

# CITY OF MYRTLE BEACH BASIC DISASTER PLAN

## I. BASIC PLAN

### A. PURPOSE

This document establishes a framework through which the City of Myrtle Beach may prevent or mitigate the impacts of, prepare for, respond to, and recover from, a wide variety of disasters that could adversely affect the health, safety or general welfare of the citizens and visitors of Myrtle Beach. This emergency operations plan outlines a method of incident management called the Incident Command System (ICS) that includes a coordinated (multi-department and or multi-agency) response to incidents beyond the scope of normal city operations. Provisions are made for the needed flexibility of direction, coordination, and method of operation to enable City Government to accomplish the following specific goals:

1. Minimize suffering, loss of life, personal injury and property damage resulting from hazardous and/or emergency conditions.
2. Minimize disaster related shortages and service system disruptions that would have an adverse impact on residents, visitors and the local economy.
3. Provide immediate relief and promote short-range and long-range recovery.
4. Avoid or reduce loss of life and property damage resulting from disasters.
5. Comply with state and federal disaster assistance regulations.
6. Document all disaster related expenses to ensure the fullest possible recovery of funds in the event of a presidential declaration.

### B. SCOPE

The City of Myrtle Beach Emergency Plan:

1. Describes the various types of emergencies and disasters that may occur, and provides procedures for disseminating warning and for determining, assessing, and reporting the severity and magnitude of disasters.
2. Establishes the concepts under which local government will operate during emergencies by:
  - a. Defining the emergency role and function of City Government.
  - b. Defining the responsibilities of City Government officials.
3. Create a framework for expeditious, effective and coordinated deployment of available resources.
4. Identifies functional responsibilities and actions required of City Government to obtain and implement assistance and relief on a state and federal level, and those actions to be taken in the identification, organization, and mobilization of resources necessary to assist the City before, during and after an emergency.
5. Outlines the forms of recovery assistance available to individuals, businesses and governments.
6. Creates a framework to promote pre and post disaster hazard mitigation efforts.

### C. ASSUMPTIONS

1. The City has developed and will continue to update its emergency plans and possesses the capability to execute such plans.
2. Prediction and warning systems have been established which make it possible to anticipate some disaster situations that may affect the City.

3. The City has entered into mutual-aid agreements with other local governments, special districts and private organizations to assist during emergency operations.
4. The State of South Carolina possesses expertise and resources including specific plans and procedures that may be utilized in relieving emergency or disaster related problems that are beyond the capacity of the City.
5. Should city and state resources prove inadequate to cope with disaster demands, the Governor will request federal assistance under a presidential declaration.
6. The city has adopted the Incident Command System as its response model for daily emergency operations through disaster response operations.

#### D. LOCATION

The City of Myrtle Beach is situated on the northeast coast of South Carolina and is the largest municipality within Horry County. The City comprises a total land area of 22.48 square miles and is home to a resident population of 25,410 (2004 Census). However, because the City is one of the East Coast's most popular vacation destinations, the daily transient population during the months of April through September is estimated to be in excess of 200,000-250,000.

#### E. SITUATION

The City of Myrtle Beach is exposed to the effects of many hazards, varying widely in type and magnitude. Emergency conditions could result from a number of natural phenomena such as hurricanes, earthquakes, tornadoes, floods, summer/winter storms, coastal flooding, tidal wave, drought, fires, to include grass and forest fires, high winds, or a combination of the above. Apart from natural disasters, the City is exposed to technological hazards such as transportation accidents involving chemicals, oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous waste, building or bridge collapse, utility service interruptions, energy shortages, civil disturbance or riots, warfare or a combination of the above. A detailed Hazard Analysis is provided in Appendix (A).

#### F. DEFINITIONS

- a. **Emergency:** Means the occurrence or imminent threat of a condition, incident, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. At the Federal level, an emergency is defined by Title V of P.L. 93-288, Section 102(1), as any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies and other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a)) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States...(501(b)).
- b. **Disaster:** Means the occurrence of widespread or severe damage, injury, loss of life or property, or such severe economic or social disruption that supplemental relief assistance is necessary for the County to recover and alleviate the damage, loss, hardship, or suffering caused thereby. At the Federal level, as defined under P.L. 93-288, a disaster is any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of

sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations.

