CITY OF SIMPSONVILLE
EMERGENCY OPERATIONS PLAN

Base Plan • Annex Set • Companion EOC Standard Operating Guide

This page intentionally left blank

TABLE OF CONTENTS

Part I — Base Plan
Companion Document — Emergency Operations Center Standard Operating Guide
Part II — Annex Set
Annex 1 — Command Staff and Policy Group
Annex 2 — Finance and Administration Section
Annex 3 — Logistics Section
Annex 4 — Operations Section
Annex 5 — Planning Section
Annex 6 — Emergency Services Branch
Annex 7 — Infrastructure Branch
Annex 8 — Health and Medical Branch
Annex 9 — Mass Care Branch
Annex 10 — Resource Appendices and Supporting Lists

RECORD OF CHANGES

Name	Date	Signature

PART 1

BASE PLAN

I. INTRODUCTION

The City of Simpsonville Emergency Operations Plan establishes the framework for how the City will prevent, protect against, mitigate, respond to, and recover from emergencies and disasters affecting the community. This plan aligns the City's emergency management structure with the Greenville County Emergency Operations Plan while maintaining a smaller, city-focused operational design that reflects Simpsonville's staffing, resources, and mission requirements.

This EOP follows the principles of the National Incident Management System and the Incident Command System. It supports an all-hazards approach and provides the organizational structure for coordinated emergency operations involving City departments, partner agencies, volunteer organizations, private sector stakeholders, Greenville County, the State of South Carolina, and federal partners when required.

The City of Simpsonville recognizes that emergency incidents begin and end locally whenever possible. City resources will be used first, mutual aid and county support will be requested when local capabilities are strained, and state or federal assistance will be pursued through Greenville County Emergency Management when the incident needs exceed available municipal and county resources.

II. AUTHORITY

City of Simpsonville is charged with the responsibility of implementing this plan through coordination with all city departments and agencies. When necessary, modifications, additions or deletions will be made to this plan and/or annexes.

Title	Date	Signature
Tee Coker, City Administrator		
Paul Shewmaker, Mayor		
Harold Nichols, Fire Chief		
Mike Hanshaw, Police Chief		
Andy West, Public Works Director		
Robbie Davis, Parks & Recreation Director		

South Carolina Legislative Act No. 199 of 1979 (codified primarily in S.C. Code Title 25, Chapter 1, Article 4 - Emergency Preparedness)

Act No. 199 established the statutory framework for coordinated emergency preparedness and disaster operations among state, county, and municipal governments. The law defines emergency preparedness and emergencies; assigns the South Carolina Emergency Management Division responsibility for coordinating state, county, and municipal planning; requires development and maintenance of the State Emergency Operations Plan and State Emergency Operations Center; establishes emergency information and incident-management systems consistent with NIMS; authorizes the Governor to declare a state of emergency and direct state resources; requires mutual-assistance planning among state, county, and municipal governments; and provides mechanisms for emergency and recovery assistance. Current codified provisions are available at: https://www.scstatehouse.gov/code/t25c001.php

City of Simpsonville Code of Ordinances, Chapter 2 - Administration, Article II - Council, Section 2-38 - Emergency Powers of Mayor

1. A state of emergency shall be deemed to exist whenever, during times of great public crisis, disaster, rioting, civil disturbance, catastrophe, or for any other reason, municipal public safety authorities are unable to maintain public order or afford adequate protection for lives, safety, health, welfare, or property.
2. In the event of a state of emergency threatening or endangering the lives, safety, health and welfare of the people within the city or threatening damage to or destruction of property, the mayor is hereby authorized and empowered to issue a public proclamation declaring to all persons the existence of a state of emergency, and to more effectively protect the lives, safety and property of the city, to define and impose a curfew applicable to all persons within the jurisdiction of the city.
3. The mayor is hereby authorized and empowered to limit the application of the curfew to any area specifically designated and described within the jurisdiction of the city and to specific hours of the day or night; and to exempt from the curfew police officers, firefighters, doctors, nurses, and others as may be essential to the preservation of public order and immediately necessary to serve the needs of the people within the city. (Code 1995, § 2-41; Ord. No. 2016-05, § 1(attach.), 8-9-2016) https://library.municode.com/sc/simpsonville

Sec. 2-427. Emergency procurements.

1. Notwithstanding any other provision of this article, the city administrator may make or authorize others to make emergency procurements of property, supplies, services, and/or construction when there exists a threat to public health, welfare, or safety under emergency conditions, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be provided to the city administrator and included in the contract file.
(Ord. No. 2011-02, 4-12-2011)

Applicable provisions of the South Carolina Emergency Operations Plan.

Applicable provisions of the South Carolina Emergency Operations Plan, including the statewide system for coordinating state and federal response and recovery, mobilizing resources, supporting local emergency-management operations, assigning State Emergency Response Team responsibilities, and applying an all-hazards, scalable incident-management structure. South Carolina Emergency Operations Plan (April 2025): https://www.scemd.org/media/1950/2025-eop-base-plan.pdf

Applicable provisions of the Greenville County Emergency Operations Plan.

Applicable provisions of the Greenville County Emergency Operations Plan, including coordination between municipal and county emergency operations, county-level resource and mutual-aid requests, warning and public-information support, Emergency Operations Center coordination, and the process for requesting state or federal assistance through Greenville County Emergency Management. Greenville County emergency-preparedness ordinance and related authority:
https://www.greenvillecounty.org/Council/_Agenda/Meetings%20of%202021/County%20Council/2021.09.21/GC%20Emergency%20Preparedness%20Ord%201st%20Read.pdf

III. PURPOSE

The purpose of this EOP is to provide a scalable framework for emergency management within the City of Simpsonville. The plan is intended to protect life, property, infrastructure, and the environment by coordinating emergency operations, assigning responsibilities, identifying decision-making authority, and integrating City operations with Greenville County during major incidents.

This plan is also intended to provide a common structure for emergency coordination, define how the City will activate and operate its Emergency Operations Center, identify the roles of City leadership, department heads, and partner agencies, support timely public warning and information, establish a process for requesting outside assistance, and support incident stabilization, continuity of government, and community recovery.

