written permission of the Town of Hilton Head Island.

Hilton Head Island represents it is the owner of the subject software and has the authority to share said software as set forth in the Memorandum of Understanding. The Town of Hilton Head Island agrees to maintain and upgrade said software as necessary. The other parties agree to provide the Town of Hilton Head Island with information necessary for the Town of Hilton Head Island to maintain and update the software.

In addition to the stipulations above all parties also agree to these points that are necessary to successful use of said software to achieve and conduct required Impact Assessments to meet local, state and Federal (FEMA) requirements for disaster declaration purposes and the funding required to rebuild the County after a disaster:

1. Each signee agrees to assist other signees to achieve effective local Impact Assessments by providing staff assistance in a disaster, limited by having staff capacity to do so and by the necessity to attend to local needs prior to meeting needs of other signees.
2. All signees agree to participate in training related to the adoption and updating of the said software.

Gary Kubic, Beaufort County
Administrator

Witness _____

_____ Date

Mayor, The Town of Hilton Head Island

Witness _____

_____ Date

Mayor, The Town of Bluffton

Witness _____

_____ Date

Mayor, The Town of Port Royal

Witness _____

_____ Date

Mayor, The City of Beaufort

Witness _____

_____ Date

Gary Kubic, County Administrator

Beaufort County, South Carolina

MEMORANDUM OF AGREEMENT BETWEEN
BEAUFORT COUNTY, SOUTH CAROLINA
AND
SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

THIS MEMORANDUM OF AGREEMENT (the "Agreement") is made this ____ day of _____, 2010, by and between **BEAUFORT COUNTY**, South Carolina, a political subdivision of the State of South Carolina (herein referred to as the "County") and the **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION**, a South Carolina state agency (herein referred to as the "Department").

WHEREAS, the South Carolina Code of Laws, Section 25-1-450, requires that State, county and municipal governments shall cooperate in developing and maintaining a plan for mutual assistance in emergencies; and

WHEREAS, the Department and the County have jointly determined that following a disaster, debris removal, disposal and clean-up of State Roads within Beaufort County may need to be performed by the County and are needed and necessary actions to meet the needs of the citizens of Beaufort County and the State of South Carolina. The Department and the County fully acknowledge that this activity requires cooperation and policy agreement, hence the development and execution of this Agreement. The Department and the County acknowledge that it is in the best interest of both entities to adopt this Agreement; and

WHEREAS, the Department and the County, by signing this Agreement, have agreed to work together in the removal of debris, disposal and clean-up of State Roads within Beaufort County; and

WHEREAS, the Department has agreed to assist the County with the requirements set forth by this Agreement to achieve removal of debris, disposal and clean-up of State Roads within the County.

NOW, THEREFORE, in consideration of the mutual promises to be faithfully performed by the parties herein set forth, the Department and the County hereby agree as follows:

- I. **PROJECT DESCRIPTION:** Any and all projects that are the subject of this Agreement will consist of the removal, disposal and clean-up of debris along State Roads within the County following a hurricane or natural disaster.
- II. **DEPARTMENT SHALL:**
 - A. Fund the Department's share of projects as more specifically defined under Section IV, Labeled "Funding" within this Agreement.

- B. Identify and provide a Department engineer, as considered by the Department to be appropriate, to assist the County with work covered by this Agreement.
- C. Reimburse the County for all eligible costs submitted by the County and approved by the Department, as provided for under the terms of this Agreement. Reimbursements shall not be unreasonably withheld or denied by the Department.
- D. Perform all required services in accordance with State, Federal and Department guidelines.
- E. To the extent provided by existing South Carolina Law, the Department hereby assumes its responsibility for any claims and liability due to negligent acts of the Department, its employees, or its representatives, related to the implementation and completion of the terms and work covered by this Agreement.

III. COUNTY SHALL:

- A. Provide the County's cost share of a project more specifically defined under Section IV, labeled "Funding" within this Agreement.
- B. Perform by force account or procured contractor all services and responsibilities required for a project. Services and responsibilities will include, but not be limited to the removal, disposal and clean-up of debris in two (2) passes. After two (2) passes, responsibility will rest with the County, or property owners.
- C. Perform, secure and submit any and all permits and environmental approvals that may be necessary or required for a project, and to comply with the Environmental Policy Act, as well as, other Federal legislation pertaining to environmental requirements that may be necessary for a project.
- D. Invoice the Department on a basis not more frequently than monthly for project services performed. For any monies to be paid by the Department, on an invoice presented by the County, the invoice must contain a statement from an authorized County representative certifying that the work as invoiced is satisfactory and is accompanied by all required supporting documentation.
- E. Be responsible for all traffic control related to a project.
- F. Arrange a project final inspection by giving reasonable notice to the Department. The final inspection shall determine whether all work has been performed in accordance with contractual requirements. The County shall request and receive written notice of project completion from the Department.