- c. Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, including acts of terrorism, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. For the purpose of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on state and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities

## II. ORGANIZATION

There are eleven departments of City Government, organizationally configured as illustrated in Appendix (B).

## III. CONCEPT OF OPERATIONS

- A. This is an Integrated Emergency Management Plan based on the principle that local government bears the initial responsibility for mitigation, emergency preparedness, response and recovery. Only after local resources are depleted or prove to be inadequate should the City request relief from the next level of government. State assistance is supplied as deemed appropriate by the Governor and as provided in the State Emergency Management Plan.
- B. When local and state resources are determined to be inadequate, the Governor will request a presidential disaster declaration through the Federal Emergency Management Agency based on state and local damage assessment reports.
- C. Phases of Emergency Management: There are four (4) distinct phases of Integrated Emergency Management. They include: hazard mitigation, preparedness, response and recovery. Specifically, each is described as follows:
  1. Hazard Mitigation  
Actions taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards.
  2. Preparedness  
Actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.
  3. Response  
Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property, and enhance the effectiveness and speed of recovery.
  4. Recovery  
Activity initiated to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels.

## IV. EXECUTION

A. ACTIVATION OF THE CITY PLAN

Upon activation of the plan by the City Manager, the Emergency Management Director will implement increased readiness procedures and such emergency response actions as might be necessary to ensure the protection of life and property. For the purposes of Integrated Emergency Management, the City will use the following terminology to describe its level of readiness: These readiness levels track those used by county and state government.

B. OPERATING CONDITIONS (OPCONS)

These OPCONS increase the city's state of readiness on a scale from 5 to 1. Each OPCON level is declared when a pre-determined set of criteria has been met. The City Manager and Emergency Management Director will assign the appropriate OPCON level, based on the situation at any given time.

1. OPCONS for the City of Myrtle Beach shall be as follows:

<u>OPCON</u>	<u>LEVEL OF READINESS</u>
5	Day-to-Day Operations
4	Potential emergency or disaster conditions are threatening and may require activation of the Emergency Operations Center (EOC) that will serve as Incident Command Post (CIP) for large or citywide incidents or when multiple incidents occur within the city requiring individual ICPs the EOC will serve as the Area Command. Small or localized incidents will be managed from a single ICP near the scene.
3	Emergency or disaster conditions are possible. Activation of the EOC and implementation of the EOP is required.
2	Emergency or disaster conditions are certain. Full activation of the ICP is required. Highest level of preparedness.
1	Emergency or disaster conditions are occurring. Emergency response activities are on going.

2. The OPCON in effect will be that level of operational readiness or response appropriate to the emergency.
3. The following outline those minimum actions to be taken by the City's Emergency Management Director, under a locally declared numerical OPCON or when the county or state government has notified the City that a numerical OPCON is in effect:

a. OPCON 4:

With the concurrence of the City Manager, the Director shall:

- (1) Continuously monitor the developing threat.
- (2) Review all pertinent operational readiness plans, policies and procedures.
- (3) Conduct periodic situational briefings for designated personnel.
- (4) Ensure that all departmental personnel have been advised of the threat and have been placed in a "standby" status.
- (5) Recommend other necessary measures to ensure operational readiness.

b. OPCON 3:

With the concurrence of the City Manager, the Director, shall:

- (1) Complete all OPCON 4 action items.