IV. SCOPE

This document outlines the policies and procedures that the City of Simpsonville will follow in the event of a disaster affecting its citizens. It describes how the city will coordinate with county, state, and federal agencies, mobilize resources, and conduct activities to guide and support preparedness, response, recovery, and mitigation efforts. The plan aligns with the National Incident Management System (NIMS), National Planning Frameworks (e.g., National Response Framework, National Disaster Recovery Framework), and the Incident Command System (ICS).

V. PLAN STRUCTURE

1. This EOP uses a scaled hybrid format model in accordance with FEMA's *Comprehensive Planning Guide 101*.
2. The City will use ICS for field incident management, a scaled EOC structure for coordination and support, Emergency Support Function-style annexes for functional assignments, and community lifeline concepts to help prioritize stabilization of essential services.
3. One person may perform more than one emergency role depending on the scope of the incident.

VI. ASSUMPTIONS

1. Emergencies and disasters may occur with little or no warning. Incidents may escalate rapidly and overwhelm routine response capabilities.
2. Some incidents will require unified command among fire, law enforcement, EMS, public works, utilities, schools, private partners, and county agencies.
3. City departments will continue to perform their essential functions to the greatest extent possible during emergencies.
4. The City will use local resources first and request county, state, or federal assistance when the incident needs exceed local capability.
5. The City EOC and this plan may be partially or fully activated by the Mayor, depending on the size, complexity, and duration of the incident.

VII. HAZARD ANALYSIS

The City of Simpsonville is vulnerable to natural, technological, and human-caused hazards that may threaten life, property, critical infrastructure, and continuity of operations. Hazard priorities are informed by the Greenville County hazard mitigation planning process, National Weather Service and NOAA records, local incident history, after-action reports, development patterns, and the City's operational experience. The analysis should be reviewed at least annually and after major incidents.

Historical and Local Risk Context

Severe weather is a recurring threat to Simpsonville and the Upstate. Thunderstorms, damaging straight-line winds, hail, lightning, tornadoes, tropical cyclone remnants, winter weather, and periods of extreme heat or cold can disrupt transportation, utilities, communications, public safety operations, and essential services.

Flooding and flash flooding can occur when intense rainfall overwhelms drainage systems, creeks, low-lying roadways, and developed areas. Continued growth and development may increase runoff and place additional demands on stormwater infrastructure. Flood risk should be evaluated using current FEMA flood maps, Greenville County floodplain information, local drainage records, and NOAA/NWS event data.

The September 2024 impacts from Tropical Cyclone Helene demonstrated the regional consequences of widespread wind damage, fallen trees, blocked roads, extended power and communications outages, fuel and supply disruptions, and the need for sustained public safety

and recovery operations. This event should be incorporated into training, continuity planning, debris management, public information, and resource-request procedures.

Technological and human-caused risks include hazardous-materials releases along transportation corridors or at fixed facilities, utility failure, cyberattack, major transportation incidents, civil unrest, and targeted violence at schools, workplaces, public gatherings, or municipal facilities. These incidents may require unified command, protective-action decisions, specialized mutual aid, and coordinated public messaging.

The City will maintain a controlled hazard-history worksheet identifying significant local and regional incidents, dates, consequences, lessons learned, and corrective actions. The worksheet will be updated using the applicable Hazard Mitigation and Resilience Plan, NOAA/NWS Storm Events data, City and County after-action reports, and department incident records.

Planning references: Greenville County Multi-Jurisdictional Hazard Mitigation Plan; NOAA/NCEI Storm Events Database; National Weather Service Greenville-Spartanburg past-event summaries; City and department incident records.

CORE HAZARDS		
Natural Hazards	**Technological Hazards**	**Human Caused Hazards**
Communicable Disease	Transportation	Civil Unrest
Drought	Hazardous Materials	Cyber Security Attack
Earthquakes	Power Plant	Domestic Security
Fire		Workplace/School Violence
Flood		
Severe Weather		

Table 1 – Core Hazards

VIII. DEMOGRAPHIC INFORMATION

Simpsonville is a rapidly growing municipality in southern Greenville County. The 2010 Census reported 18,238 residents, the 2020 Census reported approximately 23,354 residents, and the U.S. Census Bureau estimated 28,078 residents as of July 1, 2024. This represents approximately 28 percent growth from 2010 to 2020 and continued substantial growth after 2020. Emergency planning must consider increased demand on transportation, utilities, public safety, medical services, sheltering, warning systems, and evacuation routes.

Community Profile and Planning Considerations

The Planning Section will maintain a controlled Community Profile and Critical Facilities List with current names, addresses, points of contact, occupancy or population estimates when available, access and functional needs, backup-power status, transportation needs, and evacuation or shelter-in-place considerations. The controlled list should be validated at least annually and before forecasted high-impact events.

Population source: U.S. Census Bureau QuickFacts and City of Simpsonville comprehensive planning materials. Facility information should be verified annually with Greenville County Schools, healthcare providers, licensing agencies, and City departments.

Planning Category	Known Examples / Conditions	Emergency Planning Significance
Population and growth	28,078 estimated residents in 2024; daytime and event populations may be higher.	Staffing, warning, evacuation, sheltering, mass care, traffic management, and continuity demand.
Schools	Simpsonville Elementary; Plain Elementary; Hillcrest Middle; Bryson Middle; Hillcrest High; additional public, private, charter, childcare, and preschool facilities serving the Simpsonville area.	Large child populations, reunification needs, transportation resources, sheltering considerations, and school-district coordination.
Hospital and medical	Prisma Health Hillcrest Hospital, 729 SE Main Street, plus clinics, pharmacies, dialysis, home-health, and EMS resources.	Medical surge, power continuity, oxygen/medication needs, patient movement, and healthcare liaison.
Assisted living and vulnerable populations	Assisted-living, memory-care, skilled-nursing, senior housing, group homes, and residents dependent on durable medical equipment.	Evacuation assistance, accessible transportation, backup power, medication support, and wellness checks.
Public assembly and special events	Heritage Park, CCNB Amphitheatre, parks, churches, recreation facilities, downtown events, and other gathering locations.	Crowd management, severe-weather sheltering, emergency access, mass notification, and reunification.
Transportation and development	I-385, U.S./state routes, rail crossings, commercial corridors, construction, and expanding residential subdivisions.	Congestion, evacuation routing, hazardous-materials transportation, access limitations, and debris clearance.

