I.   Introduction

This operations plan (OPLAN) specifically addresses evacuation of the Critical Transportation Need (CTN) population. CTN evacuees are individuals who do not have access to personal transportation and will require government-provided transportation if a full or partial evacuation is deemed necessary and ultimately ordered by the Governor of South Carolina. Authorized state and local officials may implement all or portions of this CTN evacuation plan.

Close collaboration between County governments and State officials is necessary to efficiently allocate available resources and effectively coordinate a large-scale CTN evacuation as an evacuation impacting multiple counties will undoubtedly pose a severe strain on the limited pool of local and state governmental resources. These may include but are not limited to sheltering, staffing at evacuee support sites, and transportation assets.

The Base Plan provides the foundational elements and overarching principles pertaining to local and state CTN evacuation operations.   Moreover, the plan describes the key operational concepts, functions, procedures, and roles and responsibilities associated with state support to local government and the commonalities of local CTN evacuation operations.   The Base Plan is centered on the default option to use fleet coaches provided and coordinated by a private transportation vendor to support local CTN evacuations; if the state opts to facilitate this plan itself using state resources, officials may need to engage in an adaptive planning process to ensure successful execution.

II.   TABLE OF CONTENTS

BASE PLAN

FIGURES

TABLES

ATTACHMENTS

COUNTY ANNEXES

III.   **Purpose**

A.   The purpose of this OPLAN is to provide information to successfully execute a local- and state-coordinated CTN evacuation. To do so, it is critical that local and state government coordinate operations as the complexity of the evacuation increases. While the plan specifically focuses on the CTN population from a hurricane, the goal is to ensure that CTN operations integrate seamlessly with other segments of the evacuating population and that the OPLAN is applicable to other hazards.

B.   The Governor may order an evacuation for any of the three hurricane regions based on an impending hurricane threat. State and local officials may implement all or portions of this CTN evacuation plan.

Figure 1: Map of South Carolina Hurricane Regions and Evacuating Counties
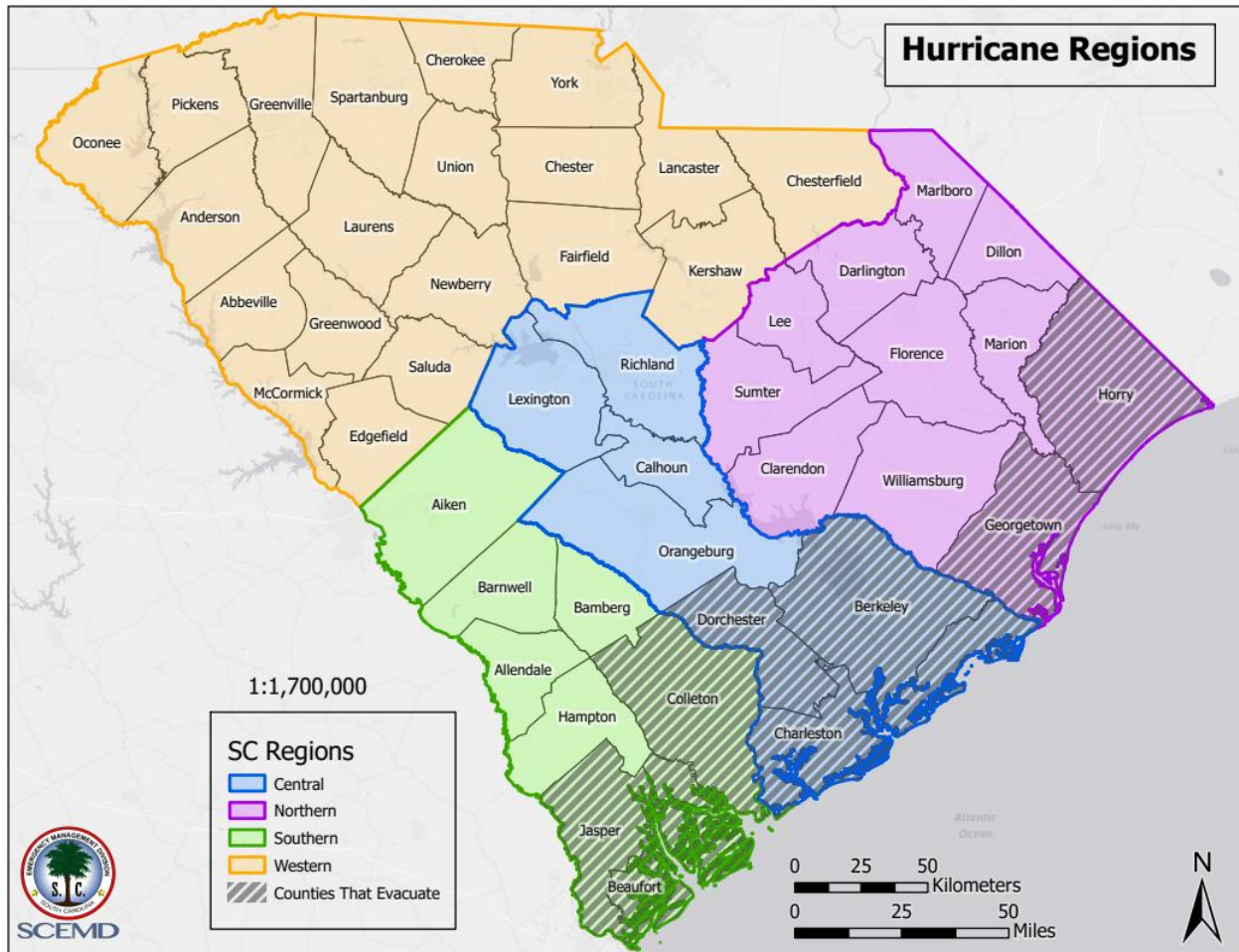
C.   To move evacuees out of coastal regions in a timely manner, lane reversals along certain interstate and primary routes may be necessary. Should it become necessary to reverse the flow of traffic on these roads, evacuees will be routed according to the Traffic Management Plan found in Annex F to the South Carolina Hurricane Plan.

IV.   **Scope**

    A.   This OPLAN describes the operational elements associated with a CTN evacuation in the State of South Carolina and specifically supports an evacuation in one or more of the three hurricane regions *(Figure 1)*. Each subsequent Annex in this OPLAN focuses on an evacuating county's specific operations and actions associated with a CTN evacuation.

    B.   Although a hurricane scenario serves as the backdrop for this OPLAN, it is designed to be scalable and adaptable to other incidents causing large-scale, region-wide evacuations. Moreover, the intent is for officials to integrate this plan with other local- and state-initiated planning endeavors.

    C.   This OPLAN:

        1.   Focuses on a hurricane evacuation scenario that causes counties to exceed sheltering capacities.

        2.   Includes information regarding the ground transportation resources, functions, processes, procedures, and operational support requirements associated with transporting CTN evacuees to designated shelters.

        3.   Emphasizes the premise that all disasters are local by outlining the concepts and capabilities associated with local CTN evacuation operations and capabilities and demonstrates the essential synchronization between local and (if necessary) state CTN evacuation operations.

    D.   This OPLAN <u>does not</u> account for the evacuation of:

        1.   Health-care facilities such as hospitals or long-term care facilities (i.e., nursing homes, assisted living facilities, and hospice centers) or group homes that house CTN residents which are the responsibility of the facilities and local and State ESF-8.

        2.   Secure facilities (i.e., jails, prisons, juvenile detention centers, etc.) which are generally the responsibility of local and State ESF-13.

        3.   Shadow evacuees (those individuals that choose to evacuate even though they are outside the official evacuation zone).

V.   **Situation**

    A.   In coastal counties, storm surge flooding is often the greatest risk to life and property from a hurricane. While hurricanes produce other hazards[1] such as high winds, heavy rainfall, and tornadoes, roughly half of all U.S. deaths from tropical

---

[1] Hurricane-related hazards are explained in detail in Section V of the SC Hurricane Plan (Base Plan).

cyclones are due to storm surge.[2] The hurricane evacuation zones are primarily based on storm surge risk.

B.   Table 4-1 represents the estimated number of CTN evacuees per hurricane region. The county data is based on the following planning considerations:

1.   The scenario is a Category 5 hurricane.

2.   Five percent (5%) of the total evacuating population are CTN evacuees.

3.   The total evacuating population is based on 2023 ESRI Business Analyst population estimates.[3]

4.   *See Attachment 3 for CTN Compliance Estimates by County/Zone.*

Table 1: Estimated Maximum Number of CTN Evacuees Per Hurricane Region

Northern Hurricane Region	Central Hurricane Region	Southern Hurricane Region
Horry County 6,855	Berkeley County 7,951	Colleton County 708
Georgetown County 2,482	Dorchester County 4,562	Beaufort County 9,662
	Charleston County 21,406	Jasper County 1,223
Total: 9,338	Total: 33,920	Total: 11,594
Total for <u>all</u> Hurricane Regions: 54,851		

VI.   <u>Planning Considerations</u>

A.   The following planning considerations include events or circumstances that are relevant to a CTN evacuation operation in South Carolina.

---

[2] Jon Erdman, "88 Percent of Deaths are from Hurricanes, Tropical Storms are from Water not Wind," Weather.com, published September 13, 2021, https://weather.com/safety/hurricane/news/hurricanes-tropical-storms-us-deaths-surge-flooding

[3] Evacuation zone population estimates are found in the Hurricane Plan (Annex C: Evacuation Zones and Clearance Timing).

B.   General Planning Considerations:

1.   The assumed evacuation compliance level for this OPLAN is 100% and is strictly for planning purposes as actual evacuation compliance will not be that high.

2.   While this plan specifically addresses the CTN population, the goal is to ensure that the operational implementation integrates in a seamless manner with other segments of the evacuating population.

3.   Given the scalable nature of this plan, authorized local and state officials may find it necessary to implement all or portions of the plan depending on the magnitude of the CTN evacuation.

4.   An evacuation associated with a hurricane may take up to 48 hours.

5.   An existing CTN contract with a transportation vendor (and other disaster response contracts) can be enacted whenever necessary sans any State or Federal declarations to include pre-staging resources and preparing grounds and facilities (i.e., VSAs and Collection Points), but a Governor's State of Emergency must be in effect to procure any new contracts needed immediately under emergency procurement policy.

6.   Evacuation operations cannot begin until the evacuation order is issued.

7.   Even when the State has assumed responsibility for the CTN evacuation mission, local resources should be used first and to the extent available to support auxiliary and support functions such as law enforcement/ security, traffic control, on-scene EMS presence, and Collection Point staffing. County Mutual Aid and then state resource requests will be used to fill resource gaps.

8.   All resource requests will be submitted in PalmettoEOC (the State's common operating picture and system for response coordination); local resource requests will first be submitted to the respective county Emergency Management office for action and then elevated to the State once local resourced are exhausted.

9.   SCEMD may require federal or contracted assistance to support CTN evacuation field-site operations, but should be mindful of the response times associated with such assets which may impede their use.

10.   Federal resources (requested through a Resource Request Form (RRF) submitted to FEMA) require that a Presidential Emergency Declaration (requested by the Governor) be issued before being fulfilled.

11.   The CTN evacuation operation will conclude and demobilize before the onset of tropical-storm-force winds.

12.   For other planning considerations or assumptions, see the SC Hurricane Plan (Base Plan).

C.   Transportation-Related Planning Considerations:

1.   A large-scale CTN evacuation operation may require multiple types of transportation resources (e.g., school buses, motor coaches, para-transit vehicles, etc.).

2.   State officials intend to use motor coach contracts as the primary transportation mode to support local CTN evacuation missions if required and available. State transportation assets may be incorporated if required and as the situation dictates.

3.   A portion of the CTN evacuation fleet will be ADA compliant.

4.   A CTN evacuee requiring an ADA-compliant vehicle will be assigned one as needed.

5.   In accordance with federal policy, the federal government does not provide vehicles or drivers to support an evacuation operation.

6.   It is likely that evacuation vehicles will only make one trip to an out-of-county shelter, dependent primarily on the shelter location.

7.   Due to lead-time requirements, the acquisition of transportation resources may be based on anticipated need.

8.   If any state transportation assets are incorporated with a vendor-managed operation, the State will provide a contracting representative at the VSA and VRP to facilitate the management of any state-supplied vehicles.

9.   Implementation of the communication kits will be a mission assigned to the (Quick Reaction Evacuation Group) QREG.

10.   Evacuees are not required to register to receive CTN services, but a non-invasive manifest (e.g., names, age, and method of contact) of vehicle passengers should be created for safety, reporting, and coordination purposes.

D.   Shelter-Related Planning Considerations:

1.   There is a direct relationship between the size and scope of the sheltering mission and the complexity of the transportation support mission.

2.   Upon being transported to a shelter, some CTN evacuees may identify another means of lodging support (e.g., family, friends, etc.) and therefore may choose to leave the public shelter. Subsequent transportation to

alternate self-selected lodging is not provided or funded by local, state, or federal government.

VII. **Evacuation Support Levels**

    A.   State and local officials are encouraged to use the tiered system below to determine the anticipated level of CTN evacuation support necessary for each at-risk county. Each level coincides with the extent of evacuation support required to shelter and transport the CTN population.

    B.   Evacuation Support Level Guidelines:

        1.   Each at-risk county should, for planning purposes, perform a self-assessment to identify its anticipated evacuation support level well in advance (before hurricane season) of any perceived threat or incident.

        2.   Each at-risk county should reassess its evacuation support level immediately upon being notified of potential hurricane impacts.

        3.   County officials should coordinate with SCEMD to determine the anticipated evacuation support level by E-72.

        4.   There may be unique situations that are not accounted for in the three evacuation support levels; however, a county should identify the level that is most suitable given the overarching circumstances.

        5.   Estimated evacuation compliance will influence the county's evacuation support level.

    C.   Evacuation Support Levels

        1.   Level 1: In-County Shelter Support (State-Coordinated Transportation Support Not Required)

            a.   Sufficient in-county capability [i.e., facilities, Department of Social Services (DSS)/local American Red Cross, county-identified staffing, and wrap-around services] is available to operate in-county shelter

            b.   Sufficient in-county capacity is available to shelter the anticipated evacuees.

            c.   Sufficient local transportation resources (i.e., drivers and vehicles) are available to transport CTN evacuees to in-county shelters.

        2.   Level 2: Mutual Aid/Host-County Shelter Support (State-Coordinated Transportation Support Not Required)

a.   A county exceeds its in-county shelter capacity or is unable to shelter due to the intensity of the storm and requires host-county shelter support.

b.   In-county transportation resources (i.e., drivers and vehicles) are available to transport CTN evacuees to designated host-county shelters.

3.   Level 3: State Coordinated Transportation Support Required

a.   A county requires state-coordinated transportation to transport CTN evacuees to a shelter outside of the evacuating county. County vehicles may not be able to travel outside the county limits.

b.   A county exceeds its CTN transportation capacity (i.e., drivers and/or vehicles).

c.   An evacuating county establishes a Collection Point (some counties may choose to co-locate a Collection Point at a pre-designated shelter facility).

d.   If state-coordinated vehicles are required:

i.   The county requesting state-coordinated transportation support will submit a resource request via PalmettoEOC.
ii.   The anticipated lead time to implement operations for Level 3 Evacuation Support can be as much as 120 hours (5 days).

iii.   Vehicles arrive at the Collection Point to transport CTN evacuees to a shelter outside of the evacuating county.

Table 2: Summary of Evacuation Support Levels

Evacuation Support Level	Level 1	Level 2	Level 3
Does the county require host-county shelter support?	**No**	**Yes**	**Yes**
Does the county require **state-coordinated transportation support?**	**No**	**No**	**Yes**
Should the county establishes a designated Collection Point?	***Optional**	***Optional**	**Yes**
* Counties may choose to implement a Collection Point to combine evacuees from many partially full pick-up-point vehicles into a smaller number of shelter-bound vehicles, filling them to maximum capacity and thereby conserving resources.			

VIII. <u>**Concept of Operations**</u>

A CTN evacuation is a highly complex mission. The primary reason for executing a CTN evacuation is a lack of shelter capacity within one or more evacuating counties. When this occurs, the state may be required to assume a significant role in providing transportation for a CTN evacuation.

A.   Operational Overview

This is a general concept of CTN operations. Each of these elements is explained in more detail in their following respective sections.

1.   Before CTN operations begin:

a.   It is critical to communicate the anticipated evacuation support level to the State to determine the anticipated transportation and staffing resource requirements to support a hurricane evacuation. This calculated by:

b.   Completing the Evacuation Compliance Worksheet (*see Attachment 4*) and

c.   Completing the Estimated CTN Population Worksheet (*see Attachment 5*).

d.   Complete the County Collection Point Staffing Requirements Worksheet (*see Attachment 7*)

2.   If it is determined that in-county sheltering is sufficient:

a.   Local governments will initiate the CTN evacuation mission.

b.   At a minimum, local governments are responsible for providing on-demand service which picks up and transports CTN evacuees from residences to shelters.

c.   As the number of CTN evacuees increases, on-demand services alone may not be sufficient.

i.   In this case, pick-up points may be established throughout each at-risk county.

ii.   Local government must provide enough vehicles to support routes to each pick-up point at regular intervals.

d.   Both on-demand and pick-up-point missions may take all CTN evacuees directly to in-county shelters at the onset of CTN operations and for as long as that option is sustainable.

3.   Once/if it is determined that external support is needed:

    a.   Local jurisdictions will request (through County mutual aid or a Resource Request to the State) to begin transporting and sheltering its CTN evacuees in host counties.

    b.   If local CTN transportation resources are insufficient to transport evacuees to host counties, county officials may request State transportation support via a State Resource Request.

        i.   When this occurs, the evacuating county will establish a Collection Point.

        ii.   Any local vehicles providing on-demand and pick-up-point service will transport CTN evacuees directly to the Collection Point.