- (2) Prepare the Emergency Operations Center for activation.
- (3) Establish communications with all county/state/federal agencies; public utilities; and other agencies or organizations as appropriate to the developing situation.
- (4) Ensure the dissemination of warning information to the public.
- (5) Recommend other necessary measures to ensure operational readiness.

c. OPCON 2:

The City Manager will designate an Incident Commander and, if the County EOC is activated, a city representative to the County EOC. The Incident Commander will:

- (1) Complete all OPCON 3 action items.
- (2) Fully activate, provision and staff of the Incident Command Post.
- (3) Activate all appropriate emergency plans, functional annexes and procedures.
- (4) Ensure the dissemination of threat, evacuation, shelter and other information necessary for the protection of life and property.
- (5) Activate all mutual aid agreements.
- (6) Ensure the recall, and deployment of departmental personnel.
- (7) Coordinate all emergency management activities with county/state/federal agencies; public utilities and other agencies or organizations as appropriate to the developing situation.
- (8) Recommend the issuance of emergency proclamations, orders and ordinances commensurate with the emergency or disaster.
- (9) Implement measures to ensure the greatest level of protection possible to public facilities.
- (10) Implement financial procedures to fully document all emergency preparation/response/recovery expenditures.
- (11) Recommend other measures to ensure operational readiness.

d. OPCON 1:

The Incident Commander will:

- (1) Complete all OPCON 2 action items.
- (2) Ensure the implementation of such measures as are necessary to protect life and property.
- (3) Or his designee, act as liaison between the City and County/State/Federal response agencies.
- (4) Function as the City's "Applicant Agent".
- (5) Direct all recovery activities.
- (6) Recommend other measures to facilitate the expenditures and complete recovery of the community.

**All personnel are reminded that in many cases the City may have to respond to a disaster without any advance warning and that internal operation plans need to include this flexibility.**

C. ENACTMENT OF EMERGENCY ORDINANCES

Upon the recommendation of the City Manager, the City Council may enact emergency ordinances necessary to respond to the emergency or disaster. These ordinances shall indicate the nature of the emergency or disaster; specify the impacts on the City; and outline those measures to be implemented to preserve the public safety and welfare and protect property. Copies shall be filed with the Horry County Office of Emergency

Preparedness, the South Carolina Division of Emergency Preparedness and be given the widest possible dissemination possible to ensure full public notification.

## **V. RESPONSIBILITIES**

### **A. GENERAL**

Appointed City officials share responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response and recovery.

### **B. CITY GOVERNMENT**

City Government should be prepared to:

1. Direct and control local response to a wide variety of emergencies.
2. Provide immediate response through local resources and personnel.
3. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel, material and equipment in an emergency.
4. Establish and activate mutual aid agreements when specific aid is needed.
5. Request assistance from state and federal government when: (1) local resources are fully committed and found to be inadequate and/or (2) a particular capability is required but is not available locally.
6. Participate in state and federal efforts to accomplish post-disaster hazard mitigation plans and studies.

### **C. CITY MANAGER**

1. Act as or designate an Incident Commander.
2. Activate the City of Myrtle Beach Emergency Operation Plan.
3. Suspend the provision of any City ordinance prescribing the procedures for conduct of City business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
4. Use all resources of the City as necessary to cope with the emergency.
5. Transfer the direction, personnel or functions of city departments or divisions for the purpose of performing or facilitating emergency operation.

### **D. EMERGENCY MANAGEMENT DIRECTOR**

The Emergency Management Director acts as an advisor to the City Manager for disaster mitigation, preparedness, response and recovery and may be appointed by the City Manager to fill a key position when the Emergency Operations are implemented. The Emergency Management Director is responsible to:

1. Direct the efforts of all City departments/divisions with regard to the development and evolution of this plan.
2. Establish a NIMS compliant system for reporting, analyzing, displaying and disseminating emergency information.
3. Coordinate the activities of the departments, divisions and other agencies in preparing for disasters.
4. Receive, review and approve departmental emergency operations plans.
5. Establish procedures to document recovery efforts and expenses and act as the City's applicant agent in accordance with state and federal disaster assistance programs.
6. Coordinate evacuation operation.

7. Coordinate warning operations.
8. Coordinate military assistance.

C. CITY RISK MANAGER

The Risk Manager provides assistance to the Incident Commander or his appointed designee Emergency Management Director in disaster mitigation, preparedness, response and recovery. Responsibilities include but are not limited to:

1. Assist in establishing and monitoring a system for reporting, analyzing, displaying and disseminating emergency information.
2. Identification of critical areas of loss, damage assessment/surveys, coordination and communication with insurance representatives and representatives of State and local authorities.
3. Establish procedures to document recovery efforts and expenses and as the City's applicant agent in accordance with State and Federal disaster assistance programs including FEMA coordination and reporting.
4. Assist in monitoring local shelter operations, and occupancy levels of critical facilities.
5. Monitor developing threat and assist EMD in conducting situational briefings for designated personnel.
6. Augment Incident Command operations.