IX. CONCEPT OF OPERATIONS

I. The EOC will function based on the structure outlined in this plan, which includes the implementation of the ICS. The ICS structure is utilized to organize the Sections, Branches, and Units by grouping together ESF's and Community Lifelines that are similar. Details of the roles, responsibilities, and job functions of the different sections, branches, and units can be found in their respective Annex sections.

a. Incident Command System

The ICS is a standardized model for managing emergencies that is a part of the NIMS Command and Coordination. The ICS provides a hierarchy for responders and uses a Span of Control function where each supervisor is responsible for a set number of subordinates as well as a Unity of Command where each person reports to one (1) supervisor who then reports to their own (one) supervisor.

II. Emergency Support Functions

Emergency Support Functions are categories of governmental and private sector resources available under the National Response Framework (NRF) to organize support for incidents.

EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT CHART

ESF	Emergency Support Function	Primary Responsibilities / Functions	Assigned Department
ESF #3	Public Works and Engineering	Infrastructure protection and emergency repair; engineering services; debris support; restoration of critical public facilities and infrastructure.	Public Works Department
ESF #4	**Firefighting**	Fire detection, control, and suppression; coordination of firefighting resources; structural, rural, urban, and wildland firefighting support.	Fire Department
ESF #5	Information and Planning	Situational awareness; incident information collection and analysis; planning; incident action planning; documentation; and EOC information coordination.	Fire Department
ESF #6	Mass Care, Emergency Assistance, Temporary Housing, and Human Services	Sheltering, feeding, emergency assistance, temporary housing, family assistance, and human services for affected populations.	Parks & Recreational Department
ESF #7	Logistics	Resource ordering and tracking; personnel, equipment, supplies, facilities, transportation, contracting, and logistics support.	City Administrator
ESF #9	Search and Rescue (under ESF #4)	Structural collapse, land, water, and specialized search and rescue operations. Locally organized under ESF #4.	Fire Department
ESF #10	Oil and Hazardous Materials Response (under ESF #4)	Hazardous-material and oil release assessment, containment, decontamination, cleanup support, and protective actions. Locally organized under ESF #4.	Fire Department
ESF #13	Public Safety and Security	Law enforcement and public safety support; facility/resource security; access control; traffic control; and crowd management.	Police Department
ESF #15	External Affairs	Public information, media relations, emergency messaging, Joint Information Center coordination, community outreach, and intergovernmental communications.	PIO, City Administrator, Mayor, City Council

III. Community Lifelines

The Community Lifeline concept is a framework designed to help emergency managers quickly stabilize key components of society after a disaster. It focuses on identifying and prioritizing the fundamental services in a community that support recurring needs, such as safety and security, health, and utilities (e.g., water, electricity). Once these critical services, or lifelines, are stabilized, other aspects of society can begin to function as well.

COMMUNITY LIFELINE ASSIGNMENT CHART

#	Community Lifeline	Primary Components / Functions	Assigned Department
1	**Safety and Security**	Law enforcement and security; fire services; search and rescue; government services; responder safety; and community safety and security.	City Police Department Greenville County Sheriff's Office
2	**Food, Hydration, Shelter**	Food and hydration support; feeding operations; sheltering; emergency commodities; and support for displaced or affected populations.	American Red Cross Greenville County EM
3	**Health and Medical**	Emergency medical services; medical care; public health; patient movement; behavioral health; medical supply support; and fatality management coordination.	Greenville County EMS Prisma Health
4	**Energy**	Electric power and fuel systems; generation and distribution; fuel availability; and restoration of energy services needed for community operations.	Duke Energy Laurens Electric
5	**Communications**	Emergency and responder communications; 911 and dispatch; public alert and warning; telephone, internet, and information-system connectivity.	E911 SC Emergency Broadcast System
6	**Transportation**	Roadways, bridges, public transit, rail, aviation, and other transportation systems needed for access, movement, evacuation, and response.	Public Works Department SCDOT
7	**Hazardous Materials**	Hazardous-material releases, spills, contamination, environmental threats, monitoring, containment, and protective-action coordination.	Fire Department SAFE Industries
8	**Water Systems**	Drinking-water and wastewater systems; water treatment and distribution; sewer service; and restoration of critical water infrastructure.	Greenville Water

X. SIMPSONVILLE SUPPORT AND RESOURCE CAPABILITIES

The City of Simpsonville maintains municipal equipment, communications assets, vehicles, facilities, and support resources that can be used during emergency operations. These resources should be maintained in department-specific inventories and referenced during EOC activations, incident action planning, resource ordering, and recovery documentation.

A. Fire Department Resources: The Fire Department maintains communications, fleet, equipment, and field operations inventory that can support fire suppression, rescue, hazardous materials response, emergency medical operations, evacuation support, disaster response, and continuity of emergency services during natural or human-caused incidents. See Annex 10 for a full list.

B. Police Department Resources: The Police Department maintains communications, fleet, and field operations inventory that can support law enforcement, traffic control, security, warning, perimeter control, evacuation support, and continuity of communications. See Annex 10 for a full list.

C. Public Works Resources: Public Works maintains equipment and vehicles that are critical for debris clearance, route opening, infrastructure support, emergency repairs, barricading, transportation of materials, public works operations, and damage assessment support. See Annex 10 for a full list.

D. Recreation Department Resources: The Recreation Department maintains facilities, vehicles, and support assets that may be used for shelter support, feeding support, equipment movement, volunteer support, and community assistance operations. See Annex 10 for a full list.

E. Public Works Support: The City should maintain a current contact list of outside equipment providers, public works partners, towing support, grading contractors, and rental vendors that may be needed during emergencies. See Annex 10 for a full list.

F. Emergency Information and Warning Broadcasters: The City should maintain a current emergency information and warning contact list for radio stations, television stations, and news outlets that may assist with emergency public information. See Annex 10 for a full list.