4.   Upon Receiving a Resource Request for a State-supported CTN evacuation, State officials' immediate priorities include:

    a.   Identifying available shelters to support CTN evacuees.

    b.   Acquiring and deploying transportation resources (vehicles/drivers).

        i.   State officials intend to use contract motor coaches as the primary transportation mode to support local CTN evacuation missions.

        ii.   State transportation resources (e.g., school buses) may be used in lieu of or as supplemental support to contracted resources as available and as the situation dictates.

    c.   Upon deployment, transportation resources may travel directly to:

        i.   A Forward Staging Area (FSA) located near a county Collection Point

        ii.   A Pre-determined Vehicle Staging Area (VSA) and then onward to an FSA.

5.   At the Collection Points:

    a.   Assigned personnel will receive and register evacuees, assess them for medical access or functional and medical needs, queue and manifest them, and usher them onto State-coordinated vehicles which are bound for a State-coordinated shelter location.

      b.   Vehicles are requested by Collection Point staff from FSAs on an as-needed basis and will travel from the FSA to the Collection Point departure area where they will be loaded with queued groups of CTN evacuees and receive the final manifest.

      c.   The loaded vehicles will then transport the CTN evacuees to a designated shelter, which marks the end of the evacuation mission pending any demobilization requirements.

      d.   Unloaded vehicles will then return to their respective point(s) of origin, VSA or FSA to demobilize or support re-entry as required.

B.   Evacuation Compliance

1.   The evacuation compliance level is essential in determining the anticipated transportation and staffing resource requirements in support of a hurricane evacuation.

2.   Evacuation compliance factors correspond with five essential elements of a National Hurricane Center (NHC) forecast advisory which are Storm Intensity, Storm Track, Storm Angle of Approach, Storm Threat Trend, and NHC Hurricane and/or Storm Surge Watch/Warning *(See Attachment 2: Glossary of Terms for definitions of each under "Evacuation Compliance Factors)).*

3.   Local and state emergency management officials will continuously reassess the anticipated evacuation compliance level up until E-Hour using the most recent NHC advisories.

4.   The Evacuation Compliance Worksheet (*see Attachment 4*) serves as a tool for county and state officials to determine the estimated compliance level for an impending storm (also s*ee Attachment 3 for CTN Compliance Estimates by County/Zone).*

5.   The Estimated CTN Population Worksheet (*see Attachment 4*) serves as a tool for county and state officials to identify a county's estimated CTN population for an impending storm.

6.   The anticipated evacuation compliance and transportation/staffing levels may not always align with actual evacuation compliance.

7.   It is likely that the greatest level of CTN evacuation compliance will occur during the second half of the evacuation time..

C.   CTN Evacuee Support Sites

1.   The CTN evacuee support sites include pick-up points and Collection Points. These sites are fundamental components of a CTN evacuation.

2. Pick-Up Points

   a. A pick-up point is a short-term use location (e.g., school bus stops, transit bus stops, etc.) within the evacuating county which provide evacuation transportation to an in-county shelter, host-county shelter, or Collection Point (if applicable).

   b. Counties may activate pick-up points when on-demand services are insufficient to respond to a high volume of individual CTN residences.

   c. County officials are responsible for designating and publicizing pick-up-point locations within their jurisdiction.

      Counties may have multiple pick-up points located throughout the jurisdiction to ensure that CTN evacuees do not have to walk far from their homes.

   d. Each evacuating county is responsible for providing transportation resources to pick up CTN evacuees at pick-up points at regular intervals during the evacuation process. Frequency of pickups are based on multiple factors including the number of vehicles running routes, demand, and the circumstance of the incident.

      i. In urban and more populated areas, pickups may need to be more frequent, and local officials may consider establishing pick-up points at schools or transit bus stops along designated routes.

      ii. In rural and less populated areas, pickups may be less frequent and local officials may consider establishing pick-up points at school bus stops along designated routes or well-known local facilities such as a post office, library, fire or police station, community center, church, or local business.

      iii. Local authorities should publicize pick-up-point times to avoid having evacuees wait at pick-up points for prolonged periods of time.

   e. A designated local vehicle(s) is assigned to a specific route that contains multiple pick-up points.

   f. Local vehicles will transport CTN evacuees from a pick-up point to an in-county shelter, a Collection Point, or a host-county shelter (if designated).

3.   Collection Point

a.   A Collection Point is a location within an evacuating county, where local vehicles providing on-demand and pick-up-point service deliver CTN evacuees who require Level 3 evacuation support; here evacuees are registered, queued, manifested, and board state-coordinated vehicles which are bound for a designated shelter.

b.   Optionally, a Collection Point may serve as a location to consolidate evacuees arriving from multiple pick-up-points on partially full vehicles, thereby consolidating them onto fewer vehicles; this conserves transportation resources by ensuring maximum passenger capacity before traveling to an in-county or host-county shelter (during a Level 1 or Level 2 evacuation).

c.   When it is determined that state-coordinated transportation support is required, county and state officials will coordinate efforts to promptly establish Collection Point operations.

d.   Each County will have varying requirements based on the county's CTN population, severity of the storm, and evacuation compliance levels.

e.   The evacuating county is responsible for:

i.   Pre-identifying the Collection Point location

ii.   Determining the Collection Point hours of operation.

iii.   Staffing and equipping the Collection Point and performing its functions until local resources are exhausted; mutual aid and state resources will then be employed.

iv.   Demobilizing Collection Point operations prior to anticipated onset of tropical storm force winds.

f.   Each facility must meet certain physical and geographical criteria to qualify as a Collection Point site *(see Attachment 5)*.

Ideally, the Collection Point is co-located with an activated shelter location.

a)   This provides enhanced efficiency since existing shelter resources (i.e., staffing, equipment, supplies, etc.) may serve as temporary support for Collection Point operations.

b) Although co-located, the two areas should remain independent and physically separate from one another.

g. A Collection Point typically includes the following functional areas *(see Attachments 5, 6, & 7)* and associated tasks when it is established for a Level 3 evacuation. Some functional areas can be collocated as the facility and situation dictate.

i. Arrival Area

a) Monitor the flow of inbound local vehicles that are transporting CTN evacuees to the Arrival Area.

b) Assist with unloading CTN evacuees, luggage, and pets (if applicable).

ii. Registration Area

a) The typical registration process (using either a handwritten or computerized system) includes obtaining pertinent identification and contact information (i.e., name, address, phone number) for each evacuee and whether they are traveling with other family members or pets. This information is associated with each CTN evacuee for purposes of tracking and manifesting.

b) Evacuees are only required to provide as much personal information as they wish and is necessary for the purpose of assigning them to a vehicle manifest.

c) CTN Collection Point Registration is not to be confused with shelter registration; shelter registration should preferably be done upon arrival at the shelters; if, however, it is conducted simultaneous with CTN registration/manifesting at the county Collection Point, it should only be conducted by (or under the guidance of) appropriate local and/or state ESF-6 personnel.

iii. Confidential Area

a) Select medical services- the exception, not the rule- should not be advertised, and should be conducted discretely and away from the other evacuees in a designated Confidential Area.

b) To preserve limited medical resources, a general medical screening for everyone should not be part of Collection Point operations.

c) Resources permitting, a small number of medical personnel (i.e. EMS) could be on-hand to handle medical emergencies; DPH will deploy at least one liaison to every county Collection Point specifically to verify and coordinate services for qualified Medical Needs Shelter (MNS) candidates.

>   Absent on-scene emergency medical personnel, 911 will be used for medical emergencies.

d) On-scene medical personnel will be provided by the local jurisdiction and supported through mutual aid and state Resource Requests as needed.

   i) All CTN personnel should be briefed on how to identify potential candidates needing medical or accessibility services and discretely refer them to the medical personnel for assessment and/or coordination.

   ii) Candidates for medical services will be identified by self-reporting or those experiencing an emergent medical event, not through screening.

e) Qualifying CTN evacuees will be transported to a local shelter, an appropriate Medical Needs Shelter, or a medical facility as appropriate.

   i) Candidates for medical-needs sheltering will be assisted by a DPH liaison to contact the SCDPH Care Line for triage and possible shelter assignment.

   ii) Any on-site medical transport vehicles should be staged out of view of the evacuees.

   iii) Ambulances should be reserved only for those needing emergent care.

   iv) Non-emergent transport to medical needs shelters and for evacuees not needing medical services, but physically incapable of

traveling in a general-purpose vehicle to a host-county shelter will use designated non-medical CTN vehicles (i.e. vans and special access busses) as appropriate.

iv. Waiting Area

After the queuing process, CTN evacuees may be directed to stay in a waiting area until a guide directs them to an evacuation vehicle in the Departure Area.

v. Pet Processing Area

Register and process the pets that arrive at a Collection Point with a CTN evacuee. CTN evacuees and their pets will be sheltered locally, whenever possible.

vi. Manifesting and Queuing Area

a) Queue the appropriate number of evacuees based on the number of seats in the evacuation vehicle.

Coordinate with the FSA as the type(s) of vehicles may reduce seating capacity (i.e., school buses do not have a separate luggage compartment and therefore luggage will take up seats inside the passenger compartment).

b) Create a manifest of the queued group of evacuees assigned to each specific vehicle.

c) A shelter destination for the queued group of evacuees will be assigned by or under the guidance of appropriate local or state ESF-6 personnel.

d) Assign personnel to function-specific vehicles (as necessary) such as:
i) ADA-compliant vehicles for individuals who are mobility challenged (e.g., use a walker or wheelchair)

ii) Pet-specific vehicles for evacuees evacuating with a pet(s).

iii) Support vehicles such as cargo/moving trucks (for wheelchairs and mobility scooters) and multi-animal transport vehicles

should be staged at the Collection Point to support these function specific evacuees.

    vii.   Departure Area

        a)   Regulate the flow of vehicles required at the Departure Area by coordinating with the FSA and requesting a specific number and type of CTN vehicles.

        b)   Assist with loading CTN evacuees and luggage onto a designated vehicle at the Departure Area.

                Note: Drivers do not assist with loading activities so designated personnel will need to be assigned to this task.

        c)   Provide a copy of the manifest to the driver, as well as a map, directions to a specific shelter (and VRP if applicable), and the shelter's contact information.

        d)   Provide a copy of the manifest to the Collection Point manager.

D.   Transportation Field Sites

    1.   Transportation Field Sites may be necessary to execute a state coordinated CTN evacuation operation. The transportation field sites may include the VSA, FSA, and VRP, which are supported by the State and contractors as assigned. SCEMD Logistics maintains several Memorandums of Understanding (MOUs) for properties strategically located throughout the state which could potentially be used as CTN Transportation field sites.

    2.   Vehicle Staging Area (VSAs, FSAs, and VRPs)

        a.   The VSA serves as the location where personnel stage and process transportation resources (e.g., motor coaches, transit vehicles, or para-transit vehicles) for deployment to an FSA. Note: the State (and contractors as assigned) will only establish a VSA if they acquire a contingency fleet of vehicles based on anticipated local needs.

        b.   Site-selection criteria include:

            i.   Roadway access:

a) Roadway width allows for turning radius of a school bus or motor coach

b) Hard surface roadway for ingress and egress

ii. Staging-Area Considerations:

a) Large open area for parking numerous buses or other transportation resources

b) Hard-stand surface (asphalt or concrete)

c) Adequate lighting

iii. Other On-Site Amenity Considerations:

a) Perimeter fencing

b) Electricity (fixed or generator)

c) Running water

d) Restrooms

e) Cellular phone service

c. The initial deployment of CTN vehicles occurs just prior to evacuation commencement. Subsequent CTN vehicle deployments are metered throughout the remaining evacuation clearance time, more heavily weighted on the second half of the clearance time.

d. VSA personnel check in and process the incoming vehicles prior to deploying them to a designated FSA.

e. The recommended VSA functional areas for CTN vehicles include:

i. Check In

The area where VSA personnel obtain specific information from each driver and record the information using a pre-established form (*see Attachment 17 for Sample VSA Check-in Form*).

ii. Distribution of approved communications and GPS tracking devices (if available)

The area where VSA personnel assign and distribute communication kits/GPS tracking devices to incoming drivers/vehicles.

iii. Staging/Parking Area

The area where VSA personnel stage/park incoming vehicles that are prepared to support the CTN evacuation mission.

iv. Vehicle Ready Line and Mission Briefing

The area where a driver positions their vehicle immediately prior to deployment. VSA personnel provide a cursory mission briefing and driver information packet (e.g., map or other mission-related information) to the driver.

v. Tactical Dispatching

The area where VSA personnel provide dispatching duties which include processing requests for vehicles and dispatching vehicles to designated locations.

f. Whenever contracted vehicles are required, VSA operations are more complex and generally require additional functional areas (i.e., due to contract requirements, vehicle safety checks, etc.).

g. The state may choose to staff the VSA using the following options:

i. State-government-provided personnel

ii. Transportation vendor personnel (via state contract or federal support)

h. VSA staff:

i. Commence operations at approximately E-12.

ii. Maintain 24-hour operations, if required, until state officials issue a demobilization order.

iii. Demobilize operations upon completion of the operation or prior to the onset of tropical storm force winds.

3. Forward Staging Area (FSA)

a. The purpose of the FSA is to stage vehicles arriving from either a VSA or another origin point (i.e., a school district transportation yard) to facilitate a timely response to the Collection Point departure area.

     i.   Vehicles may travel directly from other origin points to an FSA when there is a confirmed county request for those resources.

     ii.   Vehicles may travel from a VSA to an FSA if the state is pre-positioning vehicles/drivers based on anticipated local needs.

b.   An FSA is located close enough the Collection Point to facilitate a short response time but far enough not to interfere with Collection Point operations or traffic flow.

c.   FSA staff receive requests from authorized Collection Point staff when a specified number of buses are required at the Collection Point departure area.

d.   The FSA demobilizes operations in accordance with the collection-point-demobilization schedule.

4.   Vehicle Replenishment Point (VRP)

a.   A VRP serves as the location for drivers to rest while their vehicles are cleaned, re-fueled (if required), and replenished with commodities in preparation for future mission assignments and/or re-entry operations.

b.   Additionally, a VRP may function as a demobilization location if designated transportation resources are no longer required for the evacuation or re-entry operation.

c.   State ESF-1 or contractors will typically only establish a VRP if contracted vehicles are used for the CTN evacuation mission.

d.   The authorized VRP site shall be a safe distance from the at-risk area, ideally in the same region as the designated state-coordinated shelters.

     In some cases, the VRP and VSA may share the same site depending on the location of the VSA.

e.   If a VRP is required, state officials (in coordination with a transportation vendor) will identify the functional details required during the adaptive planning process.

E.   Evacuation Support Element

1.   The Evacuation Support Element (ESE) is generally a contractor element consisting of a minimum of two subject matter experts in transportation and

evacuation management in support of a CTN evacuation. In addition, two support staff will be deployed to the SEOC to assist in shaping the CTN evacuation operation by providing support to the adaptive planning and documentation process.

2.   State officials acquire the ESE from a private transportation vendor.

3.   The ESE:

    a.   Operates out of the SEOC.

    b.   Deploys at approximately E-60.

    c.   Is operational no later than E-42.

4.   After deployment of the Quick Reaction Evacuation Group (QREG), the ESE will demobilize and ESE staff will be absorbed into the QREG.

F.   Quick Reaction Evacuation Group (QREG)

1.   The QREG is a group of evacuation transportation staff that assists with managing and controlling transportation assets in support of a CTN evacuation. The QREG is scalable and organized into three package types which are *defined in Table 4*:

Table 3: QREG Packages

QREG Packages			
Name	**Type**	**Description**	**Sub-Packages**
QREG Light	III	A pre-identified number of staff with capabilities and capacities to manage up to 250 vehicles.	Staff may be divided into two sub packages to support 125 vehicles each
QREG Medium	II	A pre-identified number of staff with capabilities and capacities to manage up to 500 vehicles.	Staff may be divided into three sub packages to support the following vehicle packages: 250 vehicles/125 vehicles/125 vehicles
QREG Heavy	I	A pre-identified number of staff with capabilities and capacities to manage up to 750 vehicles.	Staff may be divided into the following three sub packages to support the following vehicle packages: 500 vehicles/125 vehicles/125 vehicles

2.   The QREG deploys to specified locations such as transportation field sites (i.e., VSA and FSA), Collection Point Departure Area(s), and the SEOC.

3. The QREG maintains management and control of transportation assets from mobilization through demobilization.

4. The QREG Staffing Requirements Table *(see Attachment 15)* details staffing numbers for various mission requirements.

5. The state may staff the QREG using the following options:

    a. State government-provided personnel (currently undeveloped with existing state resources)

    b. Transportation vendor personnel (via state contract or federal support) If the state acquires the QREG through a transportation vendor:

        i.   Each package is self-contained as the vendor is responsible for providing meals and lodging for the QREG staff.

        ii. There is a limited timeframe to acquire and deploy the QREG.

             a) The state contract or federal resource request process should begin no later than E-54 to allow for 24-hour processing time.

             b) The vendor must receive the state contract or federal task order no later than E-30.

             c) The estimated deployment time for QREG staff is 18 hours.

6. The number of QREG staff responding to an evacuation must be commensurate with the anticipated number of CTN evacuees and transportation vehicles (see Attachment 13).

7. QREG staffing includes the following:

    a. QREG Management – Provides overhead management for the QREG and typically consists of the following positions: leader, operations, planning, logistics, and finance/administration.

    b. Transportation Liaison Officer (LNO)/Subject Matter Expert (SME) – Provides situational awareness, offers transportation-related subject matter expertise, disseminates information, and processes informational requests related to the transportation mission. The Transportation LNO/SME also liaisons between state officials at the SEOC, the State Movement Control Officer (MCO), and QREG management.

c. Movement Control Staff – Includes the State MCO(s) and MCO dispatcher support staff assigned to the SEOC. The State MCO is the single point of contact for the strategic and tactical movement of transportation resources assigned to a CTN evacuation.

d. Communications Specialist – Provides overall Information Technology (IT) support to the QREG. The Communications Specialist also oversees the inventory of handheld radios which includes assigning and distributing equipment to designated QREG staff and retrieving equipment after the transportation mission ends.

e. VSA staff – Includes a field site manager and field support staff.

f. FSA staff – Includes a field site manager and field support staff.

g. Collection Point Departure Area staff – Includes a field site manager and field support staff.

h. Demobilization Team – Includes the staff assigned to a designated location to retrieve state-, federal-, or vendor-issued equipment (e.g., GPS tracking devices) from drivers/vehicles that completed their final transportation missions.