**VI. RESPONSIBILITIES AND TASKS**

A. INCIDENT COMMANDER:

The Incident Commander's (IC) responsibility is the overall management of the incident/event. On most incidents, a single IC carries out the command activity. The IC is selected by qualification and experience. The IC may have a deputy, who must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. The major responsibilities of the IC are:

1. Assess the situation and/or obtain a briefing from the prior IC.
2. Determine Incidents Objectives and Strategy.
3. Establish the immediate priorities.
4. Brief Command Staff and Section Chiefs.
5. Review meetings and briefings.
6. Establish an appropriate organization.
7. Ensure planning meetings are scheduled as required.
8. Approve and authorize the implementation of an Incident Action Plan.
9. Ensure that adequate safety measures are in place
10. Coordinate activity for Command and General Staff.
11. Coordinate with key people and officials.
12. Approve requests for additional resources or for the release of resources.
13. Keep Agency administrator informed of incident status.
14. Approve the use of trainees, volunteers and auxiliary personnel.
15. Authorize release of information to the new media.
16. Ensure incident status Summary is completed.
17. Order the demobilization of the incident when appropriate.

B. INFORMATION OFFICER

The Information Officer (IO) is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. The major responsibilities of the IO are:

1. Determine from the IC if there are any limits on information release.
2. Develop material for use in media releases.
3. Obtain IC approval of media releases.
4. Inform media and conduct media briefings.
5. Arrange for tours and other interviews or briefings that may be required.
6. Obtain media information that may be useful to incident planning.
7. Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
8. Maintain unit activity log.

C. LIASON OFFICER

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LO position on the Command Staff. The LO is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives. The major responsibilities of the LO are:

1. Be a contact point for Agency Representatives.
2. Maintain a list of assisting and cooperating agencies and Agency representatives.
3. Assist in establishing and coordinating interagency contacts.
4. Keep agencies supporting the incident aware of incident status.
5. Monitor incident operations to identify current or potential inter-organizational problems.
6. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

D. SAFETY OFFICER

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The major responsibilities of the Safety Officer are:

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Action Plan for safety implications.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Review and approve the medical plan.
8. Develop the site safety plan and publish site safety plan summary.
9. Maintain Unit/Activity Log.

E. OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The major responsibilities of the Operations Section Chief are:

1. Develop operations portion of the Incident action plan.
2. Brief and assign Operations Section personnel in accordance with the Incident Action Plan.
3. Supervise Operations Section
4. Determine need and request additional resources.

5. Review suggested list of resources to be released and initiate recommendation for release of resources.
6. Assemble and Disassemble strike teams assigned to the Operations Section.
7. Report information about special activities events, and occurrences to the IC.
8. Maintain unit activity log.

#### F. PLANNING SECTION CHIEF

The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events; and 3) prepare alternative strategies for the incident. The major responsibilities of the Planning Section Chief are:

1. Collect and process situation information about the incident.
2. Supervise preparation of the Incident Action Plan.
3. Provide input to the IC and Ops in preparing the IAP
4. Chair planning meetings and participated in other meetings as required.
5. Assign available personnel to ICS organizational positions as appropriate.
6. Establish information requirements and reporting schedules for Planning Section Units.
7. Determine the need for any specialized resources in support of the incident.
8. If requested, assemble and disassemble Strike teams and Task Forces not assigned to Ops.
9. Establish special information collection activities as necessary (e.g., weather, environmental, toxic, etc.)
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report any significant changes in incident status.
13. Compile and display incident status information.
14. Oversee preparation and implementation of Demobilization Plan.
15. Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.
16. Maintain unit activity log.