XI. DIRECTION AND CONTROL

- When the Emergency Operations Center is activated, the Fire Chief will serve as the designated Incident Manager unless otherwise directed by City leadership or unless incident circumstances require a unified command arrangement.
- The Mayor, City Council, and City Administrator provide policy direction and emergency authorities consistent with City ordinance and applicable law. Department heads will support emergency operations within their areas of responsibility and provide representatives to the EOC when requested.
- When incidents exceed the City's capability, resource requests and coordination with county, state, and federal agencies will be made through Greenville County Emergency Management in accordance with established procedures.

Resource Request and Mutual-Aid Authority

Department representatives, Branch Directors, or Section Chiefs may identify and submit resource needs to the EOC Logistics Section. Each request should include the mission, quantity, delivery location, required time, requesting point of contact, priority, and any special specifications.

The Logistics Section, through the Resource Unit or designated resource coordinator, will verify the request, determine whether the need can be met with City resources, document actions and status, and coordinate delivery. ReadyOp may be used to submit, track, communicate, and document local resource requests when available.

Requests for mutual aid or resources outside normal departmental authority must be approved by the Incident Manager or designee. Emergency public-safety mutual aid may be requested directly by an authorized incident commander under existing agreements, with the EOC notified as soon as practical for coordination and documentation.

Requests that cannot be filled locally will be forwarded by the Incident Manager, Logistics Section Chief, Liaison Officer, or another specifically authorized designee to Greenville County Emergency Management. No City employee may obligate the City to extraordinary costs outside delegated purchasing or emergency authority.

XII. WARNING AND NOTIFICATION

1. The City will support warning and notification through available systems and coordination with Greenville County. Warning methods may include county alert and warning systems, Emergency Alert System messages, wireless emergency alerts, authorized IPAWS messaging, social media and City communication platforms, local media outlets, and door-to-door or public address notifications when necessary.
2. Internal notifications to City employees and EOC staff will be made through established departmental call-out and contact procedures.

XIII. PUBLIC INFORMATION

1. Public information during emergencies will be managed through the Public Information Officer designated by the City Administrator or Incident Manager. Public messaging priorities include protective actions, incident status, road closures and service disruptions, shelter information, evacuation information, re-entry information, recovery updates, and rumor control.

XIV. EVACUATION, SHELTER-IN-PLACE, AND RE-ENTRY

1. The City may implement evacuation, shelter-in-place, or access control measures when life safety conditions require protective action.
    a. The Police Department will lead traffic control, perimeter security, and access control operations, with support from Fire, Public Works, and other agencies as appropriate.
2. Shelter operations will generally be coordinated with Greenville County, the American Red Cross, school district resources, churches, and other approved shelter partners. Re-entry will be managed in phases as conditions allow and may include no access, restricted access, or open access conditions.

XV. EMERGENCY ROLES AND RESPONSIBILITIES

A. City Council and Mayor

1. Provide policy guidance, support emergency declarations when required, and assist with strategic decisions affecting public safety and recovery.

B. City Administrator

1. Supports overall emergency coordination, policy implementation, continuity of government, intergovernmental liaison, and administrative oversight.

C. Fire Department

1. Provides fire suppression, rescue, hazardous materials response, incident command, emergency medical first response support, damage assessment support, and EOC coordination.

D. Police Department

1. Provides law enforcement, traffic control, evacuation support, security, access control, perimeter control, and public safety support.

E. Public Works

1. Provides debris removal support, emergency repairs, equipment support, barricades, route clearance, and support for utility and infrastructure issues.

F. Finance

1. Tracks emergency expenditures, supports emergency purchasing, maintains records for reimbursement, supports personnel accountability, and assists with recovery documentation.

G. Parks and Recreation

1. Supports shelter coordination, feeding coordination, facility support, volunteer coordination, and emergency community support operations as assigned.

XVI. LOCAL, STATE, AND FEDERAL INTERFACE

1. The City of Simpsonville will coordinate external assistance through Greenville County Emergency Management.
2. Requests for county, state, or federal assistance will be made using established county procedures.

XVII. ADMINISTRATION AND FINANCE

1. All departments involved in emergency operations are responsible for documenting personnel time, equipment use, purchases, contracts, mutual aid activity, and damages associated with emergency operations. These records are necessary for cost recovery, disaster assistance reimbursement, legal documentation, after-action review, and improvement planning.
2. Department-specific equipment inventories, emergency contact lists, contractor support lists, and public information contact rosters should be maintained as controlled reference documents and attached to the EOP package as appendices or supporting resource lists.

XVIII. CONTINUITY OF OPERATIONS AND GOVERNMENT

The City must be able to continue essential operations during and after emergencies. Continuity actions will preserve leadership, legal authority, essential functions, vital records, interoperable communications, and the ability to serve the public when normal staffing or facilities are disrupted.

Line of Succession for EOC Incident Management

Delegation of Authority

Successors may exercise the emergency coordination authorities of the position they assume, subject to City ordinance, adopted policy, purchasing limits, and direction from the Mayor, City Council, or City Administrator. Delegations should be documented in writing when time permits and recorded in the incident log.

Department heads will designate at least two successors for essential departmental functions and ensure those successors understand their authorities, access requirements, records responsibilities, and emergency duties.

Alternate Facilities and Continuity Methods

The primary EOC is Simpsonville Fire Department Headquarters, 455 E. Curtis Street. The alternate EOC is the Simpsonville Police Department, 415 E. Curtis Street. If both locations are unavailable, the Incident Manager and City Administrator will designate another safe City facility, a partner facility, or a virtual/distributed EOC arrangement.

Departments will identify alternate work locations, remote-access capabilities, backup communications, vital records, essential applications, emergency contact methods, and minimum staffing needed to continue essential functions. Continuity priorities and facility information will be maintained in controlled department continuity procedures.

Functional Category	Item	Quantity
General Support	1	Fire Chief
General Support	2	Assistant Fire Chief
General Support	3	On-duty Battalion Chief
General Support	4	Qualified command officer designated by the City Administrator

XIX. ADMINISTRATION

The EOP is a dynamic “living” document that will need to be adaptable to changes in priorities, policies, and the needs of Simpsonville. The effectiveness of this plan involves a continuous cycle of reviewing, training, exercises, and real-world incidents to ensure there are no gaps in the planning, response, mitigation, or recovery components of integrated preparedness. As such, the following actions will be used to maintain and update the EOP.