8. QREG staffing packages are based on the evacuation compliance level.

   The state must order a complete QREG package (e.g., light, medium, or heavy) and can then subdivide the package, if necessary, based on operational need. The state also has the option of ordering more than one QREG package.

9. The QREG is supported remotely by a Central Dispatch Operations (CDO) Center that sustains forward operations.

10. If state transportation resources are being used, once they are assembled, operational control of the state fleet is transferred to the QREG to manage their deployment and employment.

   The resource owners still retain inherent authority of their assets and may assign an LNO to the QREG.

11. Staffing packages are fully operational no later than E-6.

   Elements of the QREG that are assigned to the SEOC are operational earlier than field site staff.

12. The QREG hours of operation are based on either 12- or 24-hour operations.

G. County CTN Evacuation Functions

    1. Officials from each evacuating county are responsible for the implementation and oversight of the following functions which are essential to the success of a CTN evacuation:

    2. Preparedness:

        a. During steady-state periods conduct hazard and capability analysis and prepare for CNT evacuations.

            i. Develop local CTN evacuation plans based on local population requirements and resource capabilities.

            ii. Pre-identify pick-up points, Collection Points, and local shelters that meet pre-established site criteria and enter into agreements/contracts to acquire them in support of CTN evacuation.

            iii. Develop plans and capabilities for identifying CTN evacuees who will require on-demand transportation.

            iv. Pre-identify staffing and logistical resource requirements at each pick-up points, Collection Points, and local shelter.

            v. Pre-identify the staffing provider(s) (e.g., local government, volunteers, vendor contract staff, etc.) and the number of staff required at each field site.

            vi. Identify CTN operational resource gaps and coordinate with partners to supplement those gaps through mutual aid or State support.

            vii. Participate in State CTN planning and be prepared to integrate with those plans once activated.

            viii. Include government and Non-Governmental Organizations (NGOs) that typically provide service to people with access and functional needs in the CTN planning process and incorporate their resources and capabilities.

        b. Upon becoming aware of a potential CTN evacuation event (such as an approaching Hurricane).

            i. Coordinate with SCEMD to determine the anticipated evacuation support level by E-72.

            ii. Complete the Evacuation Compliance Worksheet (the Estimated CTN Population Worksheet (*see Attachment 4*).

iii. Complete the County Collection Point Staffing Requirements Worksheet (*see Attachment 7*)

3. On-Demand Service

   a. CTN evacuees with access and functional needs or other limitations that preclude them from evacuating their homes without receiving local transportation assistance may request on-demand service from local government to evacuate their homes and proceed to a local shelter or Collection Point.

   b. Examples of local operational capabilities for identifying CTN evacuees that require on-demand service include but are not limited to the following:

      i. Establish a government-information line/hot line which residents and third parties (e.g., family, friends, or caregiver organizations) may call to request evacuation assistance.

      ii. Establish a local registry/database of residents who may require government transportation assistance during steady-state conditions.

      iii. Conduct welfare checks of homes, particularly those known to be occupied by people with access and functional needs.

      iv. Utilize government and Non-Governmental Organizations (NGOs) as partners during a CTN evacuation.

4. Pick-Up Points

   a. Evacuating counties are responsible for implementing the following pick-up-point functions in the preparedness and operations phases:

   b. Preparedness Phase:

      i. Designate pick-up-point locations and inform the public of the locations, pick-up times, and hours of operation.

      ii. Establish appropriate routes to support pick-up-point operations.

   c. Operations Phase:

      i. Implement and oversee pick-up-point operations.

      ii. Demobilize pick-up-point operations in accordance with established timelines.

5. Forward Staging Area (FSA) Operations

    a. Evacuating counties are responsible for implementing the following FSA functions in the preparedness and operations phases:

    b. Preparedness Phase:

        i. Pre-identify an FSA near the pre-identified Collection Point.

        ii. Enter into agreement/contract to use the specified FSA if it is unaffiliated with the Collection Point.

        iii. Pre-identify the staffing and logistics resources required.

    c. Operations Phase:

        i. Implement FSA operations if the county requires Level 3 evacuation support.

        ii. Acquire the staff and logistics resources necessary to operate an FSA.

            The state or other outside resources (i.e., NGOs and/or private sector) may provide staff support at a county FSA if a resource request is submitted by the county.

        iii. Oversee FSA operations and demobilize prior to the onset of tropical storm force winds.

6. Collection Point Operations

    a. Evacuating counties are responsible for implementing the following Collection Point functions in the preparedness and operations phases:

    b. Preparedness Phase:

        i. Pre-identify a Collection Point facility within the evacuating county.

        ii. Enter into agreements/contracts to use the specified Collection Point facility.

        iii. Pre-identify the staffing and logistics resources required *(see Attachment 7 for Collection Point Staffing Requirements Worksheet).*

    c.   Operations Phase:

        i.   Implement Collection Point operations if:

            a)   It becomes necessary to transfer evacuees from a partially loaded pick-up-point vehicle to a separate vehicle before transporting evacuees to a designated in-county or host-county shelter.

            b)   AND/OR the county requires Level 3 evacuation support.

        ii.   Acquire the staff and logistics resources necessary to operate a Collection Point.

            a)   The state or other outside resources (i.e., NGOs and/or private sector) may provide support staff (if available) at a county Collection Point if a county government requests support and provides sufficient lead time for the request.

        iii.   Oversee Collection Point operations and demobilize it with enough time to evacuate the staff (by H-4 is a good target).

            Specify the estimated number of CTN evacuees requiring transport and any specialized transportation services required (e.g., para-transit vehicles).

        iv.   Continue to evaluate the availability of buses and drivers as required.

7.   Local Ground Transportation

    a.   Evacuating counties are responsible for the following ground transportation functions in the preparedness and operations phases:

    b.   Preparedness Phase:

        i.   Pre-identify the estimated number of ground-transportation resources (i.e., school buses, transit buses, local government vans/buses, etc.) and drivers necessary to transport CTN evacuees from private residences (on-demand service) or pick-up points to one of the following locations:

            a)   In-county shelter

            b)   Host-county shelter (if county transportation is permitted to leave the county)

         c)   Collection Point

    ii.   Pre-identify local transportation provider(s):

         a)   Query local transportation providers to identify the type/quantity of available transportation resources.

         b)   Establish agreements/contracts with resource owners to use pre-identified transportation resources.

               The contracts should contain language guaranteeing some functional needs vehicles.

c.   Operations Phase:

    i.   Coordinate the acquisition of local transportation resources.

          Execute transportation agreements/contracts.

    ii.   Coordinate the movement of transportation resources in support of on-demand services.

    iii.   Coordinate the movement of transportation resources in support of pick-up-point routes.

    iv.   Request state support if the county anticipates exceeding its local sheltering and transportation capacities.

8.   Local CTN Evacuation Process/Flow

a.   The following is an overview of the locally supported CTN evacuation process and flow for on-demand services and pick-up-point operations.

b.   On-Demand Service: The following process is visually *detailed in Figure/Table 5.*

    i.   Step 1: Resident notifies local government to request transportation assistance to evacuate.

    ii.   Step 2: Local government authority notifies local-transportation provider.

    iii.   Step 3: Transportation provider dispatches a vehicle to the CTN evacuee's residence.

iv.   Step 4: Local vehicle transports CTN evacuee to the nearest pick-up point, Collection Point, or shelter within the evacuating county.

Figure 2: Local CTN Evacuee Flow for On-Demand Services
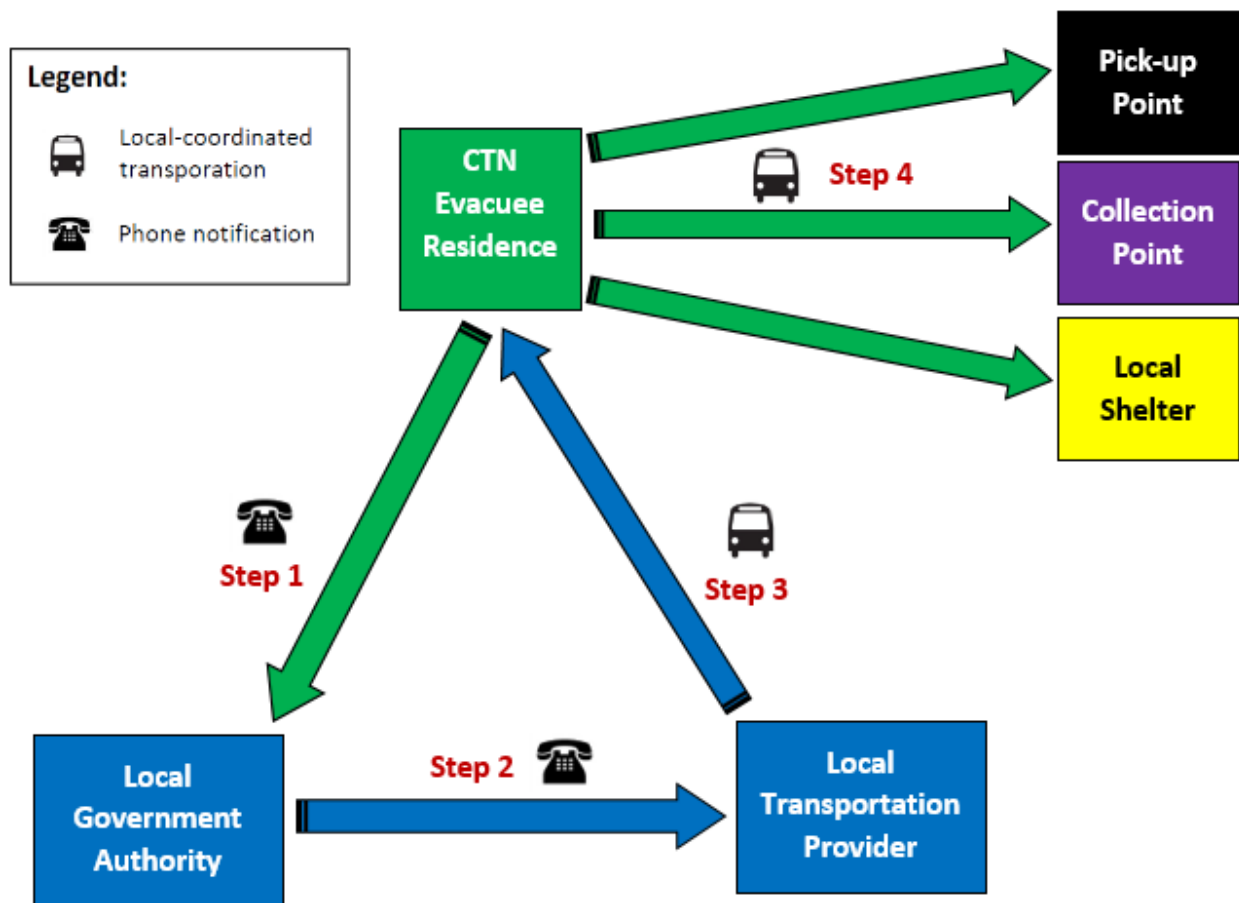
c.   Pick-Up-Point Operations

i.   The following process is visually detailed in *Figure 3*.

a)   Step 1: Local government authority coordinates with the local transportation provider to dispatch vehicle(s) [e.g., bus(es)] to a designated pick-up-point route at regular intervals.

b)   Step 2: CTN evacuees proceed to a pick-up point based on guidance/instructions from local government.

c) Step 3: Local transportation provider transports CTN evacuees to either a shelter or Collection Point within the evacuating county.

Figure 3: Local CTN Evacuee Flow for Pick-Up-Point Operations
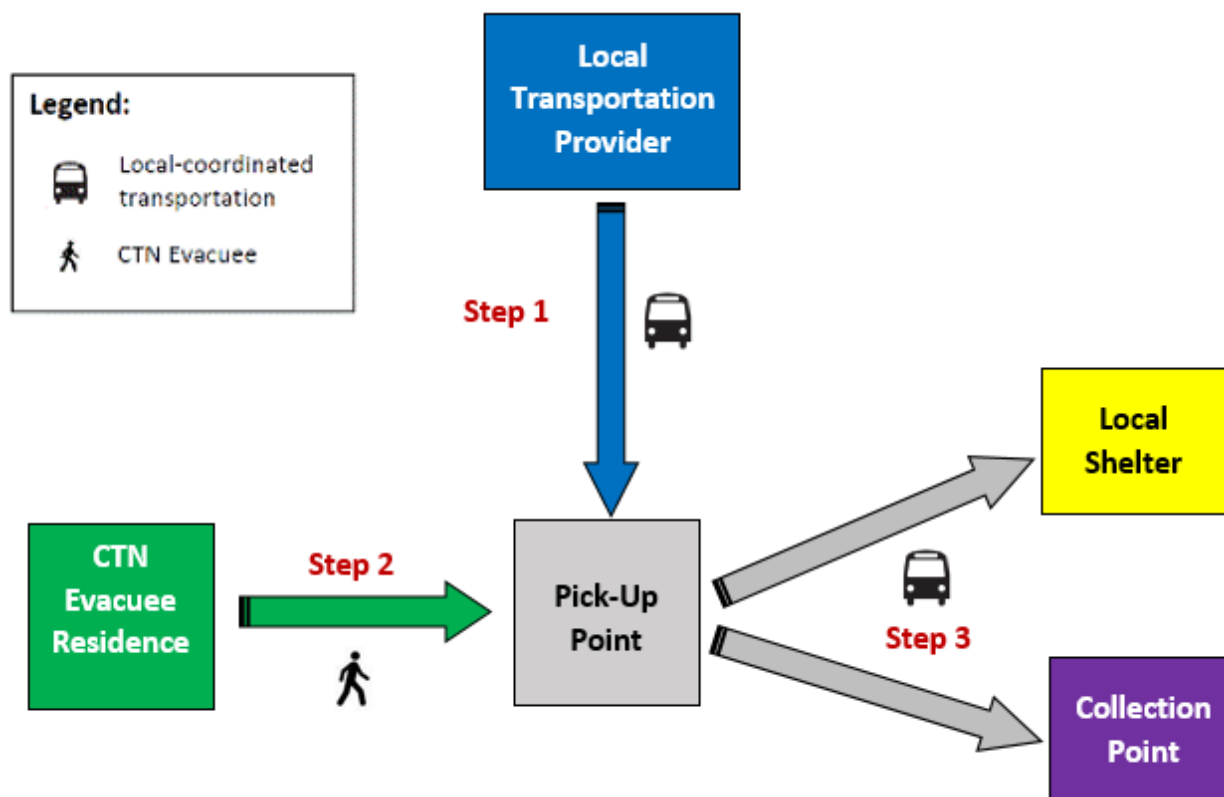
9. County Pet Transportation/Sheltering

a. Evacuating counties are responsible for implementing the following pet transportation/sheltering functions in the preparedness and operations phases:

b. Preparedness Phase:

i. Establish guidelines for transporting pets using local transportation resources on each of the following potential routes:

a) Residence to pick-up point or in-county shelter

b) Pick-up point to in-county shelter or Collection Point

      ii.   Develop a CTN Evacuation Pet Transportation Support Plan which includes pet processing procedures at the Collection Point.

      iii.   Acquire or identify sources for the resources (e.g., transportation, equipment, and supplies) necessary to assist with the evacuation of pets and service animals.

c.   Operations Phase:

      i.   Provide or facilitate staff support, supplies, and equipment to assist with the evacuation of pets.

      ii.   Assist with pet processing (e.g., registration, tagging, etc.) at Collection Point and in-county shelter locations.

      iii.   Identify and coordinate transportation resources that may be necessary to safely transport pets to shelters.

10.   County Public Information/Messaging

a.   Evacuating counties are responsible for implementing the following public information/messaging functions in the preparedness and operations phases:

b.   Preparedness Phase:

      i.   Develop public education information tools for a CTN evacuation.

      ii.   Support outreach to promote pre-disaster CTN consumer identification and education.

c.   Operations Phase:

    Coordinate public information messaging for a locally supported CTN evacuation.

      a)   Coordinate messaging with the state Joint Information Center (JIC).

      b)   Disseminate evacuation information to residents.

      c)   Prepare press releases and schedule press conferences.

H. State CTN Evacuation Functions:

1. State officials are responsible for the implementation and oversight of the following functions which are essential to the success of a Level 3 CTN evacuation:

2. Ground Transportation

   a. Preparedness Phase:

   i. Query at-risk counties to confirm the level of anticipated support required based on CTN population data and shelter capacities and/or availability.

   ii. Pre-identify ground transportation resource requirements (estimated type and number of vehicles required for a state supported CTN evacuation).

   iii. Pre-identify transportation provider(s).

   Query transportation providers to confirm the type/quantity of available transportation resources, Draft agreements with private transportation provider(s) to acquire transportation resources, and Enter into agreements with in-state transportation resource providers as a contingency plan to support a CTN evacuation.

   b. Operations Phase:

   i. Query each evacuating county emergency manager to estimate evacuation compliance levels.

   ii. Query each evacuating county EMA to identify sheltering shortfalls and transportation support requirements. This specifically includes:

   a) The estimated population which may need sheltering outside of the county.

   b) The estimated CTN population which may need transportation out of the county.

   iii. Implement the transportation Movement Control System *(see Section XI.B)*.

   iv. Oversee all state-coordinated transportation resources that are used in support of the CTN evacuation.

Although State ESF-1 is responsible for managing state-coordinated transportation resources, State ESF-1 may delegate this responsibility to a contracted transportation vendor or an Incident Management Team (IMT).

    v.   Coordinate with the Local MCO in each evacuating county regarding the state transportation resources being deployed to that county if necessary.

    vi.   Coordinate with State ESF-6 regarding the deployment of transportation resources from the Collection Point to CTN designated shelters.