#### G. LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for providing facilities, services and material in support of the incident. The major responsibilities of the Logistics Section Chief are:

1. Plan the organization of the logistics section.
2. Assign work locations and tasks to section personnel.
3. Notify the resource unit of the Logistics Section Units activated and the names of assigned personnel.
4. Assemble and Brief Branch Directors and Unit Leaders.
5. Participate in preparation of the Incident Action Plan.
6. Identify service and support requirements for planned and expected operations.
7. Provide input to and review the Communication Plan, Medical Plan and Traffic Plan.
8. Coordinate and process requests for additional resources.
9. Review the IAP and estimated Section needs for the next operational period.
10. Advise on current service and support capabilities.
11. Prepare service and support elements of the IAP.
12. Estimate future service and support requirements.
13. Receive incident Demobilization plan from Planning Section.

14. Recommend release of Unit resources in conformity with Incident Demobilization Plan.
15. Maintain Unit Activity Log.

#### H. FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident. The major responsibilities of the Finance/Administration Section Chief are:

1. Attend planning meetings as required.
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop the operating plan for the section.
6. Meet with assisting and Cooperating Agency Representatives as needed.
7. Ensure that all personnel time records are accurately completed and processed.
8. Provide financial input to demobilization planning.
9. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
10. Maintain unit activity log.

#### I. DEPARTMENT DIRECTORS

City department heads are responsible for emergency operations within their departments as follows:

1. General
  - a. Continuing to perform routine day-to-day departmental tasks as needed.
  - b. Providing departmental technical/operational response to disasters.
  - c. Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan.
  - d. Providing Incident Command Post representation as required in this plan or as required by the City Manager or Emergency Management Director.
2. Specific
  - a. Legal Department
    1. Provide legal advice to members of the City Council, City Manager, and City staff.
    2. Prepare emergency ordinances, proclamations, etc. as necessary.
  - b. Public Information Director
    1. Provide direction and control of public information through the preparation and release of official information and statements by and for City officials.
    2. Provide response to inquiries by media representatives and official visitors.
    3. Provide referral service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information.
    4. Provide technical coordination with the commercial broadcast media. Augment warning systems.

- c. Police Department
  1. Provide law enforcement services.
  2. Provide warnings/evacuations.
  3. Provide communications
  4. Provide traffic management.
  5. Augment search and rescue.
  6. Augment recovery and identification of victims.
  
- d. Fire Department
  1. Provide fire service.
  2. Provide emergency medical services.
  3. Provide search and rescue.
  4. Provide recovery and identification of victims.
  5. Provide radiological hazard assessment and establishes protection measures to mitigate effects.
  6. Augment evacuation.
  7. Augment warning systems.
  8. Provide set-up of Family Emergency Shelter and EMS.
  
- e. Construction Services Department
  1. Provide damage assessment/survey.
  2. Provide documentation for FEMA Flood Insurance Program.
  3. Provide coordination with South Carolina Coastal Council.
  4. Provide condemnation of damaged structures.
  5. Augment coordination of utility restoration.
  6. Augments coordination of access to damaged structures.
  7. Augment warning systems.
  8. Augment evacuation.
  
- f. Public Works Department
  1. Provide debris removal and clearing of rights of way.
  2. Provide repair/restoration of water/sewer utility service.
  3. Provide heavy equipment resources.
  4. Provide the coordination of utility restoration.
  5. Provide the coordination of emergency transportation assets.
  6. Provide engineering services.
  7. Provide pest control.
  8. Augment search and rescue.
  9. Augment damage assessments/surveys.
  10. Augment fire service operations.
  11. Augment traffic control.
  12. Manage mutual aid sector
  
- g. Cultural & Leisure Services Department
  1. Provide timber removal.
  2. Augment debris removal and clearing of rights of way.
  3. Augment damage assessment/survey.
  4. Augment search and rescue.
  5. Augment heavy equipment needs.
  6. Augment fire service operations.
  7. Augment recovery and identification of victims.