1. Plan Review and Update

The EOP should be reviewed on an annual basis and should include a review of capabilities, resources, annexes, and historical data.

2. Training

Maintaining the EOP also occurs through ongoing training for those responsible for implementing the plan and who are assigned a disaster role at the EOC.

3. Exercise

a. The EOP (either in full or in components) should be tested and evaluated through an exercise program. Additional revision and/or updates of the plan may incorporate lessons learned from exercises.

b. Exercises may be in the form of:

1. Discussion-Based Exercises

1. Workshop or Seminar

2. Tabletop Exercise

2. Operations-Based Exercises

1. Functional Exercise

2. Full-Scale Exercise

4. Continuous Improvement

The continuous improvement process is used to review the response actions post-incident. After a disaster, data collection will be initiated and include all documentation, including but not limited to Incident Action Plans, Situation Reports, and interviews with staff. This data will be used to make any necessary changes to the EOP.

XX. RECOVERY AND MITIGATION

1. Recovery begins as soon as practical during response operations and continues until essential services are restored and the community stabilizes.
2. Mitigation includes actions taken before and after incidents to reduce future risk, including planning, code enforcement, infrastructure improvements, public, education, continuity planning, and hazard mitigation projects coordinated with Greenville County and the State.

.

PART II — ANNEX SET

ANNEX 1 – POLICY GROUP AND COMMAND STAFF

Purpose

This annex establishes the organization, responsibilities, and procedures for the Command Staff and Policy Group during activation of the City of Simpsonville Emergency Operations Center.

Organization

1. Policy Group

- Mayor, City Council, City Administrator, and City Attorney as needed.

2. Command Staff

- Incident Manager, Public Information Officer, Liaison Officer, and Safety Officer.

Responsibilities

The Policy Group provides policy guidance and strategic priorities, supports emergency declarations, approves major policy or financial actions when needed, and supports continuity of government decisions.

The Incident Manager directs overall EOC operations, establishes priorities and objectives, approves activation level and staffing, coordinates with the Policy Group, approves the Incident Action Plan when required, and coordinates county support requests when City capability is exceeded.

The Public Information Officer develops and releases public information, coordinates media messaging and rumor control, supports warning and protective action messaging, and uses the City's emergency information and warning broadcaster list as a reference appendix.

The Liaison Officer coordinates with county, state, utility, private sector, volunteer, and partner agencies.

The Safety Officer monitors EOC safety, supports the development of safety messages, and promotes safe operations during activation.

ANNEX 2 — FINANCE AND ADMINISTRATION

Purpose

This annex establishes the organization and responsibilities of the Finance and Administration Section during EOC activations.

Organization

1. Finance and Administration Section Chief

- Time Unit, Cost Unit, Procurement Unit, and Claims Unit. For smaller incidents, one person may perform multiple functions.

Responsibilities

Track incident costs, personnel and equipment time, procurement actions, claims documentation, invoices, receipts, and contract documentation needed for reimbursement and audit support.

ANNEX 3 - LOGISTICS SECTION

Purpose

This annex establishes the organization and responsibilities of the Logistics Section during EOC activations.

Organization

1. Logistics Section Chief

- Communications Unit, Resource Support and Food Services Unit, Donated Goods and Volunteer Services Unit, and Facility Management Unit.

Responsibilities

Coordinate facilities, supplies, equipment support, communications support, and food and hydration support for EOC staff. Manage resource requests that cannot be filled at the department level.

ANNEX 4 – OPERATIONS SECTION

Purpose

This annex establishes the organization and responsibilities of the Operations Section during EOC activations.

Organization

1. Operations Section Chief with branches activated as needed:
   a. Emergency Services Branch
   b. Infrastructure Branch
   c. Health and Medical Branch
   d. Mass Care Branch

Responsibilities

Coordinate operational support to field incident command, track major tactical priorities and operational issues, coordinate with Planning on current and projected needs, and coordinate with Logistics for resource support.

ANNEX 5 – PLANNING SECTION

Purpose

This annex establishes the organization and responsibilities of the Planning Section during EOC activations.

Organization

1. Planning Section Chief

- Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, and Long-Term Recovery and Mitigation support.

Responsibilities

Collect and manage incident information, develop the Incident Action Plan and Situation Report, track resource status, maintain documentation, and coordinate demobilization planning.

ANNEX 6 – EMERGENCY SERVICES BRANCH

Purpose

This annex establishes the organization and responsibilities of the Emergency Services Branch during EOC activations.

Responsibilities

1. Coordinate support related to fire, rescue, law enforcement, hazardous materials, evacuation support, security, and continuity of government support.
2. Support public safety situational awareness and coordinate with outside agencies when the city's capability is exceeded.

ANNEX 7 – INFRASTRUCTURE BRANCH

Purpose

This annex establishes the organization and responsibilities of the Infrastructure Branch during EOC activations.

Responsibilities

1. Coordinate route opening and debris removal priorities,
2. Track transportation issues and road impacts,
3. Coordinate emergency repairs and critical infrastructure support,
4. Coordinate utility-related issues and external support needs,
5. Support initial damage assessment and infrastructure status reporting.

ANNEX 8 – HEALTH AND MEDICAL BRANCH

Purpose

This annex establishes the organization and responsibilities of the Health and Medical Branch during EOC activations.

Responsibilities

1. Coordinate health and medical support needs,
2. Support EMS and hospital liaison,
3. Coordinate behavioral health or public health support,
4. Support medical needs coordination for shelters or displaced residents,
5. Coordinate with Greenville County and regional health partners.

ANNEX 9 – MASS CARE BRANCH

Purpose

This annex establishes the organization and responsibilities of the Mass Care Branch during EOC activations.