3.   Transportation Field-Site Operations (VSA and VRP)

    a.   Preparedness Phase:

        i.   Pre-identify transportation field sites that meet pre-established site criteria *(see Section VIII.D)*.

        ii.   Enter into agreements/contracts with field site property owners to use the site/facility in the event of a hurricane or other natural or man-made disaster that warrants a CTN evacuation.

        iii.   Pre-identify the staffing and logistics resources required at each transportation field site in accordance with task tables.

        iv.   Pre-identify the staffing provider(s) (e.g., state government, vendor contract staff, etc.) and number of staff required at each field site.

    b.   Operations Phase:

        i.   Execute field-site transportation agreement(s)/contract(s) and coordinate the acquisition of transportation resources.

        ii.   Confirm field-site staffing requirements in accordance with task tables.

        iii.   Implement, oversee, and demobilize transportation field-site operations in accordance with established timelines.

        iv.   Process and deploy vehicles to designated locations.

v.   Communicate and coordinate with appropriate entities/personnel in accordance with the Movement Control System *(see Section XI.B)*.

4.   Shelter Assignments:

a.   An accurate and efficient shelter assignment process is essential to ensure that CTN evacuees arrive at the correct CTN designated shelter in a timely manner. State ESF-6, in coordination with the participating counties, pre-determined shelters that will be used in support of the CTN evacuation. The shelter assignment process/communication flow includes the following key steps:

b.   State ESF-6, in conjunction with the host counties, determines which CTN designated shelters to open and establishes shelter assignments based on anticipated need.

c.   State ESF-6 provides strategic shelter information (i.e., the number of CTN evacuees assigned to each specific CTN designated shelter) to the State MCO. *

d.   State ESF-6 forwards the shelter assignment information to the evacuating county's Emergency Operations Center (EOC) or Collection Point.

e.   County ESF-6 forwards the shelter assignment to the county Collection Point liaison.

f.   PalmettoEOC is the official system for recording and sharing shelter assignment information.

Figure 4: Shelter Assignment Process/Communication Flow
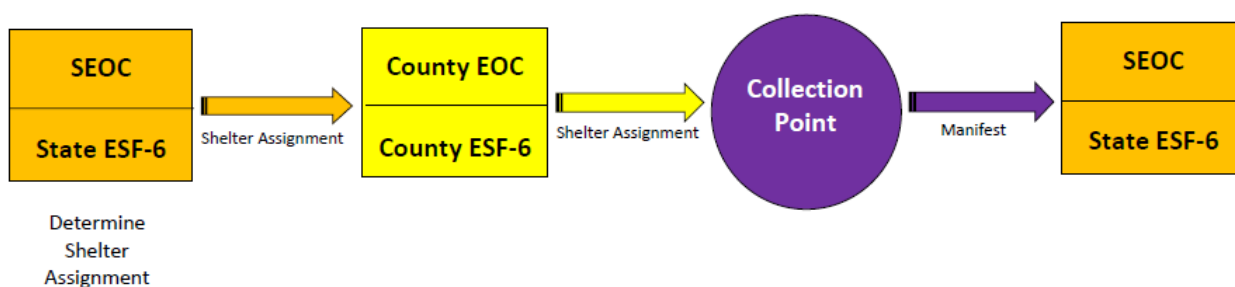
g.   A designated Collection Point staff member provides the drivers with passenger manifest and shelter assignment/destinations.

h.   A Collection Point liaison provides a copy of the manifests to State ESF-6.

i.   Note: Some counties may choose to send CTN evacuees to local shelters until those shelters reach a pre-determined capacity. Other

counties may send CTN evacuees to out-of-county shelters at the beginning of the evacuation to reserve in-county shelters for its citizens.

5.   State Pet Transportation/Sheltering:

j.   Pet transportation and sheltering is a county responsibility; however, Clemson University Livestock-Poultry Health (CULPH) may, in coordination with ESF-6, help coordinate resources to support the following functions in the preparedness and operations phases if requested by the county:

k.   Preparedness Phase:

i.   Assist with establishment of an inventory of statewide resources (e.g., transportation, equipment, and supplies) that may be needed to support people evacuating with pets.

ii.   Assist counties with developing pet evacuation and sheltering procedures.

iii.   Provide ADA guidance related to service animals.

iv.   Promote options such as pet-friendly hotels and boarding facilities to pet owners for care of their pets in emergencies. A shelter should be a last resort.

l.   Operations Phase:

i.   Provide public information about available pet shelter options to evacuating pet owners.

ii.   Coordinate resources needed for pet evacuation and sheltering including the following:

a)   Facilities that can be used for emergency pet sheltering when local sites are full or unavailable.

b)   Volunteers to assist with pet processing (e.g., registration, tagging, etc.) at Collection Points and shelter locations.

c)   Volunteers to set up, staff, and manage emergency pet shelters.

d)   Vehicles and drivers who understand and employ methods to safely transport pets, sometimes in large numbers.

2.   State Public Information/Messaging:

   g.   The following state functions/tasks are associated with public/information messaging for a CTN evacuation:

   h.   Preparedness Phase:

      Develop public-education information tools for a CTN evacuation in coordination with local emergency management officials.

   i.   Operations Phase:

      i.   Coordinate public information messaging for a state-supported CTN evacuation.

      ii.   Establish the state JIC to coordinate messaging with local JICs and Public Information Officers (PIOs).

      iii.   Disseminate information to the CTN population using all necessary and available communications tools to include Emergency Alert Systems.

IX.   State Transportation Resources

   A.   This section identifies ground transportation vehicle typing, state ground transportation requirements, acquisition of transportation resources, and deployment process.

   B.   Ground Transportation Vehicle Typing

   1.   Vehicle typing is an effective way of defining vehicle resource capabilities, in addition to providing ease of ordering and tracking during a disaster. Moreover, vehicle typing helps ensure that the proper vehicle is used for the proper mission.

      i.   †Note: The passenger seating capacity accounts for the luggage storage requirements[4] for vehicles without under-storage capability.

      ii.   A*=ADA; vehicle includes lift capability but has limited space for motorized wheelchairs.

   2.   Type I – 47 or greater passenger seating capacity, restroom, and under storage (typically a motor coach). The planning factor is 45.

---

[4] Luggage storage requirements are based on one bag per person.

3.   Type IA* – 47 or greater passenger seating capacity, restroom, under storage, and ADA compliant (typically a motor coach). The planning factor is 45.

4.   Type II - 47 or greater passenger seating capacity, no restroom, and under storage (typically a transit-spec motor coach). The planning factor is 40.

5.   Type IIA* - 47 or greater passenger seating capacity, no restroom, under storage, and ADA compliant (typically a transit-spec motor coach). The planning factor is 40.

6.   Type III – 30-40 passenger seating capacity†, no restroom, and no under storage (typically a school bus). The planning factor is 35.

7.   Type IIIA* – 30-40 passenger seating capacity†, no restroom, no under storage, and ADA compliant (typically a school bus). The planning factor is 35.

8.   Type IV – 20-30 passenger seating capacity†, no restroom, and no under storage (typically a transit bus). The planning factor is 20.

9.   Type IVA* – 20-30 passenger seating capacity†, no restroom, no under storage, and ADA compliant (typically a transit bus). The planning factor is 20.

10. Type V – 10-20 passenger seating capacity†, no restroom, and no under storage (typically a mini bus). The planning factor is 12.

11. Type VA* – 10-20 passenger seating capacity†, no restroom, no under storage, and ADA compliant (typically a mini bus). The planning factor is 12.

12. Type VI – 12-15 passenger seating capacity†, no restroom, and no under storage (typically a passenger van). The planning factor is 6.

13. Type VIA* – 12-15 passenger seating capacity†, no restroom, no under storage, and ADA compliant (typically a passenger van). The planning factor is 6.

C.   Ground Transportation Identification

1.   During the planning/preparedness phase, SCEMD pre-identifies ground transportation resource requirements (i.e., the number and type of vehicles) based on estimated CTN population data and shelter capacities.

2.   Transportation providers consist of:

g.   Private transportation providers (requires a state contract to procure vehicles)

        i.   Motor coaches

        ii.   Minibuses

        iii.   15-passenger vans

        iv.   Para-transit vehicles

h. State/public transportation providers (likely requires a pre-established written agreement to procure vehicles)

        i.   South Carolina Department of Education (SCDE) (school buses)

        ii.   Vocational Rehabilitation Department (passenger vans)

i. State officials may elect to use SCDE school buses as contingency based transportation resources to support a local CTN evacuation.

        i.   The state owns a fleet of 5,582 school buses.[5]

        ii.   While the buses are state-owned resources, the drivers are employed by the local school districts. SCDE distributes state funding to districts, provides driver training, and certifies completion of driver training.

j. SCEMD and ESF-6 coordinates with county emergency management to determine whether they anticipate exceeding local shelter capacity and require state-coordinated transportation.

D. Acquisition of Transportation Resources

1. State ESF-1, supported by SCEMD, has the ultimate responsibility for acquiring the transportation resources used for a state-coordinated CTN evacuation.

2. SCEMD, in coordination with county emergency management, identifies the estimated number of evacuees requiring transportation assistance to a CTN designated shelter,

3. ESF-1/SCEMD may acquire transportation resources for a CTN evacuation based on:

---

[5] McMahon, Thomas, "Plan Unveiled to Update South Carolina's School Bus Fleet." School Bus Fleet, January 12, 2017, http://www.schoolbusfleet.com/news/719538/plan-unveiled-to-update-south-carolina-s-school-bus-fleet (accessed 17, 2017).

g. Anticipated need based on estimated evacuation compliance, local shelter capacity, and availability of local transportation assets.

h. A county submitting a resource request for transportation assistance via PalmettoEOC.

4. ESF-1/SCEMD will:

g. Determine the number of vehicles required based on the information received from county emergency management (i.e., number of evacuees requiring transportation support in each evacuating county).

h. Notify State/private transportation resources providers to acquire the required number of school buses/motor coaches and drivers to support a CTN evacuation.

i. Note: SCDE will coordinate the acquisition of state school buses and drivers from school districts within the state that intend to close due to the impending hurricane but are located outside the surge zones.

i. Provide the State resource provider with the delivery schedule (locations and time frame) of transportation resources if State resources are being utilized.
The transportation requirement is phased in to provide vehicles throughout the entire evacuation.

j. Acquire the VSA site (if applicable).

k. Specify that transport vehicles coaches report directly to a designated FSA or VSA as required.

l. Provide oversight and direction to SCDE as it relates to the CTN evacuation mission.

E. Deployment Process for State-Coordinated Transportation Resources

1. After the state acquires the necessary transportation resources, Movement Control System personnel *(see Section XI.B)* will then coordinate their deployment.

2. A Resource Request will be submitted in PalmettoEOC documenting the requested use of the resources regardless of whether they were acquired as a result of a request from a County or from an anticipated local needs assessment.

3. The following deployment process then occurs...

g.   Step 1: At the direction of the state MCO, state transportation vehicles and/or drivers deploy from a home/agency transportation yard to a designated VSA (Note: the home agency transportation yard could be considered a VSA or VRP if it is appropriately located).

h.   Step 2: Upon direction from the state MCO, VSA personnel deploy a specified number of vehicles to a designated FSA.

i.   Step 3: After receiving a request from Collection Point staff for vehicles, the FSA Manager directs the requested number of vehicles to the Collection Point departure area.

j.   Step 4: After a vehicle arrives at the Collection Point departure area, a queued group of CTN evacuees are manifested to that vehicle and board it. The driver receives a copy of the manifest and a specific state-coordinated shelter assignment before transporting CTN evacuees to that shelter.

k.   Step 5: After evacuees exit the vehicle and retrieve their luggage, the driver provides the shelter manager with the manifest and travels to a location designated by the MCO (VRP, home agency, etc.).

Figure 5: Flow of State-Coordinated Vehicles
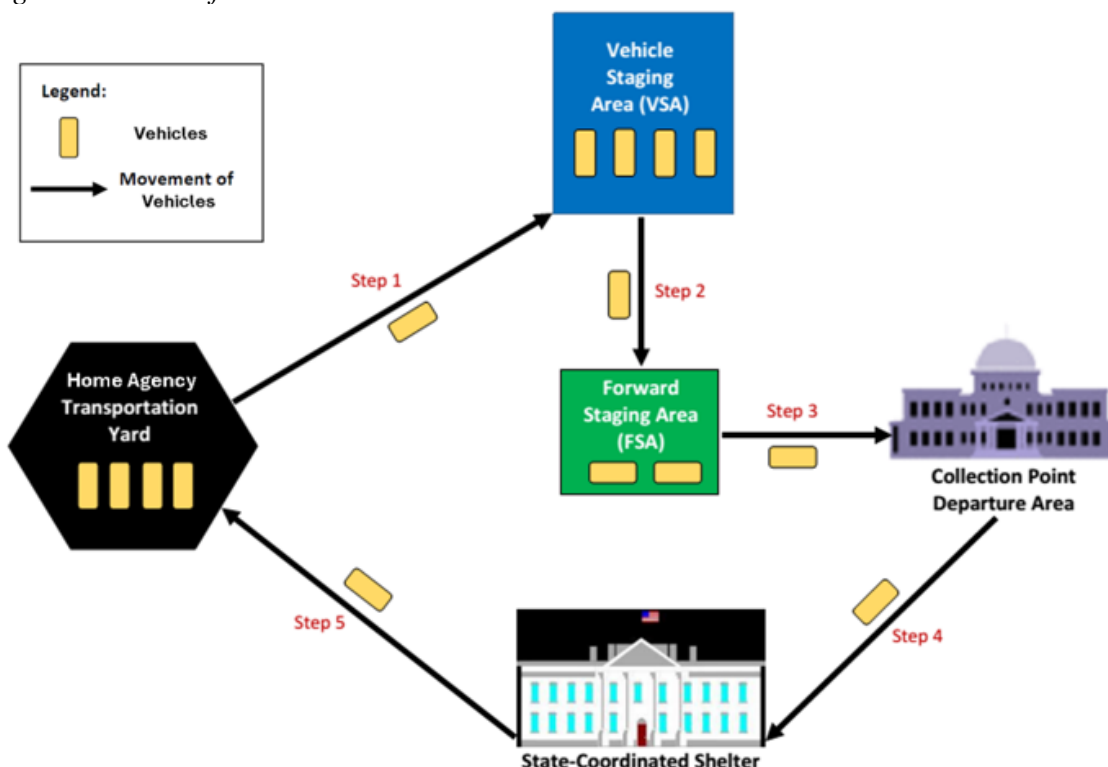
X. **Strategic Timeline**

    A.   This section includes strategic timeline planning considerations and the state evacuation timeline (*see Attachment 22*). The timeline identifies key actions in chronological order that are required before and after the evacuation commences. Coastal counties and state officials are encouraged to utilize the timeline information contained in this section as a baseline tool for planning and decision-making.

    B.   Strategic Timeline Planning Considerations

        1.   The following planning considerations include situations or circumstances that are relevant to the establishment of the state's strategic timeline, which is essential to operational decision making:

        2.   The hurricane region clearance times (see Table 9-1) reflect the longest clearance time for each hurricane region based on data contained in the South Carolina Hurricane Plan, Annex C, Evacuation Zones and Clearance Times.

                Based on 2024 updated evacuation clearance times, times have been rounded up to 30 hours for the Northern Hurricane Region, 60 hours for the Central Hurricane Region, and 38 hours for the Southern Hurricane Region.

        3.   State officials use an E-Hour evacuation timeline as a planning and decision-making tool.

            g.   E-Hour is defined as the time at which the evacuation begins for self-evacuees and CTN evacuations.

            h.   E-Hour is an estimate based on the selected evacuation clearance time and the evacuation ending prior to the onset of tropical-storm-force winds.

        4.   Commencement of timeline actions is dependent upon various factors including but not limited to:

            g.   Magnitude and timing of the storm

            h.   Executive leadership decision making

            i.   State of emergency declaration status

        5.   Timeline actions may require adjustments based on the need to commence evacuation during daylight hours.

        6.   In coordination with county emergency management, the state may acquire and deploy transportation resources based on the anticipated county needs.

7.   It is likely that most of the CTN population will evacuate in the second half of the evacuation.

Table 4: Hurricane Region Clearance Times

Hurricane Region Clearance Times			
	Northern Hurricane Region	**Central Hurricane Region**	**Southern Hurricane Region**
Evacuation Clearance Time	30 hours	60 hours	38 hours

C.   State CTN Evacuation Timeline

See Attachment 22 for a State CTN Evacuation Timeline which identifies the key tasks/actions required before and after the evacuation commences.

XI.   **Management and Coordination**

A.   Activation

Activation and response to disasters will happen in accordance to the guidelines and procedures found in the South Carolina Emergency Operations Plan and Annexes and Appendices.

B.   Command and Control

The CTN evacuation mission will receive its objectives from and be accountable to a CTN Coordination Group organized under the Planning Section in the SEOC comprised of representatives from SCEMD Planning, Operations, and Logistics, and appropriate ESFs.

g.   If a transportation vendor is used (preferred), the process and functions of this plan will be performed by that vendor with oversight and guidance from the CTN Coordination Group.

h.   In the event that a CTN evacuation will be performed using only state personnel and resources, the process and functions of this plan will be performed by the CTN Coordination Group until delegated to an element (such as an Incident Management Team) of appropriate scale and qualification respective to the incident.

C.   Transportation Movement Control System (MCS)

1.   The Transportation Movement Control System (MCS) (*see Figure 6*) is a coordination process which facilitates the deployment and movement of state-coordinated transportation resources during a CTN evacuation; the CTN Coordination Group is responsible for the establishment and oversight of the MCS, but this role will likely be delegated to a transportation vendor.

2. MCS staff includes the following key positions which are detailed in more depth in *Attachment 14 (MSC Overview Table)*:

g. State MCO at the SEOC

i. The State MCO is the single point of contact for the movement of state-coordinated transportation resources assigned to a CTN evacuation.

ii. Duties include:

a) Report to and receive objectives and guidance from the Planning Section's CTN Coordination Group

b) Establish communication and coordination links with appropriate transportation nodes.

c) Obtain estimated CTN throughput at each Collection Point.

d) Assist ESF-1 and SCDE if required, in estimating the number of transportation resources required for the CTN evacuation.

e) If a VSA is established, pre-position a percentage of VSA buses at each FSA prior to the implementation of lane reversal (if applicable).

f) Monitor the status of the entire transportation fleet based on the following criteria and terminology.

i) Available – Transportation resource is parked at a transportation yard or VSA (if applicable) and available for assignment.

ii) En route – Transportation resource is currently enroute to a VSA, FSA, or shelter.

iii) Staged – Transportation resource is parked at and committed to either an FSA or Collection Point.

g) Maintain operational control of state-coordinated vehicles for the duration of the CTN evacuation.

h.   Field Site Managers (VSA and FSA)

i.   Oversee staffing and operations of transportation resources at a designated transportation field site location (i.e., VSA and FSA).