- 8. Augment fire department with Family Emergency Shelter
- h. Convention Center
  - 1. Provide federal/state DAC/DFO facility.
  - 2. Provide emergency shelter. (Recovery phase only)
  - 3. Provide emergency mortuary facility.
  - 4. Provide set up of EOC
- i. Finance Department
  - 1. Provide accounting and financial services for receipt and disbursement of emergency funds. Provide information systems back up and support
  - 2. Provide and develop procedures for the procurement and availability of supplies, equipment and materials.
  - 3. Maintain a list of critical resource vendors.
  - 4. Augment Incident Command Post operations.
- j. Human Resources Department
  - 1. Provide coordination of volunteer resources.
  - 2. Augment Incident Command Post operations.
- k. Planning Department
  - 1. Augment damage assessment/survey.
  - 2. Augment coordination with OCRM.
  - 3. Augment Incident Command Post operations.
- l. Library
  - 1. Augment Incident Command Post operations.

## **VII. DIRECTION AND CONTROL**

### **A. It is provided that this plan:**

Is the official Emergency Management Plan for the City of Myrtle Beach governing all emergency operations.

### **B. Line of Succession**

South Carolina Code of Laws, Title 1-2, Chapter 9, Article 1 - "Emergency Interim Executive and Judicial Succession" reference government succession on a local level. City of Myrtle Beach Code of Ordinances provide for an orderly succession should any elected/appointed official become unavailable as defined in Section 1-9-20 South Carolina Code of Laws.

### **C. Preservation of Records.**

It is the responsibility of all local officials to ensure that all public records under their control are preserved and protected in accordance with state and local laws. Examples include: ordinances, resolutions, deeds, tax records, building permits, city council meeting minutes, etc.

### **D. Emergency Operations Center**

During a state of emergency the City of Myrtle Beach provides direction and control from the **primary** EOC which is the Myrtle Beach Convention Center located at 2100 N. Oak, Myrtle Beach, South Carolina. Staff members assigned duty in the EOC during emergency operations are designated in Appendix (C).

E. Alternate Emergency Operations Center

Should relocation of the EOC be necessary, the alternate EOC is the Public Safety Building located at Fire Station No. 6 on 38<sup>th</sup> Avenue North.

F. Relief Assistance

In the event of a disaster, the City of Myrtle Beach Emergency Management Director is responsible for the direction and support of all disaster relief activities.

G. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the City Legal Department.

H. Use of Local Firms

When disaster assistance activities are carried out by contract or agreement with private contractors, firms or individuals, preference will be given to the extent feasible and practicable, to contractors, firms or individuals residing or doing business primarily within the city limits.

### **VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION**

- A. The City Emergency Management Director has the overall responsibility for emergency planning; coordination of resources; and the conduct of disaster assistance and recovery activities.
- B. City Department Heads have the responsibility for maintaining internal plans, SOPs, and resource data to ensure prompt and effective disaster response.
- C. All departments are responsible for the development and maintenance of their respective segments of the plan.
- D. The Emergency Management Director will maintain and update this plan as required. Other City officials should recommend changes at any time and provide updated information as to changes in personnel, resources or assignment of responsibilities.
- E. The plan will be executed upon order of the City Manager or his designee.
- F. This plan applies to all elements of the City Government whether legislative, appointed or volunteer.
- G. For training purposes and exercises, the Emergency Management Director may activate this plan to ensure readiness posture.

### **IX. LEGAL BASIS, AUTHORITIES, AND MUTUAL AID AGREEMENTS**

- A. South Carolina Code of Laws, Title 5, Article 7, et. seq.

- B. South Carolina Code of Laws, Title 25, Article 4, et. seq.
- C. South Carolina Code of Laws, Title 58, Article 1, et. seq.
- D. Federal Civil Defense Act of 1950 (Public Law 81-920) as amended.
- E. Disaster Relief Act of 1974 (Public Law 93-288)
- F. SC Regulation 58-1, Local Government Preparedness Standards, SC Code of Regulations
- G. South Carolina Constitution
- X. Hazard Analysis – Appendix A**
- XI. EOC Personnel – Appendix B**
- XII. Organizational Structure – Appendix C**
- XIII. Pandemic Memorandum of Agreement – Annex**
- XIV. Terrorism – Annex**
- XV. Mutual Aid Agreements**
- XVI. Animal Disaster Plan – Appendix D**