Responsibilities

1. Coordinate shelter support for displaced residents,
2. Feeding and hydration missions
3. Emergency distribution of supplies
4. Reunification and community assistance efforts
5. Medical needs shelter support
6. Pet sheltering coordination when required

ANNEX 10 - RESOURCE APPENDICES and SUPPORTING LIST

Purpose

This annex identifies controlled operational reference lists and appendices that support the City of Simpsonville EOP and the separate EOC Standard Operating Guide. Resource inventories are organized by functional category to improve rapid reference during an incident. Departments remain responsible for validating quantities, serviceability, location, points of contact, and availability at least annually.

Emergency Equipment and Support

PUBLIC WORKS RESOURCE LIST

City of Fountain Inn Public Works		864-862-4421
City of Mauldin Public Works	Daytime	864-234-3485
City of Greenville Public Works:		864-467-4345
	After hours	864-271-5333

Private Equipment Companies

Blanchard Machinery		864-963-3645
American Equipment		864-295-7800
Prime Equipment		864-288-2533
Yergin Equipment		864-963-3222
Hawkins Towing		864-834- 1978
Herc Rentals		864-877- 1806
Sunbelt Rentals		864-757- 7084
United Rentals		864-288- 1211

Grading Contractors

Gary Reeves		864-963-8246
Burdette Grading		864-963-8033
	Tina	864-255-4974
	Rodney	864-978-8575
Fifth Construction		770-695-5090
Roper Brothers INC		864-862-1263
Earth Materials		864-296-4488

Fire Department Equipment List

Functional Category	Item	Quantity
Vehicles / Transportation	Pumpers	7
Vehicles / Transportation	Aerial Devices	3
Vehicles / Transportation	Command Staff Vehicles	3
Vehicles / Transportation	Fire Marshal	3
Vehicles / Transportation	Training	1
Vehicles / Transportation	Heavy Rescue	2
Vehicles / Transportation	Special Operations Trailer	1

Functional Category	Item	Quantity
Vehicles / Transportation	HazMat	1
Vehicles / Transportation	UTV with Med Bed	1
Vehicles / Transportation	Golf cart	1
Vehicles / Transportation	16ft tandem axle Trailer	1
Vehicles / Transportation	12ft Single Axle Trailer	1
Communications	800 MHz Portable Radios	42
Communications	UHF Portable Radios	28
Communications	MDT Tablets	10
Communications	Cell Phones	7
Facility / General Support	Chainsaws	14
Facility / General Support	Laptops	4
Facility / General Support	Starlink Backup Internet Hqs.	1
Facility / General Support	Stations	6
Facility / General Support	Bunks at all 6 stations	40

Public Works Equipment List

Functional Category	Item	Quantity
Communications	Base Station Radio	1
Communications	Cell Phones	13
Communications	Mobile Radios	12
Communications	Portable Radios	2
Facility / General Support	12 Ton Jacks	3
Facility / General Support	20 Ton Jack	1
Facility / General Support	3 Ton Jack Stands	4
Facility / General Support	4 Ton Jack	1
Facility / General Support	4WD Truck	1
Facility / General Support	5 Ton Jack Stands	2
Facility / General Support	Backhoe/Loader	1
Facility / General Support	Barricades	6
Facility / General Support	Brush Grapple Trucks	2
Facility / General Support	Bucket Trucks	2
Facility / General Support	Chainsaws	3
Facility / General Support	Chevrolet Flatbed Truck	1

Functional Category	Item	Quantity
Facility / General Support	Dump Trucks	2
Facility / General Support	Garbage Trucks	5
Facility / General Support	General Purpose Tractor	1
Facility / General Support	Leaf Truck	1
Facility / General Support	Leaf Truck	1
Facility / General Support	Lincoln Welder	1
Facility / General Support	MIG Welder	1
Facility / General Support	Pickup Trucks	3
Facility / General Support	Portable Air Tank	1
Facility / General Support	Pump	1
Facility / General Support	Side Mower Tractor	1
Facility / General Support	Tool Box w/ Tools	1
Facility / General Support	Vactor Combination Truck	1
Facility / General Support	Van	1
Facility / General Support	Water Coolers	10
Facility / General Support	Welding Outfit	1
Information Technology / Documentation	Confined Space Monitor	1
Power / Mechanical Support	Portable Generator	1
Safety / Field Support	Brush Chipper	1
Safety / Field Support	Chipper Truck	1
Safety / Field Support	Metal Detector/Locator	1
Vehicles / Transportation	16' Utility Trailer	1
Vehicles / Transportation	20' Brush Trailers	5

POLICE DEPARTMENT EQUIPMENT LIST

Functional Category	Item	Quantity
Communications	Cell Phones	9
General Support	400MHz Car Radios	65
General Support	400MHz Repeaters	2
General Support	400MHz Walkie Talkies	50
General Support	800MHz Car Radios	42
General Support	800MHz Walkie Talkies	42
General Support	Air Compressor	1
General Support	Alphamate	1
General Support	Barcode Scanner	1

Functional Category	Item	Quantity
General Support	Base Stations (MTR 2000)	3
General Support	Binoculars	1
General Support	Body Armor	35
General Support	Body Microphone System	1
General Support	Bullhorn	1
General Support	CO2 Dart Gun	1
General Support	Child ID Computers	2
General Support	Copy Machines	2
General Support	Courtroom Video System	1
General Support	Covert Video System	1
General Support	DL Scanners	26
General Support	DVD Recorder	1
General Support	Desktop Computers	3
General Support	Digital Cameras	41
General Support	Digital Recorder	1
General Support	Dispatch Audio Recorder	1
General Support	Dispatch Consoles	2
General Support	Door Ram	1
General Support	Enclosed Trailer	1
General Support	Fax Machines	2
General Support	Fire Extinguishers	48
General Support	First Aid Kits	45
General Support	Flashlights	40
General Support	Fleet Vehicles	45
General Support	Generator	1
General Support	Golf Carts	4
General Support	Halligan Tools	2
General Support	Halogen Work Lights	2
General Support	Handy Cam	1
General Support	In-Car Camera Systems	28
General Support	LIDAR Units	4
General Support	Laptop Computers	58
General Support	Live Scan System	1
General Support	Monitors	8
General Support	PPE Kits	45
General Support	Police Bicycles	4
General Support	Printers	33
General Support	Refrigerators	4

