

**South Carolina Department of Disabilities  
and  
Special Needs**

**Disaster Preparedness  
Plan**

April 30, 2013

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## I. STATEWIDE DISASTER PHONE LIST

<b>SC Department of Disabilities and Special Needs                      Statewide Disaster Phone List – Revised 04/24/13</b>		
<b>A.</b>	<b>Central Office</b>	
1.	Emergency Operations Center (Command Center)	(803) 898-9649
2.	Back-Up Emergency Line for Emergency Operations Center	(803) 929-2517
3.	Fax - Emergency Operations Center	(803) 898-9656
4.	Emergency Operations Center (Tom Waring)	(803) 309-3375
5.	Community Services (District I Director-John King)	(864) 938-3497 Cell (864) 938-5089
6.	Community Services (District II Director-Rufus Britt)	(843) 832-5567 Cell (843) 870-3518
7.	Email (Tom Waring)	<a href="mailto:TWaring@ddsn.sc.gov">TWaring@ddsn.sc.gov</a>
8.	Email (Reed Marshall)	<a href="mailto:RMarshall@ddsn.sc.gov">RMarshall@ddsn.sc.gov</a>
9.	Email (Joan Cooper)	<a href="mailto:JCooper@ddsn.sc.gov">JCooper@ddsn.sc.gov</a>
10.	Public Telephone (Central Office Switchboard)	(803) 898-9600
11.	Back-Up Emergency Switchboard	(803) 253-7610
12.	Ham Radio (Roy Smarr)	<b>N4DLM</b>
13.	Ham Radio (Reed Marshall)	<b>KJ4NOG</b>
<b>B.</b>	<b>Coastal Center</b>	
1.	Public Telephone (Switchboard)	(843) 873-5750
2.	Facility Administrator (Larry Mattive)	Cell (570) 578-6368
3.	Quality Improvement/Facility Administrator Designee	Cell (843) 200-9783
4.	Fax	(843) 821-5800
5.	Public Safety	Cell (843) 200-9781
6.	Officer of the Day	Cell (843) 200-9782
7.	Director of Residential Services	Cell (843) 296-1443
8.	Email	List EOC Coastal (EOCCoastal.ddsn.sc.gov)
9.	District II Office (Rufus Britt)	(843) 832-5576
10.	Fax – District II Office	(843) 832-5599
11.	Email – District II Office	<a href="mailto:RBritt@ddsn.sc.gov">RBritt@ddsn.sc.gov</a>
12.	Ham Radio Volunteer (Dennis Zabawa)	<b>KG4RUL</b>
13.	Ham Radio Volunteer (Bobbie Taylor)	<b>KK4J0F</b>
<b>C.</b>	<b>Midlands Center</b>	
1.	Public Telephone (Switchboard)	(803) 935-7500
2.	Facility Administrator (Nancy Hall)	Cell (803) 600-4845
3.	Fax (Administration)	(803) 935-7678
4.	Officer of the Day	Cell (803) 513-1873
5.	Administration Officer of the Day	Cell (803) 600-4772
6.	Director of Residential Services/Day Supports	Cell (803) 600-4843
7.	Support Services (Margie Nash)	(803) 935-6790
8.	Email (Midlands Emergency Operations Center)	List EOC Midlands (EOCMidlands@ddsn.sc.gov)

<b>D.</b>	<b>Pee Dee Center</b>	
1.	Public Telephone (Switchboard – Pee Dee Center)	(843) 664-2600
2.	Facility Administrator (Pee Dee Center – John Hitchman)	Cell (843) 495-3302
3.	Fax – Pee Dee Center	(843) 664-2656
4.	Email	List EOC Pee Dee <a href="mailto:EOCPeeDee@ddsn.sc.gov">EOCPeeDee@ddsn.sc.gov</a>
5.	Public Telephone (Switchboard – Saleeby)	(843) 332-4104
6.	Director of Nursing (Saleeby)	Cell (843) 598-2824
7.	Fax – Saleeby	(843) 332-0842
8.	Officer of the Day/Residential Director (Saleeby)	Cell (843) 495-3300
9.	Officer of the Day (Pee Dee Center)	(843) 664-2622
10.	Ham Radio (Jack Kolesar)	<b>N3AJU</b>
11.	Ham Radio Volunteer (John Germain)	<b>NA3JAL</b>
<b>E.</b>	<b>Whitten Center</b>	
1.	Public Telephone (Switchboard)	(864) 833-2733
2.	Facility Administrator (Wes Leonard)	Cell (864) 938-5075
3.	Fax	(864) 938-3115
4.	Officer on Duty	(864) 938-5080
5.	Service Support	Cell (864) 938-5103
6.	Email	List EOC Whitten <a href="mailto:EOCWhitten@ddsn.sc.gov">EOCWhitten@ddsn.sc.gov</a>
7.	District I Office (John King)	(864) 938-3510
8.	Fax – District I Office	(864) 938-3435
9.	Email – District I Office	<a href="mailto:JKing@ddsn.sc.gov">JKing@ddsn.sc.gov</a>
10.	Residential Services	Cell (864) 938-5077
11.	Security	Cell (864) 923-6972
12.	Ham Radio (Wes Leonard)	<b>KJ4NNZ</b>
<b>F1.</b>	<b>Autism - Piedmont</b>	
1.	Spartanburg – Autism Office	(864) 594-4907
2.	Spartanburg – Autism Fax	(864) 594-4923
<b>F2.</b>	<b>Autism - Coastal</b>	
1.	Public Telephone (Switchboard)	(843) 832-5561
2.	Fax	(843) 832-5560
3.	Emergency Operations Center (Davezella Young)	Cell (843) 297-1307
4.	Email	<a href="mailto:DYoung@ddsn.sc.gov">DYoung@ddsn.sc.gov</a>
5.	Division Director – Daniel Davis	(803) 898-9639
<b>G.</b>	<b>State Emergency Management Division</b>	
1.	Telephone	(803) 737-8500
2.	Fax	(803) 737-8570
3.	Email #1	<a href="mailto:Warning1@EMD.sc.gov">Warning1@EMD.sc.gov</a>
4.	Email #2	<a href="mailto:Warning2@EMD.sc.gov">Warning2@EMD.sc.gov</a>