Figure 6: State MCS Coordination and Communications Flow
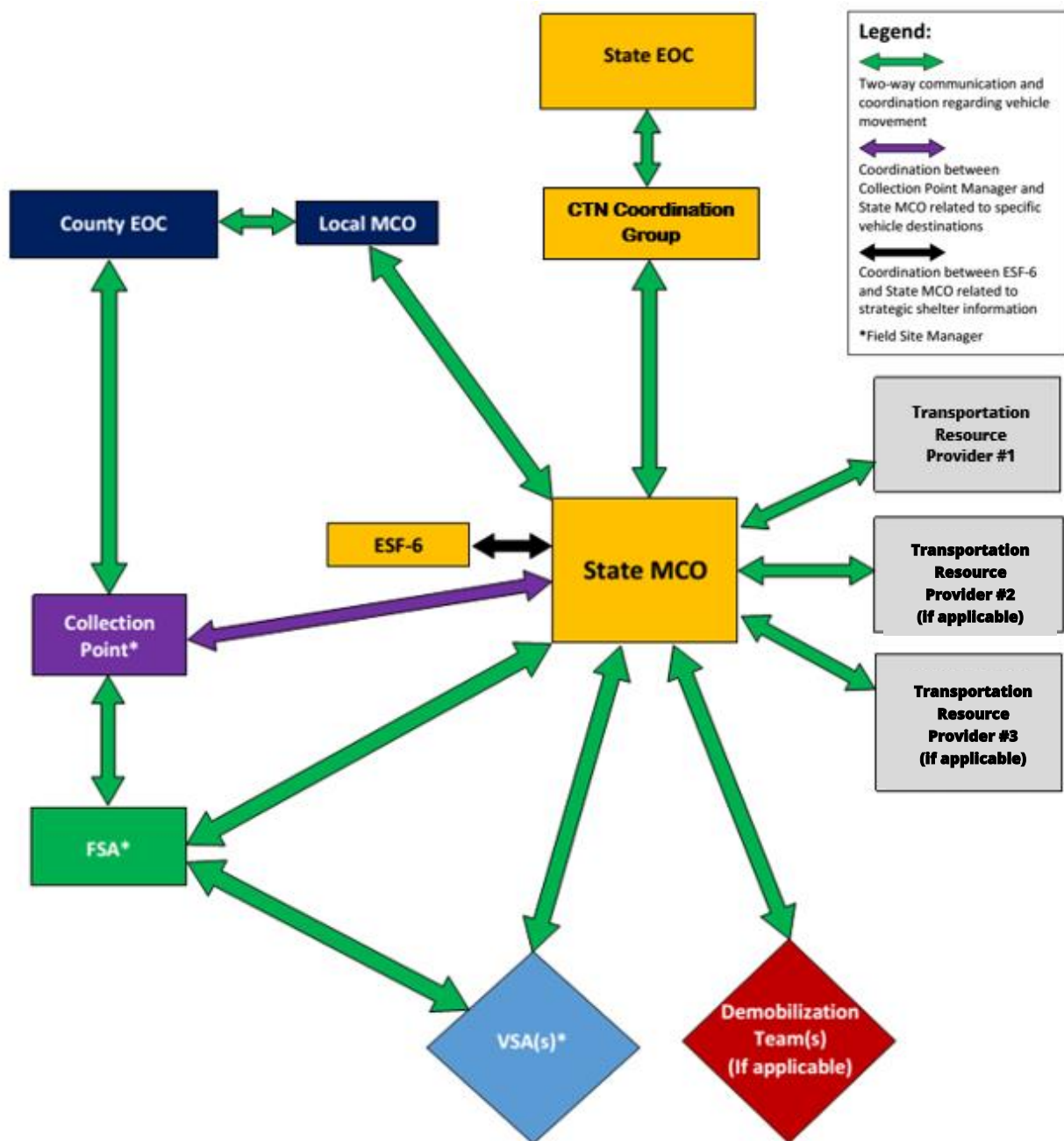
ii.   Duties include:

   a)   Establish communication and coordination links with appropriate transportation nodes.

   b)   Coordinate the movement of transportation resources based on real-time and anticipated need.

   c)   Report transportation resource accountability at predetermined intervals based on the above terminology (i.e., Available, En Route, and Staged).

i.   Other personnel at key locations *(see Figure 6 and Attachment 13)* support the MCS by providing situational awareness of vehicles as they move from various locations during the evacuation.

j.   If an evacuating county is providing local vehicles and drivers to transport CTN evacuees out of the county, county emergency management shall provide the State MCO with the following information for vehicle tracking purposes:

   i.   Vehicle placard bus numbers

   ii.   Driver names

   iii.   Driver contact information

k.   This information is necessary for the State MCO to communicate and coordinate with the drivers concerning their assigned missions.

The State MCO will provide this information to the FSA field site manager.

XII.   Roles and Responsibilities

A.   This section identifies the lead and supporting agencies/organizations that have essential roles and responsibilities in a CTN ground-transportation evacuation.

1.   While this section highlights primary roles and responsibilities, it is incumbent upon the organizations identified in this plan to develop individual Standard Operating Procedures (SOPs) in support of a CTN evacuation.

2.   For a more general list of Roles and Responsibilities, see Sections IX of Base Plans of both the South Carolina Emergency Operations Plan and the South Carolina Hurricane Plan.

B.   Coordinating State Agency

    1.   SCEMD

        a.   SCEMD, as the lead agency for the South Carolina State Emergency Response Team (SERT), is responsible for coordinating all state and federal support to local governments for disaster- and evacuation-related operations.

        b.   The primary SCEMD roles and responsibilities during the preparedness and operations phases include:

            i.   Preparedness Phase:

                a)   Coordinate with counties to assist with the development of plans and procedures to evacuate and transport CTN evacuees and pets from at-risk areas into safe areas.

                b)   Ensure that contracts/agreements are in place with transportation providers and facility and property owners/operators of potential VSAs and VRPs to support this plan

                c)   Coordinate with at-risk counties to pre-identify ground transportation resource requirements (estimated type and number of vehicles required for a state supported CTN evacuation) based on CTN population data and shelter capacities/availability.

                d)   Pre-identify transportation field sites (i.e., VSAs and VRPs) that meet pre-established site criteria and draft agreements/contracts to acquire field sites in support of CTN evacuation.

                a)   Pre-identify staffing and logistics requirements at each transportation field   site   and potential resource providers.

            ii.   Operations Phase:

                a)   Provide situational awareness, expertise, and recommendations to State leadership and SEOC staff related to all aspects of the CTN evacuation.

                b)   Coordinate with FEMA for federal assistance if necessary.

                c)   Establish a CTN Coordination Group under the Planning Section which will:

i)   Assume operational oversight of the CTN mission

In the event a transportation vendor is not utilized, perform (or delegate) the execution of the CTN evacuation process as outlined in Section VIII: Concept of Operations.

ii)   Coordinate with each evacuating county emergency manager to:

    I)   Identify transportation support requirements.

    II)   Estimate anticipated evacuation compliance levels.

    III)   Identify the sheltering shortfalls and transportation support requirements.

iii)   Notify the applicable ESFs of a potential CTN evacuation requiring state support.

iv)   Develop an evacuation timeline, including CTN decision windows.

v)   Execute transportation agreement(s)/ contract(s) and coordinate with transportation resource providers to acquire vehicles and drivers to support mass evacuation needs if requirements exceed local capabilities.

C.   Primary State Organizations

    1.   ESF-1 (Transportation)

        a.   Primary Agency: South Carolina Department of Transportation (SCDOT)

            i.   Preparedness Phase:

                a)   Coordinate with counties, SCEMD, and ESF-16 to develop evacuation maps, plans, and procedures to evacuate and transport CTN evacuation).

                b)   Coordinate the primary and alternate CTN evacuation routes with ESF-16.

            ii.   Operations Phase:

a) Provide representation as needed to the CTN Coordination Group to advise, support and coordinate state transportation resources.

b) Provide necessary traffic-control resources (e.g., barricades, cones, barrels, mobile message boards, arrow boards, remote signal devices, etc.).

b. Support Agencies: State Transportation Resource Providers

i. Potential State Transportation Resource Providers include but are not limited to:
a) SC Department of Education (SCDE)

b) South Carolina-based rapid transit authorities and other local transit organizations

c) SC National Guard (SCNG)

d) SC Department of Corrections (SCDOC)

e) South Carolina Vocational Rehabilitation Department (SCVRD) – may specifically be useful for local on-demand services

ii. During the preparedness phase, in coordination with SCEMD, develop SOPs that describe how state vehicles and drivers will be deployed to evacuating counties in support of a CTN evacuation.

iii. During the operations phase, if needed provide vehicles and drivers in support of a CTN evacuation.

2. ESF-6 (Mass Care)

a. Primary Agency: South Carolina Department of Social Services (SCDSS)

i. Preparedness Phase:

a) Coordinate with county emergency managers to identify facilities that can support a CTN evacuation.

b) Disseminate guidance and opportunities for CTN staff to receive training on identifying,

communicating with, and assisting people with disabilities and access and functional needs.

    ii.   Operations Phase:

        a)   Coordinate all CTN shelter assignments and (along ESF-1) the deployment of transportation resources from a Collection Point to a CTN designated shelter; may require deploying staff to Collection Points.

        b)   Provide representation as needed to the CTN Coordination Group to advise and support.

    b.   Support Agencies: Voluntary organizations and other agencies listed in SCEOP Annex 6 ESF-6 Mass Care Plan with SCDSS and counties regarding support staffing of CTN Collection Points and deploy them as needed during evacuations.

3.   ESF-7 (Finance and Administration)

    a.   Primary Agency: SCEMD (SEOC Logistics)

        Coordinate and acquire state requests for resources related to a CTN evacuation. This may include supporting or, in conjunction with SCEMD Operations Support, acquiring transportation resources and activating state emergency contracts for the CTN evacuation.

    b.   Support Agencies: ESF-7 (State Fiscal Accountability Authority)

        Provide or coordinate the financial aspects for the provision of services, equipment, personnel, and supplies to support CTN operations including the financial approval and authority for procurement of equipment and supplies not available through normal purchasing channels and ordering time frames.

4.   ESF-8 (Health and Medical Services)

    Primary Agency: South Carolina Department of Public Health

        a)   Coordinate medical resources and requirements to support a CTN evacuation at Collection Points and shelters when local capabilities have been exhausted.

        b)   Assign at least one liaison to each County Collection Point receiving State support to assist with triage and coordination of Medical Needs Shelter candidates.

5.   ESF-11 (Food Services)

Primary Agency: South Carolina Department of Social Services (SCDSS)

Coordinate with ESF-6 and SEOC Operations Support for the acquisition and delivery of food and water (i.e., commodities or services) to shelters or Collection Points as required.

6.   ESF-12 (Energy)

Primary Agency: South Carolina Office of Regulatory Staff

Coordinate with fuel providers to ensure that fuel stops along evacuation routes have a sufficient supply of petroleum products.

7.   ESF-15 (Public Information)

Primary Agency: SCEMD

Coordinate with Counties to develop public education tools for a CTN evacuation education program, CTN-specific messaging prior to an evacuation, and procedures for reaching the target audience.

8.   ESF-16 (Emergency Traffic Management)

Primary Agency: South Carolina Department of Public Safety/South Carolina Highway Patrol (SCHP)

Provide guidance on CTN evacuation routes in coordination with the general Traffic Management Plan annex to the SC Hurricane Plan.

9.   ESF-19 (Military Support)

Primary Agency: South Carolina National Guard

Provide staffing and operational support as required, to include potential vehicles, drivers, and Collection Point staff.

D.   County Governments

1.   Each county is responsible for preparing (*See Section VIII.G*) and transporting their local populations out of evacuation zones using either

organic resources and capabilities or by requesting mutual aid and/or State support.

2. Counties have primary responsibility for the planning and execution of on-demand services and pick-up points to include…

   a. Informing their residents of pick-up-point locations.

   b. Obtaining transportation resources to transport CTN evacuees from pick-up points to an in-county shelter or Collection Point and in some cases to a host-county shelter.

3. Upon becoming aware of a potential CTN evacuation event (such as an approaching Hurricane), counties are responsible for conducting pre-event analysis of operational capabilities and coordinating with the State *(See Section VIII.G)*.

4. Activate local CTN evacuation plans and/or coordinate with the SEOC for the activation of the State CTN plan.

5. In accordance with the South Carolina Emergency Operations Plan, counties, tribes, and local entities are responsible for any and all costs associated with support given to their respective jurisdictions, whether fulfilled via mutual aid, the State, other states (e.g. EMAC), or federal agencies unless deemed otherwise by the SCEMD Director, The Adjutant General, or the Governor.

E. Transportation Vendor (coordinated through SCEMD)

1. Coordinate the movement of state-acquired vehicles in support of evacuation operations.

2. Provide QREG staffing based on the State's requested support package.

3. Provide subject matter expertise related to transportation for CTN evacuee.

ADA	Americans with Disabilities Act
ARC	American Red Cross
CONPLAN	Concept of Operations Plan
CTN	Critical Transportation Need
CULPH	Clemson University Livestock-Poultry Health
DSS	Department of Social Services
EAS	Emergency Alert System
EMA	Emergency Management Agency
EOC	Emergency Operations Center
ESE	Evacuation Support Element
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FSA	Forward Staging Area
GPS	Global Positioning System
IMT	Incident Management Team
IT	Information Technology
JIC	Joint Information Center
LGA	Local Government Authority
LNO	Liaison Officer
MCEOS	Motor Coach Evacuation Operational Support
MCO	Movement Control Officer
MCS	Movement Control System
MNS	Medical Needs Shelter
NGO	Non-Governmental Organization
NRCC	National Response Coordination Center
NWS	National Weather Service
OPLAN	Operations Plan
PIO	Public Information Officer
POC	Point-of-Contact
QREG	Quick Reaction Evacuation Group

Acronyms and Abbreviations

RRCC	Regional Response Coordination Center
RRF	Resource Request Form
SCDE	South Carolina Department of Education
SCDOT	South Carolina Department of Transportation
SCDPS	South Carolina Department of Public Safety
SCDSS	South Carolina Department of Social Services
SCEMD	South Carolina Emergency Management Division
SCHP	South Carolina Highway Patrol
SCVRD	South Carolina Vocational Rehabilitation Department
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SME	Subject Matter Expert
SOP	Standard Operating Procedures
TMS	Transportation Management Services
VRP	Vehicle Replenishment Point
VSA	Vehicle Staging Area

The following terminology and definitions are applicable to this plan. This information not only establishes the overall planning framework but also helps to ensure consistency with other evacuation planning efforts.

Adaptive Planning – The process of modifying an existing plan based on a specific incident and subsequent CTN evacuation requirements.

Agency/Vendor Liaison – An individual from an assisting or cooperating agency/vendor who is assigned to an incident and provides a communications link and information sharing on matters affecting that agency's/vendor's participation at the incident. This individual may not have tasking authority.

Assistance (Emotional Support and Therapy) Animals – These animals do not share the same public access protections as Service Dogs (see below) under the Americans with Disabilities Act (ADA), but do have some travel protections under the Air Carrier Access Act (ACAA) and some housing protections under the Fair Housing Act (FHA). In South Carolina, there is no right to have an Assistance Animal in ground transportation[6].

Clearance Time – Combines population data, the roadway system of defined evacuation zones and immediate surrounding areas, and the behavioral characteristics to estimate the time it takes from the first evacuating vehicle entering the road network to the last evacuating vehicle reaching the designated evacuation planning points. More details can be found in the South Carolina Hurricane Plan (Annex C: Evacuation Zones and Clearance Timing).

Collection Point – A location within an evacuating county (preferably indoors) that serves to temporarily stage and process CTN evacuees. The evacuees are assigned to a state-coordinated vehicle that is bound for a state-coordinated shelter.

CTN Designated Shelter: – General population shelter locations that are identified to open in support of a state-coordinated CTN evacuation. *(See Section VII).*

Demobilization Team – Personnel assigned to a designated location to retrieve state-, federal-, or vendor-issued equipment [e.g., Global Positioning Systems (GPS) tracking devices] from drivers/vehicles that completed their final transportation missions.

E-Hour – Time at which the General Population Evacuation begins. More details can be found in the South Carolina Hurricane Plan (Annex A: Evacuation Decision and Response Timeline)

Evacuation – The movement of people away from an at-risk area to a safe location.

Evacuation Support Element – A team consisting of at least two experts in transportation and evacuation management that provides for subject matter expertise relative to a CTN evacuation.

---

[6]Assistance Animals In South Carolina Service Animals and Emotional Support Animals, p.10 /May 2022
https://www.disabilityrightssc.org/wp-content/uploads/2022/08/AssistanceAnimalsFactSheet_accessible.pdf

Glossary of Terms

Evacuees[7]

- **General Population Evacuee:** General population evacuees may possess the means to self-evacuate or may require government-provided transportation to evacuate.
- **CTN Evacuees –** Segment of the population that lacks access to personal transportation and requires government-provided transportation to evacuate. This plan specifically addresses the CTN evacuee population.
- **Self-Evacuees –** Segment of the population that is capable of evacuating the at-risk area using their own means of transportation.

Evacuation Compliance – The percentage of the population under an evacuation order that heeds the order and evacuates.

Evacuation Compliance Factors – The five factors that SCEMD uses (for calculation purposes only) to estimate evacuation compliance pre-event include:

- **Storm Intensity –** The storm's forecasted Saffir Simpson category at time of impact (i.e., tropical storm, Category 1, Category 2, Category 3, Category 4, and Category 5).
- **Storm Track –** The direction a storm is approaching from (i.e., from the southwest, from the south, or from the southeast).
    - A storm track approaching from a <u>southwesterly direction</u> will result in a lower level of evacuation compliance because in many cases the storm will run parallel to the coast or curve offshore.
    - A storm track approaching from a <u>southerly direction</u> will result in a higher level of evacuation compliance because the storm has a higher probability of impacting South Carolina.
    - A storm track from a <u>southeasterly direction</u> (e.g., Hurricane Hugo) will result in the greatest level of evacuation compliance because the storm has a higher probability of directly impacting South Carolina.