Functional Category	Item	Quantity
General Support	Repeater	1
General Support	Rifles	14
General Support	Servers	3
General Support	Shotguns	31
General Support	Shredders	3
General Support	Sledgehammer	1
General Support	Snow Chain Sets	12
General Support	Stop Stick Sets	6
General Support	TASERs	33
General Support	Telephone System	1
General Support	Televisions	2
General Support	UPS Systems	4
General Support	Utility Trailer	1
General Support	Vehicle Tracking Devices	2
General Support	Vision Binoculars	2
General Support	Walk-through Metal Detector	1

Recreational Department Equipment List

Communications	**Cell Phone**	**16**
General Support	Skid Steer	1
General Support	Tractor	2
General Support	Equipment Trailer	2
General Support	Chainsaws	4
General Support	Mini Bus	2
General Support	Pickup Trucks	10
General Support	Utility Vehicles	4
General Support	Tables	60
General Support	Chairs	200
General Support		2
General Support		4
General Support		1
General Support		2
General Support		2
General Support		1

PLANNING REFERENCES

U.S. Census Bureau, QuickFacts: Simpsonville city, South Carolina (population estimates and demographic data).
City of Simpsonville, Comprehensive Plan evaluation and annual financial reporting (growth and community profile).
Greenville County, Multi-Jurisdictional Hazard Mitigation Plan and Floodplain Administration resources.
NOAA National Centers for Environmental Information, Storm Events Database.
National Weather Service Greenville-Spartanburg, local research and reviews of past weather events, including Tropical Cyclone Helene.
Greenville County Schools and Prisma Health official facility information.
FEMA, Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans.

CITY OF SIMPSONVILLE

EMERGENCY OPERATIONS CENTER STANDARD OPERATING GUIDE

PURPOSE

This Standard Operating Guide establishes the procedures for activating, staffing, operating, and demobilizing the City of Simpsonville Emergency Operations Center. It supports the City of Simpsonville Emergency Operations Plan. It provides the operational framework for how the City will coordinate emergency response, support field operations, manage information, request resources, document actions, and transition to recovery.

SCOPE

This SOG applies whenever the City of Simpsonville activates its EOC for an emergency, disaster, significant planned event, or heightened readiness posture. It applies to City departments, designated EOC staff, liaisons, partner agencies, and other personnel assigned emergency management responsibilities.

CONCEPT OF OPERATIONS

When activated, the Simpsonville EOC serves as the City's coordination center for emergency management. The EOC supports field operations and does not replace on-scene incident command. Field operations remain under the Incident Command System, while the EOC supports policy coordination, interagency coordination, public information, logistics, planning, finance, and resource management.

The City will maintain local control of emergency operations whenever possible. When City capabilities are strained or exceeded, Simpsonville will coordinate support requests through Greenville County Emergency Management.

EOC LOCATIONS

Primary EOC

Simpsonville Fire Department Headquarters, 455 E. Curtis Street, Simpsonville, South Carolina 29681.

Alternate EOC

Simpsonville Police Department, 415 E. Curtis Street, Simpsonville, South Carolina 29681

EOC ACTIVATION

The City of Simpsonville EOC has three (3) Operational (OPCON) levels.

OPCON LEVELS		
OPCON ONE	**OPCON TWO**	**OPCON THREE**
FULL ALERT	ENHANCED AWARENESS	NORMAL DAILY OPERATIONS
A disaster or emergency is imminent or occurring. The County Emergency Operations Center is activated.	A disaster or emergency is likely to affect the County. The County EOC is partially activated if necessary.	Agencies coordinate, plan, train and exercise as warranted. Incidents are monitored by the County Warning Point and local emergency managers.

EOC ACTIVATION LEVELS

1. **Limited Activation**

   Used for monitoring, information sharing, pre-event readiness, or support to a planned event. Usually staffed by a small number of personnel such as the Incident Manager or designee, Planning support, and one or more department representatives.

2. **Partial Activation**

   Used when an incident requires selected EOC functions but does not justify full staffing. Only the positions necessary to support the incident will report. One person may cover more than one function.

3. **Full Activation**

   Used for major incidents requiring broad city coordination, sustained operations, or significant support to field operations. All needed Command Staff, General Staff, and support personnel report as directed.

HOT START AND COLD START

A. Hot Start

A Hot Start occurs when the City has advance notice of a potential incident. EOC setup activities are completed before the main staff arrives.

B. Cold Start

A Cold Start occurs when an incident happens with little or no warning. Staff report and stand up the EOC while the incident is already underway.

AUTHORITY TO ACTIVATE

The EOC may be activated at the direction of the Fire Chief, the City Administrator, the Mayor, or other City leadership as provided by City ordinance, the EOP, and incident circumstances. When activated, the Fire Chief serves as the designated Incident Manager unless otherwise directed.

Incident Manager Succession: Fire Chief; Assistant Fire Chief; on-duty Battalion Chief; then another qualified command officer designated by the City Administrator. The designated successor assumes the authorities of the Incident Manager within City ordinance, policy, and delegated financial limits until relieved.

EOC ORGANIZATION

A. Policy Group

The Policy Group provides policy direction and high-level executive decision support. For Simpsonville, the Policy Group should normally include the Mayor, City Council, City Administrator, and City Attorney as needed.

B. Command Staff

The Command Staff includes the Incident Manager, Public Information Officer, Liaison Officer, and Safety Officer.

C. General Staff

The City will use four functional General Staff Sections.

1. Operations Section

Coordinates tactical support to the incident and EOC operational priorities. The Operations Section may activate the Emergency Services Branch, Infrastructure Branch, Health and Medical Branch, and Mass Care Branch.

2. Planning Section

Collects, analyzes, and displays information; tracks resources; prepares the Incident Action Plan; develops the Situation Report; and supports demobilization and recovery planning.

3. Logistics Section

Coordinates facilities, equipment, supplies, communications support, food for EOC staff, and other support needs.

4. Finance and Administration Section

Tracks incident costs, time, procurement, claims, and documentation needed for reimbursement and financial accountability.