<b>H.</b>	<b>DHEC – (DURING DISASTER)</b>		
1.	ESF-8 Leader (Shirley Hollingsworth)		(803) 898-3709 Cell (803) 518-6792
2.	Fax		(803) 898-3335
3.	Email (Shirley Hollingsworth)		<a href="mailto:HollinsD@DHEC.sc.gov">HollinsD@DHEC.sc.gov</a>
<b>I.</b>	<b>Regional Center Contacts for Video Conferencing Rooms</b>		
1.	Pee Dee Center (John Hitchman)		(843) 664-2635
2.	Saleeby Center (Lisa Hancock) (Rebecca Ratliff)		(843) 857-1915 (843) 857-1914
3.	Coastal Center (Sonia Gadsden) (Rufus Britt)		(843) 821-5806 (843) 832-5567
4.	Midlands Center (Annie Drakeford) (Angie Reese)		(803) 935-7502 (803) 935-7527
5.	Whitten Center (Susan Simpson) (Sonya Renwick – John King)		(864) 938-3112 (864) 938-3510
<b>J.</b>	<b>DDSN Video Conference Units Aliases</b>		
	<b>Location</b>	<b>Name</b>	<b>Alias</b>
1.	Central Office		
	Tandberg 6000 MXP	CO-6000	12801 Large Unit
	Tandberg 1000 MXP	CO-1000	12802 Small Unit
	Tandberg Content Server	CO-TCS	12804 Video Recorder
2.	Coastal Center		
	Tandberg 3000 MXP	CC Campus Edge 75 MXP	13201 Large Unit
	Tandberg 1000 MXP	CC-1000	13202 Small Unit
3.	Midlands Center		
	Tandberg 3000 MXP	MC Campus Edge 75 MXP	13001 Large Unit
4.	Pee Dee Center		
	Tandberg 3000 MXP	PC Campus Edge 75 MXP	13401 Large Unit
5.	Saleeby Center		
	Tandberg 1000 MXP	SC-1000	13801 Small Unit
6.	Whitten Center		
	Tandberg 3000 MXP	WC Campus Edge 75 MXP	13601 Large Unit
	Tandberg 1000 MXP	WC-1000	13602 Small Unit

## II. STATEWIDE DISASTER PHONE LIST FOR PROVIDERS

<b>SC Department of Disabilities and Special Needs</b> <b>Statewide Disaster Phone List for Providers– Revised 04/30/13</b>		
<b>A.</b>	<b>Central Office</b>	
1.	Emergency Operations Center - Command Center	(803) 898-9649
2.	Back-Up Emergency Line – Emergency Operations Center	(803) 929-2517
3.	Fax – Emergency Operations Center – Command Center	(803) 898-9656
4.	Emergency Operations Center – Tom Waring	(803) 309-3375
5.	Public Telephone (Central Office Switchboard)	(803) 898-9600
6.	Back-Up Emergency Switchboard	(803) 253-7610
7.	Email (Tom Waring)	<a href="mailto:TWaring@ddsn.sc.gov">TWaring@ddsn.sc.gov</a>
8.	Email (Reed Marshall)	<a href="mailto:RMarshall@ddsn.sc.gov">RMarshall@ddsn.sc.gov</a>
9.	Email (Joan Cooper)	<a href="mailto:JCooper@ddsn.sc.gov">JCooper@ddsn.sc.gov</a>
10.	Ham Radio (Roy Smarr)	<b>N4DLM</b>
11.	Ham Radio (Reed Marshall)	<b>KJ4NOC</b>
<b>B.</b>	<b>District I</b>	
1.	Community Services – District I Director	(864) 938-3497 Cell (864) 938-5089
2.	District I Office (John King)	(864) 938-3510
3.	Fax – District I Office	(864) 938-3435
4.	Email – District I Office	<a href="mailto:JKing@ddsn.sc.gov">JKing@ddsn.sc.gov</a>
<b>C.</b>	<b>District II</b>	
1.	Community Services – District II Director	(843) 832-5567 Cell (843) 870 3518
2.	District II Office (Rufus Britt)	(843) 832-5567
3.	Fax – District II	(843) 832-5599
4.	Email – District II Office	<a href="mailto:RBritt@ddsn.sc.gov">RBritt@ddsn.sc.gov</a>
<b>D.</b>	<b>State Emergency Management Division</b>	
1.	Public Telephone	(803) 737-8500
2.	Fax	(803) 737-8570

### III. TYPES OF DISASTERS LIKELY TO AFFECT SOUTH CAROLINA

<b>Nature of Disaster</b>	<b>Probability</b>	<b>Probable Location</b>	<b>Probable Time</b>
1. Hurricane	High	Coastal	June - November
2. Thunder Storms	Moderate	Localized	Year Round
3. Tornado	Moderate	Localized	Spring/Summer
4. Flooding	Moderate	Statewide	Year Round
5. Forest Fires	Moderate	Statewide	Fall
6. Dam Failure	Moderate	Localized	Year Round
7. Nuclear Accident	High/Moderate	Localized	Year Round
8. Snow and Ice	Moderate	Localized	Winter
9. Earthquakes	Moderate	Statewide	Year Round
10. Pandemic Influenza	Moderate	Statewide	Seasonal
11. Fire	Moderate	Localized	Year Round

At a minimum, all plans shall have detailed procedures, which outline what action(s) will be taken if the referenced emergency occurs.

Footnote #1: Hurricane Plan – Attachment C

Footnote #2: Pandemic Influenza – Attachment E

### III. PURPOSE

- A. Guidance to the District Offices, county DSN boards, and providers of services to consumers on procedures, organization, and responsibilities.
- B. Identification and designation of responsibilities and roles of Department of Disabilities and Special Needs staff.
- C. An outline of actions required to be taken by the staff prior to (when possible), during and after a disaster.
- D. Specify actions to be taken to meet financial responsibilities incurred as a result of the disaster.