- **Storm Angle of Approach –** The anticipated landfall angle relative to the South Carolina coastline (e.g., 30, 45, or 90-degree angle to the coastline).

- **Storm Threat Trend –** Based on the three (3) most recent National Hurricane Center (NHC) advisories, state officials assess whether the threat to the South Carolina coastline is increasing, decreasing, or not changing.

- **NHC Watch/Warning –** NHC may issue a hurricane and/or storm surge watch 48 hours before the onset of tropical storm-force winds (H-48) and a hurricane and/or storm surge warning 36 hours before the onset of tropical storm-force winds (H-36).

---

[7] Definitions from: https://www.fema.gov/sites/default/files/documents/fema_incident-annex_tion.pdf

Forward Staging Area (FSA) – A location either adjacent to or near the Collection Point. The purpose of the FSA is to stage vehicles from the Vehicle Staging Area (VSA) to facilitate a timely response to the Collection Point.

General Population Shelters In-County Shelter – A physical structure located within an evacuating county that serves as a safe haven for evacuees.

H-Hour – The onset of tropical storm-force winds.

Host-County Shelter – A physical structure located outside the evacuating county that serves as a safe haven for evacuees.

Local Movement Control Officer (MCO) – The single point of contact within local government who is tasked with managing the <u>tactical</u> movement of transportation resources in support of a local CTN evacuation operation.

Movement Control System (MCS) – A point-to-point coordination and communication system associated with a state-supported CTN evacuation operation potentially using multiple types of transportation resources (i.e., school buses, motor coaches, etc.). More specifically, the MCS is a strategic and tactical management construct which provides for overall situational awareness and tactical deployment of transportation resources.

Pick-Up Point – A short-term use location within an evacuating county that is typically outdoors and along an existing or temporary bus route. The pick-up point serves to temporarily stage evacuees who will be transported directly to either a shelter or Collection Point. For more rural areas where a bus route is not feasible, it may be necessary to identify a familiar location (e.g., school, town/municipal building, etc.) as a pick-up point.

Vehicle Staging Area (VSA) – A location for staging state-coordinated vehicles used for a CTN evacuation.

Vehicle Replenishment Point (VRP) – A location for drivers to rest while staff clean, re-fuel (optional), replenish commodities (optional), and stage state-coordinated vehicles in preparation for another evacuation mission, upcoming re-entry operations, and/or demobilization operations.

Shelter Capability – A local entity's ability to provide the building/facility, staffing, and wraparound services to shelter evacuees.

Shelter Capacity – The number of evacuees that a specific shelter facility can accommodate based on staffing and wraparound services.

State Movement Control Officer (MCO) – The single point of contact within State government that is tasked with managing the <u>strategic</u> movement of transportation resources in support of a local CTN evacuation operation. Note: The CTN Coordination Group may delegate the State MCO role to a transportation vendor.

Local – Municipal and/or county government(s).

Major Hurricane – A Category 3 hurricane or greater based on Saffir-Simpson wind-scale criteria.

Mutual Aid – An agreement among governmental entities to lend assistance across jurisdictional boundaries.

On-Demand Service – The process by which a CTN evacuee requests transportation assistance from a local government and that jurisdiction provides evacuation assistance by dispatching transportation directly to a CTN evacuee's residence.

Operations Phase – The period in which storm-specific adaptive planning occurs and the CTN evacuation mission is executed.

Pets (Household) – As defined in the FEMA Public Assistance Program and Policy Guide (PAPPG)[8], "Household pets are domesticated animals that:

- Are traditionally kept in the home for pleasure rather than commercial purposes
- Can travel in commercial carriers
- Can be housed in temporary facilities

Examples are dogs, cats, birds, rabbits, rodents, and turtles. Household pets do not include reptiles (except turtles), amphibians, fish, insects, arachnids, farm animals (including horses), or animal kept for racing purposes."[9]

Note: This definition is intended only for the purposes of FEMA reimbursement under the PA program. Local and state jurisdictions may modify this definition for their own pet sheltering guidelines and plans. This plan will use the term "pet(s)."

Preparedness Phase – The period in which deliberate planning occurs that is not specific to any storm.

Quick Reaction Evacuation Group (QREG) – A group of trained evacuation transportation staff that deploys to specified locations such as transportation field sites (i.e., Vehicle Staging Area and Forward Staging Area), Collection Point Departure Area(s), and the State Emergency Operations Center (SEOC) in support of a CTN evacuation.

Service Animal – The Americans with Disabilities Act (ADA) Title II Regulations[10] defines a service animal as "a dog [or miniature horse] that is individually trained to do work or perform tasks for an individual with a disability."

---

[8] FEMA Public Assistance Program and Policy Guide, version 4, p.119, https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

[9] FEMA, Public Assistance Program and Policy Guide (PAPPG), p.119/July 2020. The entire document can be found at FEMA's website: https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf.

[10] Americans with Disabilities Act, Title II Regulations, § 35.136, https://www.ada.gov/law-and-regs/regulations/title-ii-2010-regulations/#section38

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, and reminding a person with mental illness to take prescribed medications.[11] A service animal may accompany its handler anywhere, including during an evacuation process.

Emotional support animals (defined above), comfort animals and therapy animals are not service animals under the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either.

Wraparound Services – Equipment and supplies necessary to operate a fully functional shelter or Collection Point.

---

[11] U.S. Department of Justice, Civil Rights Division, Disability Rights Section, Revised ADA Requirements: Service Animals, February 28, 2020 , https://www.ada.gov/resources/service-animals-2010-requirements/

CTN Compliance Estimates by County/Zone

Zone	25% Compliance	50% Compliance	75% Compliance	100% Compliance
Horry A	60	170	425	566
Horry B	135	405	1,010	1,347
Horry C	500	1,480	3,710	4,945
Horry Total	**695**	**2,055**	**5,145**	**6,858**
Georgetown A	62	185	465	620
Georgetown B	168	510	1,266	1,690
Georgetown C	20	52	132	175
Georgetown Total	**250**	**747**	**1,863**	**2,485**
Charleston A	110	325	810	1,076
Charleston B	1,005	3,017	7,544	10,060
Charleston C	1,027	3,082	7,704	10,272
Charleston Total	**2,142**	**6,424**	**16,058**	**21,408**
Dorchester D	132	400	995	1,326
Dorchester E	312	940	2,340	3,120
Dorchester F	12	35	87	116
Dorchester Total	**456**	**1,375**	**3,422**	**4,562**
Berkeley B	104	311	780	1,038
Berkeley D	3	8	20	27
Berkeley E	1,020	2,040	5,100	6,800
Berkeley F	10	30	68	90
Berkeley Total	**1,137**	**2,389**	**5,968**	**7,955**
Beaufort	**966**	**2,900**	**7,246**	**9,662**
Colleton A	7	20	50	67
Colleton B	4	10	26	35
Colleton C	61	182	456	608
Colleton Total	**72**	**212**	**532**	**710**
Jasper A	23	70	172	230
Jasper B	75	222	555	740
Jasper C	26	77	192	256
Jasper Total	**124**	**369**	**919**	**1,226**
County Total	**5,842**	**16,471**	**41,153**	**54,866**

Evacuation Compliance Worksheet

Evacuation Compliance Factor	Evacuation Compliance Sub-Factors and Point Values					Enter Appropriate Point Value
Row A: Storm Intensity	CAT 1= 5 pts	CAT 2= 10 pts	CAT 3= 15 pts	CAT 4= 20 pts	CAT 5= 25 pts	
Row B: Storm Track	From the southwest= 5 pts		From the south= 10 pts		From the southeast= 15 pts	
Row C: Storm Angle of Approach to Coastline	Parallel to coast/on shore= 5 pts	Parallel to coast/off shore= 10 pts	45°angle to coastline= 15 pts	90°angle to coastline= 20 pts		
Row D: Storm Trend*	Decreasing Threat= 0 pts		No Change in Threat= 10 pts		Increasing Threat= 20 pts	
Row E: NWS Storm Surge Watch/Warning**	No Storm Surge Watch or Warning= 0 pts		Storm Surge Watch= 10 pts		Storm Surge Warning= 20 pts	
					Total Point Value:	

* Based on the three (3) most recent National Weather Service (NWS) advisories
** NWS may issue a storm surge watch at H-48 and a storm surge warning at H-36

Conversion Table

Total Point Value	Evacuation Compliance Level	Percentage of Compliance Level
0 pts	None	0%
25 pts	Low	25%
50 pts	Moderate	50%
75 pts	High	75%
100 pts	Maximum	100%

Instructions for completing the Evacuation Compliance Worksheet:

Step 1: Enter the appropriate point value for rows A through E (storm intensity, storm track, storm angle of approach to coastline, storm trend, and NWS storm surge watch/warning).

Step 2: Add the point values in rows A through E and enter the total point value.

Step 3: Compare the total point value in the worksheet with the closest corresponding point value in the conversion table to determine the evacuation compliance level and compliance level percentage.

Estimated CTN Population Worksheet					
A	**B**	**C**	**D**	**E**	**F**
Storm Intensity	**Evacuation Zone(s) Population**	**Compliance Level Percentage**	**Evacuation Compliance Population**	**Estimated Percentage of Evacuating Population that are CTN Evacuees**	**Estimated CTN Population**
TS/CAT 1				**2%**	
CAT 2/CAT 3				**3%**	
CAT 4/CAT 5				**5%**	

Instructions for completing the Estimated CTN Population Worksheet:

Step 1: Complete the Evacuation Compliance Worksheet.

Step 2: Identify the applicable estimated storm intensity at landfall (Column A) based on the current weather advisory.

Step 3: Enter the evacuation zone population in Column B* in accordance with the county's vulnerable population data.

vel percentage in Column C* based on the results obtained in the Evacuation Compliance Worksheet.

Step 5: Multiply Evacuation Zone Population (Column B) times the Compliance Level Percentage (Column C) and enter the total in Column D*.

Step 6: Multiply the Evacuation Compliance Population (Column D) times the Estimated Percentage of Evacuating Population that are CTN Evacuees (Column E) and enter the total in Column F*.

*Ensure that the entry corresponds with the applicable storm intensity row.

1) Roadway access:

- ➢ Roadway width allows for turning radius of a bus/motor coach
- ➢ Roadway vertical clearance is adequate for buses/motor coaches
- ➢ Hard surface roadway for ingress and egress

2) Forward Staging Area (FSA) Parking

- ➢ FSA is located adjacent to or near the collection point facility
- ➢ Hard-stand surface (asphalt or concrete)
- ➢ Parking available for at least ten (10) buses/motor coaches
- ➢ Adequate lighting

3) Arrival Area

- ➢ Curb space can accommodate a minimum of two (2) to four (4) buses at any given time with an expansion capability
- ➢ Incoming vehicles park with passenger door facing the curb
- ➢ Adequate lighting

4) Building Interior

- ➢ Large open area that can accommodate the anticipated throughput of CTN evacuees with expansion capability
- ➢ The entrance and exit to the facility are separated by distance (if on the same side of the building) or each is located on different sides of the building
- ➢ A minimum of one ADA access point to the facility (note: recommend including an ADA escort at each site)
- ➢ Accessible restrooms

5) Departure Area

- ➢ Curb space can accommodate a minimum of two (2) buses/motor coaches at any given time with an expansion capability
- ➢ Incoming vehicles park with passenger door facing the curb
- ➢ Adequate lighting

County Collection Point Staffing Requirements Worksheet		
Staffing Functions	**County Staff**	**Other Staff**
Arrival Area (passenger/luggage unloading)		
Law Enforcement/Security		
Pet Processing		
Pet Transport (to local shelter)		
Screening Area		
Registration/Check-In Area		
Shelter Assignments		
Departure Area (passenger/luggage loading)		
Management and Control		
Guides		
Total Staffing:		

Task:	State Movement Control Officer (MCO)
Mission:	Deploy a State MCO to the SEOC to successfully provide situational awareness and information sharing related to the allocation and movement of transportation resources for a CTN evacuation.
Task Provided by:	State Support ☐ Vendor Contract ☑ Federal Support ☑ *The task provider will be determined at the time of incident.*
Planning Assumptions Specific to Task:	- The state may acquire MCO staff from the following options: - State government personnel; - State contract with a transportation vendor; - Federal support (if the state receives pre-disaster emergency declaration in time for FEMA to deploy MCO staff). - Communications equipment is operational. - The MCO is at the center of Movement Control System (MCS) operations with responsibility of managing the allocation of transportation resources, dispatching and tracking transportation resources, and facilitating situational awareness at key locations. - Each transportation provider shall deploy an agency/vendor representative to the SEOC to support the State MCO.
Personnel Required:	Two transportation-qualified MCOs at the SEOC. Note: The State MCO will oversee MCO support staff. The number of support staff is proportional to the size and diversity of the transportation fleet. Total Personnel: 2 (divided between two 12-hour shifts)
Equipment/Supplies Required:	Land line phone or cell phone, laptop computer, staff journal form(s), and GPS tracking capability (if available)
Site Location:	SEOC
Site Address:	2779 Fish Hatchery Road, West Columbia, SC 29172
Site Layout:	N/A
Site Contact:	ESF-1 (SCDOT)
Estimated Time to Deploy Staff and Commence Operations:	18 to 24 hours to deploy staff; commence operations no later than E-6
Estimated Time to Complete Task:	Determined by SEOC Operations or the Unified Command Group

Task:	State Movement Control Officer (MCO)

Task Operations:	• Check in at SEOC.
	• Conduct communications check of assigned equipment (e.g., cell phone, radio, etc.)
	• Establish communications with key personnel.*
	• Oversee MCO staff who are responsible for maintaining vehicle log, providing detailed reporting/scribe duties, completing journal entries, tracking vehicle issues, etc.
	• Confer with SCDOT, SCDE, and SCEMD officials to determine the initial allotment of vehicles to allocate to each evacuating county.
	• Based on the agreed upon allocation, notify the Local MCOs and FSA Manager(s), and VSA Manager (if applicable) of initial vehicle allotments.
	• Maintain a log of all vehicles that are in-service and out-of-service.
	• In coordination with State ESF-6, communicate the shelter destination to the Collection Point Manager.
	• Obtain and log the following information from the Collection Point Manager:
	    o vehicle type/identification number
	    o driver's name and cellular phone number
	    o vehicle destination
	    o number of evacuees (and pets if applicable)
	    o departure time
	• Provide the above information to designated SEOC official for input into Palmetto.
	• Provide ongoing situational awareness to key personnel* as necessary.
	• Verify that SEOC/ESF-6 received copies of all vehicle manifests.
	• Maintain a Staff Journal *(see Attachment 21)* of all significant actions and/or issues that occur.
	
	*Key personnel:
	 MCO staff
	 SCDOT point of contact
	 SCDE point of contact
	 State ESF-6
	 School district representative(s) in SEOC
	 VSA Manager (if applicable)
	 FSA Manager
	 Collection Point Manager
	 Local MCO in each evacuating county
	 Other transportation-provider representatives in SEOC (if applicable)

Task:	Vehicle Staging Area (VSA) Operations
Mission:	Establish a VSA to check in, stage, and deploy designated state-coordinated transportation resources in support of a CTN evacuation.
Task Provided by:	State Support ☐ Vendor Contract ☑ Federal Support ☑ *The task provider will be determined at the time of incident.*
Planning Assumptions Specific to Task:	- Officials activate the VSA if the state assembles a fleet of evacuation vehicles based on anticipated local transportation requirements. - The state may acquire VSA staff from the following: - State government personnel; - State contract with a transportation vendor; - Federal support (if the state receives pre-disaster emergency declaration in time for FEMA to deploy MCO staff). - Communications equipment is operational. - SCEMD is responsible for pre-identifying the VSA location and entering into agreement/contract with the VSA field site provider. - The CTN Coordination Group implements, oversees, and demobilizes VSA operations in accordance with established timelines. - Each school district and transportation provider (if applicable) provides a representative to the SEOC (in support of the Movement Control System) to assist with the coordination of VSA operations. - Local law enforcement provides security and traffic control. - The VSA is a 24-hour operation. - VSA staff, in coordination with the State MCO, shall account for driver hours while the vehicle is staged at VSA.
Personnel Required:	The number of personnel required is based on the number of vehicles at the VSA *(see Quick Reaction Evacuation Group Staffing--Table 7-2)*. VSA positions may include but are not limited to: VSA Manager, Check in Specialist, Ready Line Supervisor, Dispatcher, Field Support Staff
Equipment/Supplies Required:	<u>If the state chooses to staff the VSA with state government personnel, the State will acquire and deliver the following items to the VSA:</u> Orange safety vests, flashlights, cone-tipped flashlights, batteries, cellular phones, two-way radios/walkie-talkies, light towers, variable message signs, portable toilets (if restroom facilities are unavailable on-site), dumpsters, office supplies, check-in forms, and bottled water for VSA staff.

Task:	Vehicle Staging Area (VSA) Operations
Equipment/Supplies Required:	<u>If the state chooses to contract the VSA staffing, the State will acquire and deliver the following items to the VSA:</u> Light towers, variable message signs, portable toilets (if restroom facilities are unavailable on-site), and dumpsters.
Site Location and Address:	<u>Primary:</u> Sumter County Exhibition Center (Northern Hurricane Region) Prince of Orange Shopping Mall (Central Hurricane Region) Barnwell Regional Airport (Southern Hurricane Region) <u>Alternate:</u> Orangeburg County Fairgrounds (Central Hurricane Region)
Site Layout:	*See Attachments 11 - 14*
Site Point of Contact:	To be determined
Estimated Time to Commence Task:	E-12 VSA is operational
Estimated Time to Complete Task:	The VSA will maintain 24-hour operations until SCDOT, in coordination with the State MCO, determines it is necessary to demobilize operations (no later than E+48).
Task Operations:	<u>VSA Process:</u> • Check in vehicle using VSA Check-in form *(see Attachment 17)* and deliver form to the VSA Dispatcher. • Direct vehicle to the Communications Area to receive communications equipment/GPS tracking device (if available). • Direct vehicle to the Staging/Parking Area where the vehicle remains until deployed to a designated location. • Direct vehicles to the Ready Line for deployment to designated locations (upon request from the VSA Manager). • Drivers receive mission and safety briefing prior to deployment to designated location. <u>VSA Manager:</u> • Manage all VSA staff and operations. • Report directly to the State MCO and provide ongoing situational awareness.