- G. Perform all County required services and responsibilities in accordance with County, State, Federal and Department guidelines.
- H. Provide to the Department, upon request, copies of all basic project notes, sketches, charts, plans, correspondence, and other data prepared, furnished or obtained by or for the County, or its agent, related to completion of a project.
- I. Maintain all records in such a manner as to comply with all FEMA policies, rules, regulations and shall retain all records dealing with a project for three (3) years after completion and acceptance of a project's final audit. Such records will be made available to the Department, or the Department's representative, for audit and review upon written request.
- J. To the extent permitted by existing South Carolina law, the County hereby assumes liability for negligence of its agents or employees which results in bodily injuries (including death), or damages to property.

IV. FUNDING:

- A. The Department will make payments to the County for all eligible costs, based upon valid invoices submitted by the County to the Department. A valid invoice is considered an invoice from the County and supported by supplier's invoices, load tickets and County financial records. Such invoices will be certified as true and correct by the County and submitted to the Department not more often than monthly. **Exhibit A**, attached hereto, is specifically a part of this Agreement and provides the format for invoices submitted by the County.

V. GENERAL:

- A. In any dispute concerning questions or facts in conjunction with work covered by this Agreement or compensation thereof, the decision of the Department's State Highway Engineer shall be final and subject to an action instituted in the Circuit Court of Common Pleas for Beaufort County.
- B. The Department shall have the right to make on-site inspections during the progress of a project. The Department shall give reasonable notice to the County so as to make site inspections as effective as possible for the County and the Department.
- C. Both parties hereto shall assume appropriate maintenance responsibilities for a completed and accepted project.
- D. Both parties hereto agree to conform to all County, State and Federal laws, rules and regulations governing agreements or contracts relative to maintenance of roads and bridges.

- E. The County, or its authorized agent, shall agree to schedule consultations with the Department, with reasonable notice, that are necessary to execute supplements to this Agreement during the course of a project. The purpose of such consultations shall be to resolve items that may have been unintentionally omitted from project agreements. Such supplemental agreements shall be subject to the approval and proper execution by the parties hereto. No amendment to a project agreement shall be effective or binding upon either party unless such amendment has been agreed to as evidenced by a written and signed agreement.
- F. Any and all project reviews and approvals required by the parties herein shall not be unreasonably denied or withheld.
- G. The Department's review and approval of work performed by the County, its agents or employees, under terms of this Agreement, does not in any manner shift project responsibility from the County to the Department.
- H. This Agreement may be terminated by either party, upon written notice, in the event of substantial failure of either party to perform, through no fault of the terminating party, in accordance with terms of this Agreement. If services covered by this Agreement are not performed, this Agreement is then terminated. In the event of termination, for any reason, both parties are obligated on a quantum merit basis.

VI. SUCCESSORS AND ASSIGNS: The Department and the County each shall bind itself, its successors, executors, administrators, and assigns to the other party, with respect to these requirements. Both parties also agree that neither party shall assign, sublet or transfer interest in this Agreement without written consent of the other.

VII. ENTIRE AGREEMENT: This Agreement, with the attached **Exhibit A**, constitutes the basis of agreement between the parties. This Agreement is to be interpreted under the laws of the State of South Carolina.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first written above.

WITNESSES:

BEAUFORT COUNTY, SOUTH CAROLINA

By: _____
Gary Kubic, County Administrator

**SOUTH CAROLINA DEPARTMENT OF
TRANSPORTATION**

By: _____
Name: _____
Title: _____



EXHIBIT A
BEAUFORT COUNTY PUBLIC WORKS
120 Shanklin Road
Beaufort, South Carolina 29906
Voice (843) 470-6403 (843) 470-6415 fax

Date: _____ County Federal ID #: _____

Event
Description: _____

Partial Payment _____ Invoice No. _____
Final Payment _____

Total amount reimbursed prior to attached invoices \$ _____

Total amount of attached invoices \$ _____

Percentage reimbursement requested _____

Total amount to be reimbursed to the County \$ _____

Total amount reimbursed after payment of attached invoices \$ _____

Certification: As an authorized representative of Beaufort County, I certify that the attached invoices represent work that has been completed and paid for from County funds and to the best of my knowledge are true, correct and in accordance with the terms and conditions of the attached agreement.

Name Title

Submit To: South Carolina Department of Transportation
Attn: Director of Maintenance
Room 324
P.O. Box 191
Columbia, SC 29202