### IV. OPERATING PRINCIPLES

- A. The Agency offering services to the consumer is responsible for the safety and welfare of their consumers and that responsibility remains with the agency regardless of where the consumers are located.
- B. Local DSN Boards and QPL Residential Habilitation Providers will contact their District Director, who will then immediately inform the Associate State Director of Operations of impending or existing disaster within their jurisdiction. Regional Centers will contact the District Director of impending or existing disaster within their jurisdiction. The Associate State Director of Operations is responsible for notifying the State Director. **Once the Central Office Emergency Operation Center (COEOC) has been activated, all information concerning an impending or existing disaster from local DSN Boards, QPL Providers and Regional Centers should be sent to the COEOC. (Refer to Page 3-5 for Statewide Disaster Phone list). (Providers Relocation Agreements per Attachment B)**
- C. Directions of disaster operations are exercised by the lowest level of service provision to the extent that level of administration can conduct operations.
- D. A request for support or assistance should be made to higher levels of administration following the determination that a disaster is of such severity and magnitude that an effective response is beyond the capability of the lower level of administration.

#### Level of Administration

- 1. Family
- 2. Provider
- 3. DSN Board/QPL Residential Habilitation Providers
- 4. Community District Office
- 5. Central Office
- 6. State Emergency Management Division
- 7. Federal Emergency Management Agency

- E. Each DSN Board and QPL Residential Habilitation Providers shall have a plan for each facility in its jurisdiction and each District will have a plan for the Regional Center. All plans will include, at a minimum, all items listed in Attachment A (Elements to be Included in a Disaster Plan).
- F. Plans will be reviewed and approved annually by:
  - 1. Regional Centers to submit Emergency Preparedness Plans and Relocation Agreements to the Central Office Emergency Operations Group for review and approval by June 1st of each calendar year.
  - 2. DSN Boards and QPL Residential Habilitation Providers to submit Emergency Preparedness Plans and Relocation Agreements to their respective Community District Office for review and approval by June 1st of each calendar year.

**V. RESPONSIBILITIES**

- A. The State Director is responsible for assuring the safety, security and welfare of the individuals served and staff of the Department of Disabilities and Special Needs (DDSN) and is empowered with the authority to perform the duties to maintain their well-being during a disaster situation or when a disaster is considered imminent.

The State Director's duties include:

- 1. Proclaim an agency emergency and declare who is to assume the management for the consumers and staff, and who is to assume the responsibility of managing the disaster response at each level when a determination is made that the situation is beyond the response capability of the affected jurisdiction.
- 2. Suspend the provisions of existing regulations prescribing procedures for the conduct of business when such regulations prevent, hinder or delay necessary actions in coping with the disaster.
- 3. Suspend the normal operation of business when such business hinders or delays necessary actions in coping with the disaster.
- 4. Direct the utilization of all available agency resources as reasonably necessary to cope with the disaster.
- 5. Transfer the direction, personnel or functions of DDSN resources for the purpose of facilitating or performing emergency services as necessary or desirable.
- 6. Activate the Central Office Emergency Operations Center and designate who will direct the center.

- a. Associate State Director-Administration

- b. Project Manager-Engineering Division
- B. Central Office Emergency Operations Center (COEOC)
- 1. The Emergency Operations Center is the organization employed by the State Director in exercising her authority for the direction of disaster response. The Emergency Operations Center is staffed by selected Central Office staff.
  - 2. The Central Office has six (6) major responsibilities in a disaster situation:
    - a. Planning an effective disaster management response;
    - b. Warning of impending disaster;
    - c. Timely, effective deployment of resources in support of disaster operations in the state DDSN system;
    - d. Coordination and direction of restoration and recovery operations in the disaster area when such operations are beyond the capability of the level of administration affected or when requested by the local administrator;
    - e. Assess the requirements for and procure support and assistance from sources outside the disaster area and from state agencies and federal government;
    - f. Inform and update the State Emergency Operations Center (SEOC) on the status of the emergency response. Also request assistance when needed.
  - 3. The Director of the Central Office Emergency Operations Center manages the disaster response. The responsibilities shall be:
    - a. Assignments by the State Director;
    - b. Organizing and staffing the Emergency Operations Center to ensure its effective response to disaster;
    - c. Coordinating the activities of the various agencies, regions and units in preparing for and operating in disasters including the utilization of all facilities, equipment, manpower and other resources within the jurisdiction of DDSN;
    - d. Preparing emergency proclamations for the State Director and disseminating to all concerned;
    - e. Receiving, processing, evaluating and acting on requests for assistance;

- f. Establishing, directing and coordinating operations of the DDSN emergency communication system;
  - g. Directing and coordinating public information services for the DDSN service delivery system;
  - h. Directing and coordinating evacuation of areas affected or threatened by a disaster;
  - i. Preparing reports and records.
4. Organization - The Emergency Operations Center is organized into the following groups:
- a. Executive Group
    - (1) Coordinated by Associate State Director-Administration
    - (2) Composed of the Executive Staff
  - b. Operations Group
    - (1) Project Manager-Engineering Division
      - (a) Director of Finance
      - (b) Director of HRM
      - (c) Director of Purchasing and Supply
      - (d) Professional staff of Engineering Division
  - c. Communication Group
    - (1) Director of IT
      - (a) Manager Information Technology Services
      - (b) Telecommunications Coordinator
      - (c) Community Relations Coordinator
  - d. Support Group
    - (1) Director of Human Resource Management
    - (2) Project Coordinator
5. Responsibilities and Functions
- a. Executive Group
    - (1) Establishes policy and procedures.
    - (2) Develop the overall plan of action, including deployment of personnel and equipment to implement the plan.
    - (3) Establishes priorities of and allocates resources to support disaster tasks and operations.