Task:	Vehicle Staging Area (VSA) Operations
Task Operations:	• Coordinate the arrival of equipment and supplies at the VSA and notify SCDOT if there are additional equipment/supply needs. • Survey the site to determine current operational capabilities and establish the functional layout. • Distribute necessary communications equipment (e.g., walkie-talkie, cellular phone, etc.) to VSA staff. • Conduct communications check of assigned communications equipment. • Provide staff with site assignments, instructions, and ongoing guidance as necessary • Establish and maintain communications with all on-site staff via walkie-talkie or cellular phone. • Establish and maintain communications with State MCO and FSA Manager via cellular phone. • Establish communications with the site/facility contact. • In coordination with the State MCO, confirm staffing requirements for 24-hour VSA operations. • Notify the State MCO and FSA Manager of operational readiness. • Coordinate with the State MCO regarding deployment locations. • Receive requests for vehicles from the FSA Manager. • Direct the Ready Line Supervisor to deploy vehicles to designated location(s). • Conduct operational briefings with all field-site personnel and security personnel as necessary. • Maintain a log of all significant actions and/or issues that occur. Check-in Specialist: • Obtain the Check-in forms *(see Attachment 17)* and any necessary office supplies. • Obtain necessary equipment (e.g., walkie-talkie, cellular phone, etc.) to communicate with on-site staff. • Conduct communications check of assigned communications equipment. • Establish communications with the VSA Manager. • Proceed to Check-in Area and await incoming vehicles. • When vehicle arrives at the Check-in Area, ask the driver to complete the Check-in form.

Task:	Vehicle Staging Area (VSA) Operations
Task Operations:	• Request to see the driver's vehicle registration card to verify the information required on the Check-in form. • Place the completed form in check-in repository box for a field-support staff member to deliver to the VSA Dispatcher. • Inform the VSA Manager of any issues/challenges that arise. Ready Line Supervisor: • Obtain necessary equipment (e.g., walkie-talkie, cellular phone, etc.) to communicate with on-site staff. • Conduct communications check of assigned communications equipment. • Establish communications with VSA Manager, Dispatcher, and field-support staff member(s). • Request a designated number and type of vehicles from the Staging Area to the Ready Line based on direction from the VSA Manager. • Provide Dispatcher with the "vehicle numbers" of the vehicles at the Ready Line. • If there are multiple drivers that require a mission briefing, and if time permits, direct the drivers to the Mission Briefing Area to receive a mission and safety briefing. • If time does not permit a formal group mission briefing, provide the driver with a quick briefing on the upcoming mission. • Deploy each vehicle from the Ready Line to a designated location. • Inform the VSA Manager of any issues/challenges that arise. Dispatcher: • Establish communications with the VSA Manager, Ready Line Supervisor, and field-support staff member(s) via walkie-talkie or cellular phone. • Compile an hourly inventory of all on-site vehicles. • Maintain a dispatch log. • Notify the Ready Line Supervisor of the number and type of vehicles required at the Ready Line. • Inform the VSA Manager of any issues/challenges that arise. Field Support Staff: • Obtain necessary equipment (e.g., walkie-talkie, cellular phone, etc.) to communicate with on-site staff. • Conduct communications check of assigned communications equipment.

Task:	Vehicle Staging Area (VSA) Operations
Task Operations:	- Establish communications with VSA Manager and Ready Line Supervisor. - Receive field-support staff member assignment and instructions from VSA Manager. - Duties may include but are not limited to the following: - Park/stage incoming vehicles. - Place a tag on the windshield of each staged vehicle with the date and time that driver is available for deployment. - Direct drivers and vehicles to the Ready Line. - Provide mission briefings. - Inform the VSA Manager of any issues/challenges that arise.

Task:	Forward Staging Area (FSA) Operations
Mission:	Conduct FSA operations to meter the flow of state-coordinated vehicles to a designated collection point.
Task Provided by:	State Support ☐ Vendor Contract ☑ Federal Support ☑ *The task provider will be determined at the time of incident.*

Planning Assumptions Specific to Task:	• The state may acquire FSA staff from the following:
	     o State government personnel;
	     o State contract with a transportation vendor;
	     o Federal support (if the state receives pre-disaster emergency declaration in time for FEMA to deploy MCO staff).
	 • Communications equipment is operational.
	 • The FSA will receive an initial allotment of vehicles from the VSA or directly from a school district transportation yard.
	 • FSA staff will maintain a minimum number of vehicles at the FSA during the evacuation operation (i.e., not less than 50% of <u>initial</u> allotment).
	 • Local law enforcement will provide security and traffic control at the FSA.
	 • FSA maintains the same hours of operation as the corresponding collection point (typically 24-hour operations).

Personnel Required:	One (1) FSA Manager* Two (2) Field Support Staff Total Personnel: Three (3)** (divided between two 12-hour shifts) *The FSA Manager will float between the day/night shift. **Staffing requirements are ultimately dependent on the anticipated size of the fleet at the FSA.
Equipment/Supplies Required:	<u>Acquired by the State and delivered to the FSA:</u> Orange safety vests, flashlights, cone-tipped flashlights, batteries, cellular phones, and walkie-talkies.
Site Location and Address:	*To be determined (Each FSA is located near a predesignated collection point.)*
Site Layout:	N/A

Task:	Forward Staging Area (FSA) Operations
Site Contact:	To be determined
Estimated Time to Commence Task:	Commensurate with local collection point operations. Require vehicles at the FSA no later than two (2) hours prior to collection point operations.
Estimated Time to Complete Task:	No later than E+48 (Initiate demobilization operations at the FSA in accordance with the collection point demobilization schedule or after the Collection Point Manager requests the last vehicle.)
Task Operations:	FSA Manager: • Report directly to the State MCO and provide continual situational awareness. • Manage all operations and staff at the FSA. • Establish communications with VSA Manager (if applicable), FSA staff, and the Collection Point Manager (via cellular phone). • Establish communications with the site contact (via cellular phone). • Confirm the initial number of vehicles allotted to the FSA. • Direct FSA staff not to let the number of vehicles at the FSA drop below a pre-determined number and to inform the FSA manager before reaching that pre-determined number. • Direct FSA staff to deploy the specified number and type of vehicles to the collection point departure area based on requests from the Collection Point Manager (or designee). • When necessary, request additional vehicles from the State MCO to replenish the FSA fleet. o If a VSA is operational, the FSA Manager may request vehicles directly from the VSA Manager. Note: To maintain proper FSA fleet requirements, it is important to factor in drive time from the vehicle's initial staging location (e.g., school district transportation yard or VSA) to the FSA. • Maintain a log of all significant actions and/or issues that occur. Field Support Staff: • Log in vehicles arriving at the FSA. • Stage vehicles at the FSA based on arrival time and the type of vehicle (i.e., school bus, transit bus, motor coach, ADA vehicles, etc.).

Task:	Forward Staging Area (FSA) Operations
Task Operations:	• Inform the FSA Manager when the number of vehicles remaining at the FSA is getting near a pre-determined number, as directed by the FSA Manager. • Deploy the specified number and type of vehicles to the collection point departure area. • Provide ongoing situational awareness to the FSA Manager. • Inform the FSA Manager of any issues/challenges that arise.

Task:	Collection Point Operations
Mission:	Conduct collection point operations in support of a county CTN evacuation.to transport them to a state-coordinated shelter.
Task Provided by:	County Support ☑ Vendor Contract ☐ State Support ☐
Planning Assumptions Specific to Task:	• Communications technology is operational. • County EMA is responsible for identifying and coordinating the use of a collection point site. • County officials use local transportation resources to transport evacuees from a private residence or pick-up point to a collection point. • Local law enforcement provides security and traffic control at the collection point. • County officials are responsible for management of the collection point. • For tracking purposes, the collection point may use either a manual (handwritten) or computerized system to generate a manifest of the CTN evacuees assigned to each vehicle and shelter. • Transportation vendors or State Logistics will acquire the transportation resources to transport CTN evacuees from the collection point to state-coordinated shelters. • The county will determine the collection point hours of operation. • Some evacuees brought to the collection point may have health issues or other conditions that restrict their capacity for safe travel to a destination outside the county. These evacuees require prioritization for local care and shelter.
Personnel Required:	The number of personnel listed below is based on a throughput of approximately 1,000 evacuees per hour: • Collection Point Manager: 1 (per shift) • Law Enforcement/Security: 2 (per shift) • Arrival Area Monitors (Passenger/luggage unloading): 4 (per shift) • Screener: 2 (per shift) • Registration Coordinator: 10 (per shift) • Shelter Assignment Coordinator: 1 (per shift) • Departure Area Monitors (Passenger/luggage loading): 4 (per shift) • Guides/General Support Staff: 4 (per shift) • Pet Processors: 4 (per shift) Total Personnel: 33 (per 12-hour shift)

Task:	Collection Point Operations
Equipment/Supplies Required:	Orange safety vests, flashlights, batteries, cellular phones, two-way radios/walkie-talkies, light towers, variable message signs, dumpsters, tables, chairs, office supplies, registration/manifest forms, packaged meals/bottled water for collection point staff, and snacks/bottled water for evacuees. Other items include: Wheelchairs for people with access or functional needs Portable toilets (if on-site restroom facilities are not accessible) Several sets of queue-cards that are numbered (e.g., 1 through 45 which is based on the number of seats on the evacuation vehicle) Additional chairs for evacuees in waiting areas Trash barrels including an amnesty barrel (for weapons) Laptop computers for registration Animal cages of assorted sizes for domestic pets
Site Location:	To be determined by each evacuating county
Site Layout:	*See Attachment 8 and 9 for Sample Collection Point Exterior and Interior Diagrams.*
Site Point of Contact:	To be determined
Estimated Time to Commence Task:	E-6 (Commence set up. This does not include the time to acquire the equipment/supplies required on site.) E-0 (Operations commence.)
Estimated Time to Complete Task:	No later than E+48
Task Operations:	**Stage 1:** • CTN evacuees arriving at the collection point exit the local vehicle and proceed toward the collection point entrance.

Task:	Collection Point Operations

Task Operations:	• Prior to entering the building, a collection point staff member (Guide) directs evacuees to place any weapon (e.g., knife, gun, etc.) into the container marked "amnesty barrel."
	 • The Guide also instructs evacuees to retain possession of their luggage until they board a specified vehicle.
	
	 Stage 2:
	 • Self-reporting is the preferred method of identifying candidates for medical or accessibility services.
	 • As evacuees enters the facility they are passively observed (<u>not screened</u>) on their way to the Registration Area by CTN personnel for any evacuee displaying an emergent medical issue, requiring transport to a MNS, or in need of accessibility services.
	    ○ If identified, those evacuees are discreetly offered to be seen by the on-scene medical staff in the Confidential Area (or call 911 as appropriate).
	         ○ Medical staff will assess the evacuee to determine what services are appropriate.
	         ○ If the evacuee is an MNS candidate, the on-scene DPH liaison will assist the individual in contacting the DPH Careline to determine eligibility.
	    ○ The patient/evacuee will be transported to a local shelter, appropriate Medical Needs Shelter, or a medical facility as warranted by local medical transport resources
	 • For medical emergencies that occur on site, collection point staff shall call 9-1-1 and coordinate with any on-scene medical staff.
	 • Ambulances are reserved for emergent medical transport; any MNS or exceptional accessibility transportation should use special designated non-emergency vehicles from the CTN fleet.
	 • All evacuees who are deemed fit for traveling in a vehicle are asked to proceed through the processing line toward the Registration Area.

Task:	Collection Point Operations
	• The Guide assigned to the Registration Area retrieves a stack of color cards, which are numbered consecutively (e.g., from 1 to 45, based on the number of seats on the evacuation vehicle.
	• The Guide assembles the first queued group of CTN evacuees standing in the processing line, by handing each evacuee in the queued group a color/number card. Note: a "queued group" totals the number of seats on the assigned evacuation vehicle. • The color card assigns each evacuee in the queued group to the same • vehicle. Each evacuee retains the assigned card until he/she boards the assigned vehicle.

Task Operations:	• As each evacuee in the queued group arrives at the Registration Area, a coordinator enters the individual's personal information (i.e., name, address, and phone number.) into a state-provided tracking system (i.e., either a computerized or manual/handwritten system).
	• The state-provided tracking system ultimately links each evacuee to a designated vehicle and shelter.
	• After the evacuee completes the registration process, the Guide directs the individual to a Waiting Area or the Departure Area, where he/she remains until the Guide instructs the queued group to board a specified vehicle.
	• A Registration Coordinator generates two copies of the manifest list, which corresponds with the queued group, and provides both copies to the Shelter Assignment Coordinator.
	• The Shelter Assignment Coordinator:
	   o writes the designated shelter assignment and address at the top of each copy of the manifest list.
	   o obtains the vehicle unit number assignment from the Guide and writes it at the top of each copy of the manifest list.
	   o retains one copy of the manifest list and provide the other copy to the assigned Guide.
	
	Stage 3:
	• The Guide directs the queued group of CTN evacuees from the Waiting Area or Departure Area to a designated vehicle.
	• A Departure Area Monitor ensures that luggage items are properly identified and loads the evacuee's luggage onto the vehicle.

Collection Point Operations Task Table

Task:	Collection Point Operations
	• As each evacuee boards the vehicle, the Guide retrieves the color card, and verifies that the name of the person boarding the vehicle matches up with the name on the manifest list.
	• After ensuring accuracy, the Guide provides the driver with the manifest list, map, and directions to the shelter and VRP locations (if applicable). • If there are any corrections made to the manifest list, the Guide provides the Shelter Assignment Coordinator with the updated information. • The driver departs the collection point and transports evacuees to a designated location.
Task Operations:	Collection Point Manager: • Manage all collection point staff and operations. • Report to County ESF-6/EOC and provide ongoing situational awareness. • Establish communications with the site contact, collection point personnel, the FSA Manager, County ESF-6/EOC, and the State MCO (via cellular phone). • Contact the County EOC for strategic-related issues associated with collection point operations (i.e., overall allocation of vehicles required, staffing requirements, etc.). • When necessary, notify the FSA Manager and request the appropriate number and type of vehicles that are required at the Departure Area. • Maintain a log of all significant actions and/or issues that occur. Law Enforcement/Security: • Provide traffic control at collection point ingress and egress areas. • Conduct security operations inside and outside the facility to preserve law and order. • Oversee the amnesty barrel area at the collection point entrance area. Arrival Area Monitor: • Monitor the flow of inbound local vehicles at the Arrival Area. • Assist with unloading CTN evacuees, luggage, and small pets (if applicable) from local transport vehicles.

Task:	Collection Point Operations
	- Provide the Collection Point Manager with continual situational awareness. - Inform the Collection Point Manager of any issues/challenges that arise.
	- Perform other duties as assigned by the Collection Point Manager. <u>Screener:</u> - Visually perform a cursory screening/assessment of CTN evacuees to determine the evacuation support required. Screening criteria may include the following: Individual is physically capable of traveling in a vehicle to a more distant shelter location. This includes individuals who are mobility challenged (e.g. use a walker or wheelchair) and require an ADA-compliant vehicle.
Task Operations:	Outcome: CTN evacuees in this group are transported to a distant shelter location. - Individual is incapable of traveling in a vehicle to a more distant shelter location for medical or accessibility reasons. Outcome: CTN evacuees in this group are transported to a local shelter, MNS or local hospital/medical facility (if necessary). - Individual is traveling with a pet. Outcome: CTN evacuees in this group are transported to a local shelter that is either co-located with a pet shelter or near a pet shelter. - Inform the Collection Point Manager of any issues/challenges that arise. <u>Registration Coordinator:</u> - Enter the evacuee's personal information (i.e., name, address, and phone number) into a state-provided tracking system (i.e., either a computerized or manual/handwritten system). - Generate two copies of the manifest list, which correspond with the queued group, and provide both copies to the Shelter Assignment Coordinator. - Inform the Collection Point Manager of any issues/challenges that arise.

Task:	Collection Point Operations
	• Provide the Collection Point Manager with continual situational awareness. Shelter Assignment Coordinator (collection point liaison) • Coordinate with State ESF-6/SEOC to determine the shelter assignment for each queued group.
	• Write the designated shelter assignment and address at the top of each copy of the manifest list. • Retain one copy of the manifest list and provide the other copy to the assigned Guide. • Inform the Collection Point Manager of any issues/challenges that arise. • Provide the Collection Point Manager with continual situational awareness.
Task Operations:	Departure Area Monitor: • Coordinate with the FSA to request a specified number and type of transportation resources required at the Departure Area. • Assist with loading CTN evacuees, luggage, and small pets (if applicable) onto a designated vehicle at the Departure Area. • Monitor the flow of outgoing vehicles at the Departure Area. • Inform the Collection Point Manager of any issues/challenges that arise. • Perform other duties as assigned by the Collection Point Manager. • Provide the Collection Point Manager with continual situational awareness. Guides: (a guide may be required to perform one or more of the tasks listed below): • Direct evacuees to place any weapon (e.g., knife, gun, etc.) into the container marked "amnesty barrel." • Instruct evacuees to retain possession of their luggage until they board a specified vehicle. • Assemble the first queued group of CTN evacuees standing in the processing line, by handing each evacuee in the queued group a color/number card. Note: A "queued group" totals the number of seats on the assigned evacuation vehicle.