- (4) Directs support and recover operations in the disaster area and provides emergency funding of operations.
    - (5) Determines and coordinates the evacuation plan.
    - (6) Coordinates request for and utilization of state and federal aid.
  - b. Operations Group
    - (1) Implements the plan of action to include procurement and coordinates the utilization of support forces and resources required to carry out operations in the disaster area or areas affected.
    - (2) Organizes and coordinates any immediate on site visits to the disaster area or areas.
    - (3) Collects, analyzes and reports damage data and effects.
    - (4) Assess requirements for state and federal support.
    - (5) Implements evacuation plans.
    - (6) Review all regional plans.
    - (7) Prepare staff for disasters (training and drills).
    - (8) Assigns tasks to Central Office staff.
    - (9) Coordinates requests for staff assistance.
    - (10) Coordinate the transportation, energy and supply needs.
  - c. Communication Center
    - (1) Provides effective communications to support operations in the disaster area to include communication other than typical telephones, (i.e., computer, radio, cellular phones, other). Disseminates official information and instructions to consumers, staff and families.
  - d. Support Center
    - (1) Provides administrative and clerical support.
6. Concept of Operation
  - a. The Emergency Operations Center and staff of the Central Office are activated on order of the State Director.
  - b. The severity and magnitude of the disaster determines the degree and extent of staff activation and mobilization of resources and may be ordered on a full staff basis or on a limited scale by designation of specific staff and resources to be mobilized.
  - c. The Executive Suite of the Central Office will function as the operations center for the Emergency Operations Center.
  - d. When mobilized for duty in the Emergency Operations Center, the staff assumes the roles assigned and operates according to standing

operating procedures established by the executive, operations, information, communication, and support groups.

- e. Central Office staff will be assigned an emergency operations position and a primary contact person. The staff must make contact with the primary contact person as soon as a disaster warning has been issued or, in the case of an unexpected disaster, staff will secure their own family and at the first possible time, contact their primary contact.

7. Tasks

a. Pre-disaster

(1) Executive Group

- (a) Establishes and maintains contact with South Carolina Emergency Management Division (SCEMD), Governor's Office and other agencies needed.
- (b) Maintains standing operating procedures for Emergency Operations Center.
- (c) Alerts and organizes the Emergency Operations Center.
- (d) Maintains a plan of action including deployment of personnel and equipment to implement plan.

(2) Operations

- (a) Practices the execution of plan.
- (b) Prepares Central Office facility for emergency to include power, water, etc.

(3) Communication Center

- (a) Maintains communication system in readiness condition for the Central Office.
- (b) Sets up communication procedures and location.
- (c) Plans for utilization of communication equipment in regions.
- (d) Maintain liaison with news media.

(4) Support Group

- (a) Identifies all methods of contacting staff.
- (b) Provides ID cards for Central Office staff.

b. Disaster Phase

(1) Executive Group

- (a) Evaluate information from disaster area.
- (b) Initiates resources to support disaster operations.
- (c) Directs support operation.

**Elements To Be Included In A Disaster Plan**

The following items are considered essential to a well-written disaster/emergency preparedness plan developed by a Regional Facility or a county Disabilities and Special Needs Board or QPL Residential Habilitation Provider:

1. Give the references that show organization’s authority and also refers to other disaster preparedness plans that the local plan, if any, the plan ties into.
2. Define the purpose for the plan.
3. Outline the organizational structure of the agency and how these various components have responsibilities for responding to emergency situations.
4. Describe specific responsibilities of the key administrative personnel.
5. Describe the mission, organization’s function, and location of an emergency operations center that would be activated in the event of an emergency.
6. Describe backup communication system during an emergency.
7. Describe emergency power source back up or contingency plans.
8. Describe emergency food supplies acquisition plans.
9. Describe health and sanitation plans.
10. Describe transportation capabilities available to respond to emergencies.
11. Describe temporary emergency shelter capabilities.
12. Describe plan for evacuation of and receipt of consumers.
13. Provide specific information to respond to the following types of emergencies:
  - a) Hurricane
  - b) Severe local storm to include tornadoes
  - c) Flooding
  - d) Forest Fire
  - e) Snow and/or ice
  - f) Earthquake
  - g) Nuclear accident
14. Describe the actions to be taken during disaster/emergency phases to include pre-impact, phase impact phase, and recovery phase.
15. Coastal Counties: List of all Residential, Day Program and Administration Facilities with accurate current addresses and identified evacuation zones for each property. Consult with local county emergency management for hurricane evacuation zone information.

**SC Department of Disabilities and Special Needs  
DDSN Emergency Relocation Agreements – Revised 04/30/13**

Region/Board/Provider	Sheltering Facility	Effective Date	
		From	To
	<b>District I</b>		
<b>Midlands Center</b>	Whitten Center;	04/01/12	Annually
	Coastal Center	04/01/12	Annually
	Pee Dee and Saleeby Center	04/01/12	Annually
	North Trenholm Baptist Church	06/26/12	Annually
<b>Whitten Center</b>	Midlands Center	04/01/12	Annually
	Coastal Center	04/01/12	Annually
	Pee Dee and Saleeby Center	04/01/12	Annually
	Clinton National Guard Armory	05/18/11	Annually
	Laurens Armory	05/15/11	Annually
	Clinton Family YMCA	05/18/11	Annually
	Palmetto Ambulance Service (evacuation transportation agreement)	10/24/12	Annually
Aiken County DSN Board	Orangeburg	06/04/12	Annually
	Jasper	06/01/12	Annually
Anderson County DSN Board	Boulevard Baptist Church	02/04/13	Annually
	Mt. Zion Community Center	02/15/13	Annually
	Orville Baptist Church	01/22/13	Annually
	Trinity United Methodist Church	01/22/13	Annually
	Calvary Baptist Church	02/05/13	Annually
	Honea Path Elementary	01/22/13	Annually
Babcock Center, Inc.	Calhoun County DSN Board	07/01/11	Indefinite
Burton Center Multi-County DSN Board	Burton Center Admin and Greenwood Day Program (Primary)	04/05/13	
	Burton Center Saluda Day Program (Secondary)	04/05/13	
Calhoun County DSN Board	Babcock Center, Inc.	07/01/11	Indefinite
	Burton Center Multi-County DSN Board	07/01/09	Indefinite
Charles Lea Center	Hampton County DSN Board	04/11/08	Indefinite
Chester/Lancaster County	Lee County DSN Board	07/01/12	Annually
	York County DSN Board	04/01/12	Annually
Cherokee County DSN Board	Charles Lea Center	10/29/12	Indefinite
Fairfield County DSN Board	York County DSN Board	04/01/13	Annually
Greenville County DSN Board	Fountain Inn Activity Center	06/08/12	Indefinite
Kershaw County DSN Board	Babcock Center, Inc.	09/06/02	Indefinite
	Greenville County DSN Board	07/01/00	Indefinite
Laurens County DSN Board	Evergreen Skills Day Center	11/17/11	
Newberry County DSN Board	York County DSN Board	04/01/12	Annually
	Berkeley Citizens, Inc.	03/28/12	
Oconee County DSN Board	Foothills Community Church	04/11/12	
	Anderson County DSN Board	03/20/13	
Pickens County DSN Board	Crossroads Baptist Church	01/01/12	12/31/12
	Powersville First Baptist Church	01/01/12	12/31/12

Union County DSN Board	Tabernacle Baptist Church	04/18/13	
	Jonesville Elementary School	04/18/13	
York County DSN Board	Chester/Lancaster County DSN Board	04/01/12	Annually
	Horizon Industries	04/01/12	Annually
	Newberry County DSN Board	04/01/12	Annually
	Fairfield County DSN Board	04/01/12	Annually
<b>District II</b>			
<b>Coastal Center</b>	Midlands Center; Whitten Center	04/01/12	Annually
	Whitten Center	04/01/12	Annually
	Pee Dee and Saleeby Center	04/01/12	Annually
<b>Pee Dee and Saleeby Center</b>	Midlands Center	04/01/12	Annually
	Whitten Center	04/01/12	Annually
	Coastal Center	04/01/12	Annually
<b>Region/Board/Provider</b>	<b>Sheltering Facility</b>	<b>Effective Date</b>	
		<b>From</b>	<b>To</b>
Allendale/Barnwell Counties	CHESCO Services	11/03/11	Indefinite
Bamberg County DSN Board	Hampton County DSN Board	03/31/09	Indefinite
Beaufort County DSN Board	Calhoun County DSN Board	03/18/11	Annually
	Burton Center	04/28/11	Annually
Berkeley Citizens, Inc.	Clarendon County DSN Board	03/26/12	Annually
	Newberry County DSN Board	04/03/12	Annually
Disabilities Board of Charleston County	Babcock Center	06/01/12	Indefinite
Clarendon County DSN Board	Newberry County DSN Board	03/08/12	03/08/13
Colleton County DSN Board	Aiken County DSN Board	05/31/12	Annually
CHESCO Services	Allendale/Barnwell County DSN Board	11/03/11	Indefinite
Darlington County DSN Board	Babcock Center, Inc.	06/01/11	Annually
	Sumter County DSN Board	06/01/11	Annually
	Hartsville Special Housing, Inc.	06/01/11	Annually
Dorchester County DSN Board	Babcock Center	09/17/12	Annually
	Calhoun County DSN Board	09/18/12	Annually
Florence County DSN Board	Sumter County DSN Board	02/08/12	Annually
Georgetown County DSN Board	Florence County DSN Board	05/07/12	Annually
Hampton County DSN Board	Bamberg County DSN Board	03/31/09	Indefinite
	Charles Lea Center	04/11/08	Indefinite
Horry County DSN Board	Florence County DSN Board	04/04/11	
Jasper County DSN Board	Aiken County DSN Board	06/01/12	Annually
Lee County DSN Board	Sumter County DSN Board	07/01/09	06/30/10
	SCDDSN - Pee Dee Center	07/01/09	06/30/10
Marion/Dillon County DSN Board	Clarendon County DSN Board	05/17/12	Annually
	Marlboro County DSN Board	05/30/12	Indefinite
Marlboro County DSN Board	Marion/Dillon County DSN Board	05/30/12	Indefinite
Orangeburg County DSN Board	Aiken County DSN Board	06/04/12	Annually
Sumter County DSN Board	Florence County DSN Board	07/01/12	Annually
	Lee County DSN Board	07/01/12	Annually
	Relocation within Sumter		

Williamsburg County DSN Board	Kingstree Senior High School	09/04/09	Until Renewed
	Babcock Center, Inc.	09/03/09	Until Renewed
<b>Residential QPL Providers</b>			
Care Focus	Local Hotels and Shelters		
Carolina Autism Supported Living	Crafts Farrow State Hospital		
Community Options	CHESCO Services		
South Carolina Mentor	Midlands Center		
	Whitten Center		
Pine Grove			
United Cerebral Palsy of SC	Community Shelters and Other Agency Facilities		

**SOUTH CAROLINA DEPARTMENT OF DISABILITIES  
AND  
SPECIAL NEEDS**

**CENTRAL OFFICE**

**HURRICANE PLAN**

April 30, 2013

# South Carolina Department of Disabilities and Special Needs

## Hurricane Emergency Steps

April 30, 2013

### I. Annual Hurricane Conference

- A. Notify Facilities and Providers of Date and Place
  - Normally last week of May

### II. Disaster Manual Update

- A. Notify Facilities and Providers to review and update manuals
  - Normally first week in June
- B. Request updated plans from Facilities
  - Normally first week in April
- C. Community District Office to request plans from Providers

### III. Hurricane Awareness Months

- A. Monitor weather daily for possible storms
  - Monitor weather from June through November

### IV. Impending Storm Procedures

- A. Monitor Weather
  - Local TV
  - Weather Channel
  - Internet (see Attachment D)

### V. Pre-Disaster – Hurricane Watch

(Definition: Conditions that indicate that a hurricane may threaten South Carolina)

- A. Monitor weather (see IV).
- B. Review Agency Plan.
- C. Review Facility Plan.
- D. Prepare Emergency Operations Center to open if necessary.
- E. Review responsibilities with Emergency Operations Center team.
- F. Check all emergency phone numbers for accuracy (see pages 3 through 6).
- G. Verbal contact with Facility and Community District Office to ensure plans are in place and the Facilities and Providers are ready to implement plans if necessary.
- H. Notify all hurricane team members to be on stand-by.