Task:	Collection Point Operations
	• Direct the evacuee to the Departure Area outside, where he/she remains until the Guide instructs the queued group to board the vehicle. • Obtain the vehicle unit number that is assigned to the next queued group of CTN evacuees and provide it to the Shelter Assignment Coordinator. • Direct the queued group of CTN evacuees to the vehicle.
	• As each evacuee boards the vehicle, retrieve the color card, and verify that the name of the person boarding the vehicle matches up with the name on the manifest list. • After ensuring accuracy, provide the driver with the manifest list. • If there are any corrections made to the manifest list, provide the Shelter Assignment Coordinator with the updated information. • Inform the Collection Point Manager of any issues/challenges that arise.

Task Operations:	• Perform other duties as assigned by the Collection Point Manager.
	• Provide the Collection Point Manager with continual situational awareness.
	
	Pet Processor:
	• CTN evacuees and their pets exit vehicle and proceed to the Pet Processing Area for Pet Processors to obtain basic CTN and pet identification information (i.e., pet name, animal type/breed, pet photo, pet owner name/address/phone number) for tracking purposes.
	   ○ A pet that is in a CTN-provided pet carrier always remains in the carrier and with the CTN pet owner.
	   ○ A pet that did not arrive in a CTN-provided pet carrier remains on a leash with the CTN pet owner until it is time to load the pet onto a Pet Transporter vehicle.
	   ○ If necessary, a leashed pet may be placed <u>temporarily</u> in a city/county or state-supplied pet cage at the collection point.
	• After completing the pet registration process, CTN evacuees and their pets are directed to a Waiting Area (separate from the general CTN population) to await queuing; staff assign a queued group of CTN evacuees to a designated vehicle.

Task:	Collection Point Operations
	- The purpose of assigning CTN evacuees and their pets to the same vehicle is to ensure that the CTN evacuees travel together to the same public shelter, which is near the pet shelter. - All vehicles that are designated for CTN passengers and pets display a placard on the vehicle that denotes "PET TRANSPORT." - Generate a manifest list of each queued group of CTN evacuees and pets assigned to a vehicle.
	- A <u>small pet inside a CTN-provided pet carrier</u> can travel in a vehicle with the CTN pet owner (either on the CTN pet owner's lap or underneath the seat). - Generate a manifest list of the pets assigned to a Pet Transporter. - A <u>small pet that is not inside a CTN-provided pet carrier</u> must travel on a Pet Transporter vehicle; the CTN pet owner travels separately on a designated vehicle. - <u>All large pets</u> must travel on a Pet Transporter vehicle; the CTN pet owner travels separately on a designated vehicle.

Abbreviations in Movement Control System Overview Table:

CTN - Critical Transportation Need   MCO - Movement Control Officer
ESF - Emergency Support Function   POC - Point of Contact
FSA - Forward Staging Area   SEOC - State Emergency Operations Center
GPS - Global Positioning System   VSA - Vehicle Staging Area

Movement Control System Overview Table			
Position	**Physical Location**	**Communication/ Coordination Links**	**Duties**
State MCO	• **SEOC** • **Embedded within State CTN Coordination Group**	• **CTN Coordination Group** • **Primary ESF-6 agency** • **State or Local Transportation Resource Representative** • **Contracted Transportation Vendor Representative (if applicable)** • **VSA Field Site Manager** • **Demobilization Team(s) (if applicable)**	• **Primary POC for situational awareness of transportation assets.** • **Primary POC for CTN evacuation status.** • **Coordinate strategic movement of evacuation support vehicles.** • **Coordinate strategic and tactical tracking of vehicles.** • **Provide direction to all Field Site Managers.** **Note: Any of these tasks may be delegated to State MCO staff. The number of State MCO staff will be proportional to the size and diversity of the transportation fleet.**
ESF-6 Liaison	• **SEOC**	• **Participating ESF-6 organizations** • **State MCO**	• **Serve as liaison (between primary ESF-6 agency and State MCO).** • **Coordinate with primary ESF-6 to identify shelter destinations.** • **Provide shelter destinations to the State MCO.**

Movement Control System Overview Table			
Position	**Physical Location**	**Communication/ Coordination Links**	**Duties**
State or Local Transportation Resource Representative	• SEOC	• **Transportation Resource Dispatch Center** • **State MCO**	• **Serve as liaison (between the transportation resource's dispatch center and State MCO).** • **Coordinate with transportation resource dispatch center on vehicle availability and/or dispatching.** • **Identify and resolve any issues related to the school district's vehicles.**
Contracted Transportation Vendor Representative	• SEOC	• **State MCO**	• **Serve as the primary POC between the State MCO and the transportation vendor.** • **Ensure contract requirements are met.** • **Identify and correct any internal vendor challenges.**

VSA Field Site Manager (if applicable)	• **Various locations**	• **State MCO**
		• **FSA**
			• **Oversee the following actions:**
			  1. **Vehicle/Driver Check In**
			  2. **Distribution of communications/GPS tracking devices (optional)**
			  3. **Staging of vehicles**
			• **Create and maintain ready line for quick deployment to FSA(s).**
			• **Continually monitor the vehicle status at FSA(s).**
			• **Report on vehicle status at regular intervals to State MCO.**

Movement Control System Overview Table			
Position	**Physical Location**	**Communication/ Coordination Links**	**Duties**
FSA Field Site Manager	• Proximity to Collection Point	• Collection Point • VSA (if applicable)	• Check in state-coordinated vehicles. • Dispatch vehicles to the Collection Point departure area. • Continually monitor status of state-coordinated vehicles to ensure there are sufficient vehicles to support the demand. • Continually monitor the status of Collection Point activity.
Collection Point Manager	• Various locations	• State MCO • FSA	• Receive CTN evacuees at Collection Point arrival area. • Screen CTN evacuees for inability to travel longer distances (e.g., access and functional needs, CTN evacuees with pets). • Enter CTN identification information into tracking system (if applicable). • Queue the appropriate number of CTN evacuees associated with the capacity of each bus/motor coach. • Create CTN manifest. • Provide shelter destinations. • Assist with the loading of CTN evacuees and luggage.

Quick Reaction Evacuation Group — Staffing Requirements

Staffing	Light (Type III) (up to 250 vehicles) 12-hour operations		Light (Type III) (up to 250 vehicles) 24-hour operations		Medium (Type II) (up to 500 vehicles) 12-hour operations			Medium (Type II) (up to 500 vehicles) 24-hour operations			Heavy (Type I) (up to 750 vehicles) 12-hour operations			Heavy (Type I) (up to 750 vehicles) 24-hour operations		
	Sub Package #1 (number of staff for 125 buses)	Sub Package #2 (number of staff for 125 buses)	Sub Package #1 (number of staff for 125 buses)	Sub Package #2 (number of staff for 125 buses)	Sub Pkg #1 (Number of staff for 250 buses)	Sub Pkg #2 (Number of staff for 125 buses)	Sub Pkg #3 (Number of staff for 125 buses)	Sub Pkg #1 (Number of staff for 250 buses)	Sub Pkg #2 (Number of staff for 125 buses)	Sub Pkg #3 (Number of staff for 125 buses)	Sub Pkg #1 (Number of staff for 500 buses)	Sub Pkg #2 (Number of staff for 125 buses)	Sub Pkg #3 (Number of staff for 125 buses)	Sub Pkg #1 (Number of staff for 500 buses)	Sub Pkg #2 (Number of staff for 125 buses)	Sub Pkg #3 (Number of staff for 125 buses)
QREG Management	5		5		5			5			5			5		
Transportation LNO/SME (at SEOC)	1		2		1			2			1			2		
Movement Control (at SEOC)	3 (1 State MCO, 2 MCO Dispatchers)		5 (2 State MCOs, 3 MCO Dispatchers)		4 (1 State MCO, 3 MCO Dispatchers)			7 (2 State MCOs, 5 MCO Dispatchers)			5 (1 State MCO, 4 MCO Dispatchers)			8 (2 State MCOs, 6 MCO Dispatchers)		
Communications Specialist	1		1		1			1			1			1		
Vehicle Staging Area	3	3	5	5	4	3	3	6	5	5	8	3	3	12	5	5
Forward Staging Area(s)	6	6	9	9	9	6	6	14	9	9	18	6	6	28	9	9
Collection Point Departure Area(s)	12	12	18	18	17	12	12	26	18	18	34	12	12	52	18	18
Demobilization Teams* (if applicable)	6	6	9	9	9	6	6	12	9	9	15	6	6	15	9	9
Total Staff:	64		95		104			155			141			205		

DRAFT

* A team is comprised of three (3) staff members

Collection Point Evacuation Vehicle Manifest Template

Vehicle:	Driver:		
Date:	Depart/Arrival Time:		
Destination:	Other:		
PARTY #	PASSENGER NAME (Last, First)	ADULT/ CHILD	NOTE

Sample VSA Check-in Form

Company/Agency Name:		
Driver Name:		
Driver Address:		
Driver Phone Number:		
Type of Vehicle:		
Vehicle ID #:	Arrival Date:	Arrival Time:
Type of GPS Tracking Device (if applicable):		
Full Gas Tank: Yes □ No □	CDL: Yes □ No □	
Vehicle Registration: Yes □ No □	License Plate w/Tag: Yes □ No □	

CENTRAL HURRICANE REGION VSA

LEXINGTON COUNTY - STATE FARMERS MARKET

4383 CHARLESTON HIGHWAY, WEST COLUMBIA, SC 29172
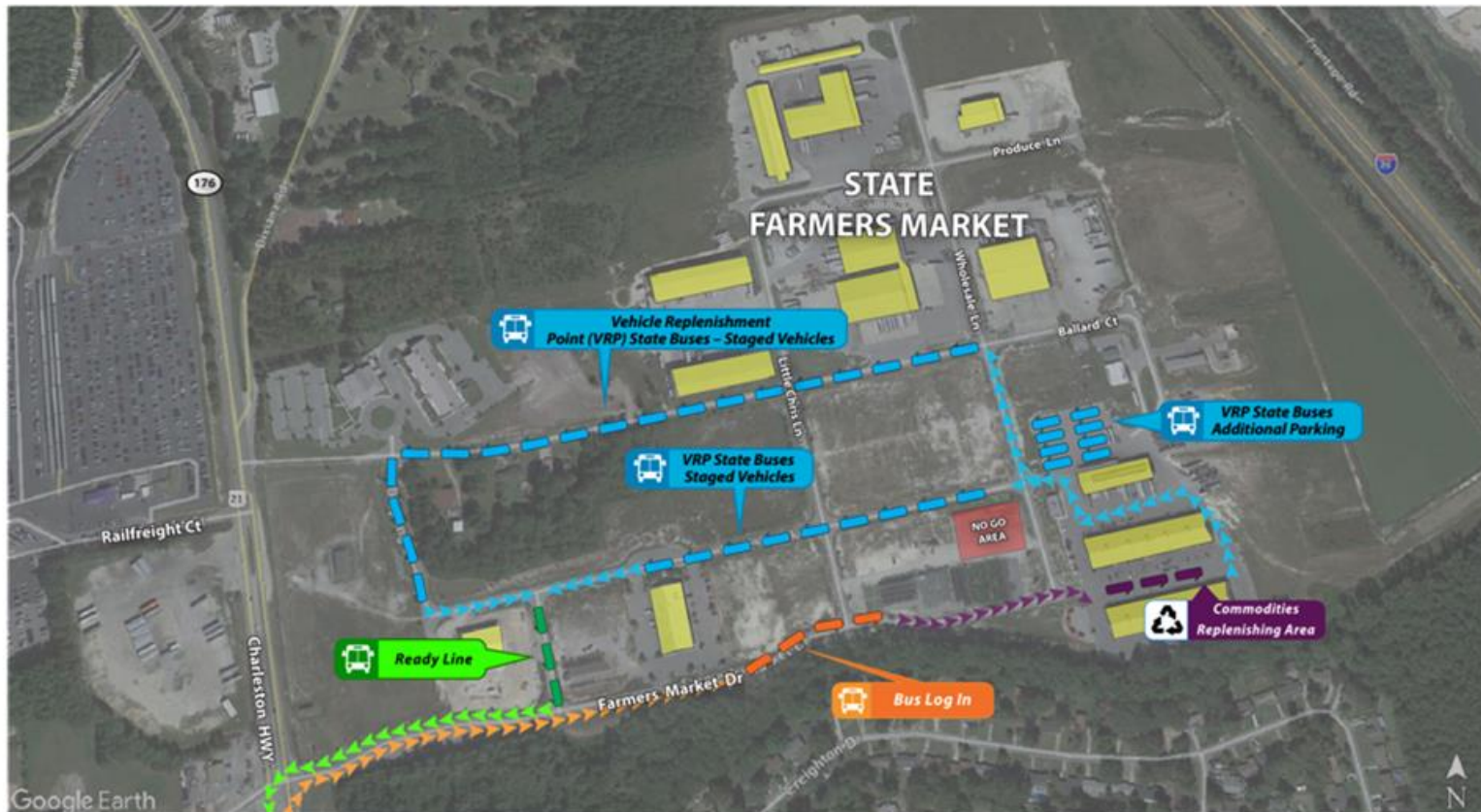
Transportation Management Services | Map Created July 23, 2017 by Devin Smith

Additional Logistics Staging Areas with Active MOUs (pending ground-plans)

- **Donaldson Field Airport at SCTAC**

  - 698 Delaware St, Greenville, SC 29605

- **Florence Civic Center**

  - 3300 W Radio Dr, Florence, SC 29501

- **North Charleston Coliseum**

  - 5001 Coliseum Dr ste 302b, North Charleston, SC 29418

- **North Air Force Auxiliary Field**

  - 270 Slab Landing Rd, North, SC 29112

- **I-26 Weigh Stations**

  - Mile Markers 175 and 176

- **Florence Regional Airport**

  - 2100 Terminal Dr, Florence, SC 29506

STAFF JOURNAL FORM

NAME/STAFF POSITION:_____INCIDENT NAME:_____

OPERATIONAL PERIOD:
(DATE/TIME)
FROM: _____TO: _____

TIME:	SITUATION/ISSUE:	ACTION(S) TAKEN:	RESOLVED Y/N:

Please use additional pages as necessary   Page# _____of _____ Pages

State CTN Evacuation Timeline

Timeline content:

- Evacuation Support Shelters are operational
- County officials coordinate with State to determine the anticipated evacuation support level
- Initiate QREG Congract
- CTN Decision made; MOUs and/or contracts activated
- Identify anticipated number of vehicles and drivers
- Stand up VSAs as needed
- Vehicle move to VSAs/FSAs
- Hurricane Watch issued
- Hurricane Warning issued
- Demobilize VSAs, FSAs and Collection Points

OPCON 3				OPCON 2			OPCON 1			
E Timeline										
E-144	E-120	E-96	E-84	E-72	E-48	E-24	E-0	E+24		E+48
				E-60	E-36	E-6				
H Timeline										
H-192	H-168	H-144	H-120	H-96	H-72	H-48	H-36	H-24		H-0

- Governor Issues State of Emergency and Requests pre-disaster Emergency Declaration
- State and Counties agree on evacuaion compliance level
- Evac Decision
- Evac Prep and Lane Reversal Decision
- Evacuation
- TS Winds arrive
- SCEMD, DOT, and resource providers confer to identify required transportation resources
- Medical Evacuation

***E-hours are in reference to hours prior to Evacuation

***H-hours are in reference to hours prior to the arrival of Tropical Storm force winds

100

Change Number	Section/Pages Affected	Description of Change	Date of Change	Individual Making Change
01	Pages 14, 19, 27, 44 and 45	Updated language to incorporate use of motor coach fleet to support, or be used in lieu of State buses	4/17/2018	R. Burton
02	Annexes	2018 hurricane season County annex details updated	4/17/2018	R. Burton
03	Annexes	2019 hurricane season County annex details updated	8/31/2019	R. Burton
04	Base plan and Annexes	2021 hurricane season plan update, to include pandemic annex and tiered evacuation approach	7/01/2021	R. Burton
05	Base plan	Reviewed and updated. Primary update to shelter language	09/21/2023	A. Phillips
06	Base Plan (throughout)	• The whole document has been reformatted to resemble the SCEOP. • Several imbedded forms, figures and tables are now Attachments at the end. • Redundant language that is either referenced in other plans or repeated in the document has been removed to include some Roles and Responsibilities. • The Recipient Signature Form and Foreword have been deemed unnecessary and permanently removed. • 2024 hurricane season planning figures have been updated. All mentions of school busses now instead say 'local/state transportation providers/resources'.	2/27/25	J. Romlein
07	VI.C.10 (p.10)	Language clarifying evacuee registration policy (p.10) has been added.	2/27/25	J. Romlein
08	VII.C.3.d.ii (p.12)	The anticipated lead time to implement operations for Level 3 Evacuation Support has been modified.	2/27/25	J. Romlein

Summary of Changes

09	Attachment 23 (p.107)	The Record of Changes section is now referred to as the Summary of Changes attachment.	2/27/25	J. Romlein
10	Attachment 1 (p.59)	An "Acronyms and Abbreviations" attachment has been added.	2/27/25	J. Romlein
11	Attachment 2 (p.61)	The Terminology and Terms section has made an attachment and renamed the "Glossary of Terms".	2/27/25	J. Romlein
12	VIII.C.3.g.ii (p.18) & Attachment 12 (p.85)	The Access and Functional Needs Medical Area at the Collection Point is now referred to as the Confidential Area and language regarding its function and responsibilities has been updated/added.	2/27/25	J. Romlein
13	VIII.C.3.g.ii (p.20)	The policy regarding Manifesting and Queuing Area has been updated.	2/27/25	J. Romlein
14	IX.E (p.43)	The deployment process for State-Coordinated Transportation Resources has been updated.	2/27/25	J. Romlein
15	XI.B (p.46)	Language has been added clarifying that command and control of a CTN operation is now assigned to a CTN Coordination Group under SCEMD in the SEOC.	2/27/25	J. Romlein
16	XII.B.1 (p.50)	Many Roles and Responsibilities have been reassigned to SCEMD which facilitates the CTN Coordination Group.	2/27/25	J. Romlein
17	Attachment 3 (p.61)	A new CTN Compliance Estimates by County/Zone has been added as an attachment.	3/24/25	J. Romlein
18	Attachment 16 (p.61)	A new Collection Point Evacuation Vehicle Manifest Template has been added as an attachment.	3/24/25	J. Romlein