## VI. Disaster Phase – Hurricane Warning

(Definition: Conditions which indicate that a hurricane is expected to strike within 72 hours)

- A. Activate Central Office Emergency Operations Center in Room 257
  - 1. Hook-up television to monitor weather.
  - 2. Hook-up emergency telephone.
  - 3. Have master plan available.
  - 4. Set time for first Emergency Operations Center meeting and Emergency Operations Center schedule.
    - a. State Director and Executive Staff.
    - b. Others as necessary.
- B. Contact Regional Facilities and Community District Offices (for Providers) for update on what action is being taken at their facilities.
  - 1. Regional Facilities and Community District Offices are to inform Associate State Director-Administration as changes occur.
- C. Central Office representatives will contact State Emergency Operations Center for statewide update.
  - 1. Storm update.
  - 2. Notify Regional Facilities and Community District Offices if evacuation order is issued.
- D. Prepare for the deployment of personnel and equipment. Only deploy if requested.
- E. Arrange with Regional Facilities to have emergency truck and emergency generator ready for deployment.
- F. Arrange with contracted State Vendor for additional emergency water and transportation of miscellaneous supplies from regions to relocation area if necessary.
- G. **EVACUATION** – Evacuate if ordered by the Governor or local County Emergency Management or the State Director determines evacuation is in the best interest of the individuals served based on the specific situation of a Facility.
  - 1. Evacuation Considerations:
    - a. **Category 1** – Wind Speeds (74-95 MPH), Minimal Damage Evacuation.....Evacuation based on conditions as presented, except mandatory when State of Emergency is declared.
    - b. **Category 2** – Wind Speeds (96-110 MPH), Moderate Damage

Evacuation.....Evacuation based on conditions as presented, except mandatory when State of Emergency is declared.

- c. **Category 3** – Wind Speeds (111-130 MPH), Extensive Damage Evacuation..... Providers shall evacuate if directed.
- d. **Category 4** – Wind Speeds (131-155 MPH), Extreme Damage Evacuation.....Providers shall evacuate if directed.
- e. **Category 5** – Wind Speeds (155+ MPH), Catastrophic Damage Evacuation.....Facilities and Providers in the path of the storm shall be evacuated. The Facility Administrator or Local Executive Director may direct medically fragile individuals to stay in place after consultation with medical personnel and the Central Office Emergency Operations Center.

**\*\*NOTE\*\*:** If the Governor declares a Mandatory Evacuation, then Providers shall evacuate. County Providers are to coordinate evacuations through their Community District Office. Unless otherwise directed by Central Office Emergency Operations Center, Facilities and Providers are to follow established relocation agreements (see Attachment B).

H. News Release

Provide news release for DDSN happenings, if necessary

I. Re-Entry Phase

- 1. For those who are evacuated, re-entry can be made once ordered by the Governor and determined safe by the Facility Administrator/Executive Directors/CEOs.
- 2. Facilities will inform Central Office of re-entry schedule.
- 3. Providers will notify the Community District Office of re-entry schedule.

J. Close Central Office Emergency Operations Center

- 1. Close after storm is no longer a danger.
- 2. DDSN Emergency Operations Center can close prior to State Emergency Operations Center closing.
- 3. Have Facilities and Providers prepare a written report on what actions were taken during the storm and whether any damages were incurred and what changes need to be made to their plans.

**VII. Recovery Phase**

(Recovery actions are those taken when the threat of disaster has ended, but residual effects remain)

- A. Facilities and Providers will report and document injuries to individuals and employees.

- B. Facilities and Providers are to document damages to physical plants (i.e., buildings, roads, trees, etc.).
- C. Facilities and Providers to make necessary arrangements to bring facilities back to conditions that would allow staff and individuals to return to a normal lifestyle.
- D. DDSN Finance Division will work with Facilities and Providers to prepare any necessary documentation for FEMA claims.

Hurricane Websites – Revised 04/30/13

National Hurricane Center	<a href="http://www.nhc.noaa.gov/">http://www.nhc.noaa.gov/</a>
National Weather Service	<a href="http://www.weather.gov/">http://www.weather.gov/</a>
NWS – Charleston	<a href="http://erh.noaa.gov/chs/">http://erh.noaa.gov/chs/</a>
NWS – Columbia	<a href="http://www.erh.noaa.gov/cae/">http://www.erh.noaa.gov/cae/</a>
NWS – Wilmington	<a href="http://www.erh.noaa.gov/er/ilm/">http://www.erh.noaa.gov/er/ilm/</a>
SC Emergency Management Division	<a href="http://www.scemd.org/">http://www.scemd.org/</a>
Storm Prediction Center	<a href="http://www.spc.noaa.gov/">http://www.spc.noaa.gov/</a>
FEMA’s Ready Hurricanes	<a href="http://www.ready.gov/hurricanes">http://www.ready.gov/hurricanes</a>
FSU Tropical Weather (Florida Climate Center)	<a href="http://climatecenter.fsu.edu/topics/tropical-weather">http://climatecenter.fsu.edu/topics/tropical-weather</a>
Colorado State University (Tropical Meteorology Project)	<a href="http://hurricane.atmos.colostate.edu/">http://hurricane.atmos.colostate.edu/</a>
Hurricane Image Catalog	<a href="http://rsd.gsfc.nasa.gov/rsd/images/">http://rsd.gsfc.nasa.gov/rsd/images/</a>
Sun-Sentinel South Florida Weather	<a href="http://www.sun-sentinel.com/news/weather/">http://www.sun-sentinel.com/news/weather/</a>
NASA’s Hurricane Resource Page	<a href="http://nasa.gov/mission_pages/hurricanes">http://nasa.gov/mission_pages/hurricanes</a>
Purdue Weather Processor	<a href="http://wxp.eas.purdue.edu/public">http://wxp.eas.purdue.edu/public</a>
University of Michigan’s Weathernet	<a href="http://cirrus.sprl.umich.edu/wxnet/">http://cirrus.sprl.umich.edu/wxnet/</a>
University of Hawaii (Dept. of Meteorology)	<a href="http://soest.hawaii.edu/MET/">http://soest.hawaii.edu/MET/</a>
USA Today’s Weather Page	<a href="http://www.usatoday.com/weather/">http://www.usatoday.com/weather/</a>
The Weather Channel	<a href="http://www.weather.com">http://www.weather.com</a>
The Weather Underground Tropical Weather and Hurricanes	<a href="http://wunderground.com/tropical/">http://wunderground.com/tropical/</a>
Hurricane Storm Tracking	<a href="http://hurricane.terrapin.com">http://hurricane.terrapin.com</a>
Tampa Bay Online Hurricane Guide	<a href="http://TBO.com/hurricane-guide">http://TBO.com/hurricane-guide</a>
Hurricane City	<a href="http://hurricanecity.com">http://hurricanecity.com</a>
Intellicast Storm Center	<a href="http://intellicast.com/storm">http://intellicast.com/storm</a>
Unisys Weather-Hurricane/Tropical Data	<a href="http://weather.unisys.com/hurricane">http://weather.unisys.com/hurricane</a>



# **PANDEMIC INFLUENZA PLAN**



**April 30, 2013**

## I. INTRODUCTION

Pandemic influenza is an outbreak of a novel influenza virus for which humans have not developed wide spread immunity. As such, the risk of an outbreak can pose a grave threat to the health of a large proportion of the worldwide population.

It is estimated that many South Carolinians would die in the event of a severe Pandemic Influenza outbreak. It is estimated by the South Carolina Department of Health and Environmental Control (DHEC) that thousands of South Carolinians would be hospitalized in the event of a severe Pandemic Influenza outbreak and health services will be stressed even beyond their “surge” capacity. It is also estimated by the United States Department of Health and Human Services that a high percentage of the entire workforce would be unable to report to work during the peak of a severe Pandemic Influenza outbreak. Usual health and other services may be compromised because of reduced staff and supplies of all types may be difficult to maintain. Due to the disproportionate high presence of health challenges, individuals served by DDSN would generally be at greater risk for both death and hospitalization.

DDSN will maintain a Pandemic Influenza Plan (Plan) to respond to a pandemic influenza outbreak. This Plan is intended to reduce the adverse impact that such an outbreak would have on the individuals, families and staff who receive or provide services through DDSN.

There are six (6) phases of a pandemic influenza recognized by the World Health Organization. The higher the phase, the greater the risk of widespread outbreak. There are also five (5) categories of pandemic influenza severity recognized by the United States Department of Health and Human Services. The higher the category, the higher the projected mortality rate of the respective influenza. Response to a pandemic influenza will be dictated by the respective phase and category of the outbreak. Phase status will be determined by the World Health Organization and category status will be determined by the United States Department of Health and Human Services.

### **World Health Organization Phases**

#### Interpandemic Period

- Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

#### Pandemic Alert Period

- Phase 3: Human infection with a new subtype has been detected but no human-to-human spread or, at most, rare instances of spread to a close contact.
- Phase 4: Small clusters of human infection with limited human-to-human transmission have occurred but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5: Larger clusters of human infection has been detected but human-to-human spread still is localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible.

#### Pandemic Period

Phase 6: Increased and sustained transmission in general human population.

#### **United States Department of Health and Human Services Categories**

Category 1: Mortality rate less than 0.1% of those infected with influenza (Seasonal Flu)

Category 2: Mortality rate between 0.1% and 0.499% of those infected with influenza (Hong Kong Flu)

Category 3: Mortality rate between 0.5% and 0.999% of those infected with influenza

Category 4: Mortality rate between 1.0% and 1.999% of those infected with influenza

Category 5: Mortality 2.05% or higher of those infected with influenza (Spanish Flu 1918)

### **II. DDSN DISASTER PREPAREDNESS PLAN**

- A. DDSN maintains a Disaster Preparedness Plan (refer to Directive 100-25-DD). The DDSN Pandemic Influenza Plan is a component of the broader DDSN Disaster Preparedness Plan. Unless otherwise stipulated below, the provisions of the Disaster Preparedness Plan are applicable to prevention and response to a pandemic influenza outbreak.
- B. Each DDSN Regional Center, DSN County Board or QPL Residential Provider is required to develop and maintain a local Disaster Preparedness Plan which identifies the specific steps which will be taken to prevent and effectively respond to a disaster which impacts their operations and consumers.
- C. This Provider Disaster Preparedness Plan must include a component which addresses a pandemic influenza outbreak.
- D. A copy of this Plan must be provided to DDSN.
- E. DDSN's Emergency Operations Center will be activated and initiate regular communications with all Providers in the event a Phase VI and Category 4 or higher Pandemic Influenza statuses are declared.

### **III. GENERAL COMMUNITY PREPARATION**

- A. Efforts will be undertaken at both a state and local level to assure coordination with those entities which will have responsibility for responding to a pandemic influenza.

- B. DHEC is the lead agency for implementation of the Emergency Service Function 8/Health and Medicine (ESF8) of the South Carolina Emergency Management Plan. As such, DHEC is the primary agency in South Carolina responsible for responding to a pandemic influenza outbreak.
- C. Providers should share copies of their Pandemic Influenza Plan with their local DHEC Office (the ESF8 Coordinator).
- D. Provider communication with the local DHEC Office (EFS8 Coordinator) should become more frequent as the risk increases.
- E. Key Provider leadership should become familiarized with the Pandemic Influenza section of the South Carolina Emergency Operations Plan ([http://www.scemd.org/images/plans/mass\\_casualty/state\\_pandemic\\_influenza\\_plan\\_november\\_2011.pdf](http://www.scemd.org/images/plans/mass_casualty/state_pandemic_influenza_plan_november_2011.pdf)).

#### IV. PREVENTION

##### A. Infection Control

1. Providers will maintain vigorous standard infection control precautions, with strong emphasis on thorough and regular hand washing in accordance with recommendations from the United States Centers for Disease Control and Prevention (<http://www.cdc.gov/hai/pdfs/guidelines/basic-infection-control-prevention-plan-2011.pdf>).
2. Providers will maintain aggressive respiratory/cough hygiene etiquette in accordance with recommendations from the United States Center for Disease Control and Prevention (<http://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>).
3. Providers will offer training to staff on the signs and symptoms of influenza and the infection control protocols noted above. All staff must receive training reminders at least monthly if a Phase V and Category 3 or higher Pandemic Influenza statuses are declared.

##### B. Surveillance

1. Providers will maintain a rigorous surveillance program to promote early detection of possible influenza outbreak among consumers and staff as recommended by the United States Department of Health and Human Services (<http://www.hhs.gov/pandemicflu/plan/sup1.html>).
2. Staff who display signs of influenza will not be permitted to work in close proximity to other staff or consumers, unless otherwise approved by a physician.

3. Efforts will be maintained to minimize any contact between consumers and family or members of the general public on Provider premises when family or members of the general public display signs of influenza.
4. Surveillance efforts will become more rigorous if Phase V and Category 3 or higher Pandemic Influenza statuses are declared.

C. Anti-viral Medications

1. Providers will facilitate the voluntary provision of anti-viral medications to consumers and staff who display symptoms of influenza.
2. These medications should be administered in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.cdc.gov/flu/antivirals/>) and attending physicians.

D. Vaccination

1. Providers will facilitate the voluntary provision of influenza vaccination to consumers and staff who have a confirmed diagnosis of influenza.
2. Vaccination protocols should be maintained in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.flu.gov/prevention-vaccination#>) and attending physicians.
3. The local DHEC Offices will control the dissemination of the vaccine. Providers should coordinate with the local DHEC Office (EFS8 Coordinator) to access the vaccine.
4. Vaccination efforts should become more vigorous when the risk of a severe Pandemic Influenza outbreak increases.

E. Supply Stockpiling

1. Providers will communicate with principal vendors to determine which commodities may be in short supply in the event of a Pandemic Influenza and adjust stockpiling accordingly when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.
2. Providers should purchase and maintain a 30-day supply of medical/protective supplies, pharmaceuticals and non-perishable food when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.
3. Supplies will be stored in a secure location.

F. Drills

1. DDSN and Providers will conduct regular mock Pandemic Influenza drills to evaluate adequacy of Pandemic Influenza Plan.

2. A drill will be conducted every six (6) months when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.
3. Modifications will be made to DDSN's and Provider's Pandemic Influenza Plans, based upon the results of the mock drill.

G. Critical Duty Identification/Staff Training

1. DDSN and Providers will identify those duties which are essential to be performed in the event of a Pandemic Influenza outbreak. Highest priority will be placed upon those duties which preserve the health, safety and well-being of the consumers served.
2. Training materials summarizing the methods necessary to effectively perform the essential duties will be developed. These materials are intended to be used to allow staff who are able to report to work during a Pandemic Influenza to perform duties which they are not normally assigned to perform.

**V. RESPONSE TO PANDEMIC INFLUENZA**

A. Communications

1. DDSN Emergency Operations Center will communicate regularly with Providers in the event Phase VI and Category 4 Pandemic Influenza statuses are declared to supply updated information and assess potential problem areas.
2. Providers should also communicate regularly with the local DHEC Office (EFS8 Coordinator) in the event Phase VI and Category 4 Pandemic Influenza statuses are declared to determine if any public health actions have been implemented.
3. Providers should provide daily status updates to all staff on the status of Pandemic Influenza response.
4. Providers should communicate regularly with the family/legal guardians of the consumers to advise them of the Providers actions in responding to the Pandemic Influenza.

B. Isolation

1. Providers should severely restrict contact between the consumers served and the general public; both in the form of the general public being restricted from being on the Provider's premises and restricting consumers from leaving the premises, except in cases of the most urgent need in the event Phase VI and Category 4 Pandemic Influenza statuses are declared.
2. Providers should minimize the number of staff who work with a given consumer.

3. Providers will comply with any official quarantine order issued by DHEC.
4. Providers should physically segregate consumers who display signs of influenza from consumers who do not.
5. Provider should arrange for the cancellation of non-essential services (e.g., non-residential services).

C. Consumer Consolidation

1. To accommodate serious staff shortages, Providers should consolidate consumers into larger settings (e.g., sheltered workshops) to best utilize available staff in the event Phase VI and Category 4 Pandemic Influenza statuses are declared.
2. Any setting to which consumers are relocated should be equipped with sleeping, bathing and food preparation accommodations.
3. If consumers are consolidated into ICFs/MR or CRCFs, the DHEC Director of Health Regulations Division must be notified and approve the proposed consolidation plan.

D. Death

1. In the event of consumer death due to Pandemic Influenza, notification of family/legal guardians and DDSN should be provided in accordance with Directive 505-02-DD: Death or Impending Death of Persons Receiving Services from DDSN.
2. If the Coroner or DHEC cannot quickly pick up the deceased consumer, the Provider should remove the body to a remote and cool area not accessible by consumers.

## **VI. RECOVERY FROM PANDEMIC INFLUENZA**

- A. Providers will offer grief counseling for consumers and staff.
- B. DDSN and Providers will evaluate the effectiveness of their Pandemic Influenza Plan and revise where appropriate.