NOTIFICATION AND STAFFING

City departments shall maintain call-out procedures for designated EOC staff and alternates. When the EOC is activated, primary staff should report unless excused or unavailable, in which case the designated alternate should report.

PRE-ACTIVATION CHECKS

When incident warning time exists, City departments should complete pre-activation actions appropriate to the hazard. These may include monitoring threat information, reviewing staffing, testing communications, checking generators and fuel, confirming contact rosters and resource lists, preparing displays and forms, and coordinating with Greenville County.

RESOURCE REQUESTS

All resource requests that cannot be met by the requesting department will be coordinated through the EOC. Local City resources will be used first. The requesting Department Representative, Branch Director, or Section Chief will submit the need to the Logistics Section with the mission, quantity, delivery location, required time, point of contact, priority, and specifications.

The Logistics Section Resource Unit or designated resource coordinator will log, validate, source, track, and close each request. ReadyOp may be used for local request submission, status tracking, supporting documents, and communications when available.

The Incident Manager or designee approves mutual-aid and external resource requests outside routine departmental authority. Authorized incident commanders may request emergency public-safety mutual aid under existing agreements and will notify the EOC as soon as practical.

Unfilled requests will be forwarded by an authorized EOC official to Greenville County Emergency Management. All approvals, costs, assignments, delivery information, and disposition will be documented.

OPERATIONS AND BRANCH COORDINATION

Emergency Services Branch

Supports fire suppression, rescue, law enforcement coordination, hazardous materials response support, search and rescue coordination, security, evacuation support, and continuity of government support.

Infrastructure Branch

Supports transportation issues, route opening, debris clearance, emergency repairs, utility coordination, water and wastewater concerns, and initial damage assessment.

Health and Medical Branch

Supports health, medical, EMS, hospital liaison, behavioral health coordination, fatality management coordination, and medical supply coordination as needed.

Mass Care Branch

Supports sheltering, feeding, hydration missions, medical needs shelter coordination, family assistance, and pet shelter coordination when required.

OPERATION PERIOD

The Incident Manager will establish the operational period length. The operational period will be one (1) 12-hour shift, usually 0800-2000 hours each day.

PLANNING CYCLE

The City should use a simplified Planning P process for sustained activations. The normal sequence should include an Initial Incident Briefing, Objectives Meeting, Command and General Staff Coordination, Tactics or Coordination Meeting, Planning Meeting, IAP Finalization, and Operational Period Briefing.

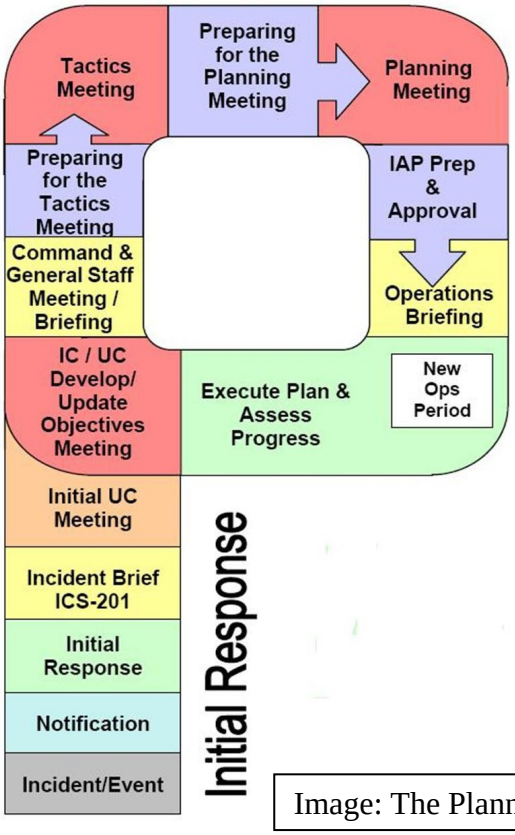


Image: The Planning P

EOC DOCUMENTATION

Incident Action Plan

The Planning Section is responsible for compiling the IAP for each operational period when conditions warrant a written plan.

The IAP will include the following forms:

- **ICS-201 Incident Briefing**
  Completed by the Planning Section, this form provides an overview of the incident, a map of the affected area, objectives for the next Operational Period, and accompanying tactics.

- **ICS-202 Incident Objectives**
  Completed by the EOC Director and Command Staff, incident objectives are statements that describe the actions that need to be completed during the incident's next Operational Period.

- **ICS-203 Organization List**
  Completed by the Planning Section, this form lists EOC positions and who will staff them during the next Operational Period.

- **ICS-204 Assignment List**
  Completed by field personnel and forwarded to the EOC Planning Section Chief prior to the IAP being completed and published.

- **ICS-205 Communications List**
  Completed by the Communications Unit Leader, this form includes radio channels and frequencies, telephone numbers of key personnel, and email addresses.

- **ICS-206 Medical Plan**
  Completed by the EMS & Hospital Unit Leader, this form details the locations of local hospitals, EMS transportation if needed, and any special medical procedures.

- **ICS-208 Safety Plan**
  Completed by the Safety Officer, this form details the safety message for the EOC for the next Operational Period.

- **ICS-214 Activity Log**

  Completed by personnel in various ICS positions as needed. Personnel should document how relevant incident activities are occurring and progressing during the operational period designated.

SITUATIONAL REPORT

The Planning Section should produce a SITREP for each operational period during sustained activations, or as directed by the Incident Manager.

COMMUNITY LIFELINES

When practical, the City should use Community Lifelines to communicate stabilization priorities: Safety and Security, Food, Hydration, Shelter, Health and Medical, Energy, Communications, Transportation, Hazardous Materials, and Water Systems.

DOCUMENTATION REQUIREMENTS

1. Every person working in the EOC should maintain an ICS-214 Activity Log documenting actions taken during the operational period.
2. Demobilization planning should begin early in sustained incidents.
3. All incident documents, notes, forms, emails, expense records, logs, and planning products should be retained according to applicable records retention requirements.

FINANCE AND REIMBURSEMENT

1. The Finance and Administration Section should track emergency costs, personnel time, equipment usage, contracts, emergency purchases, and damages associated with emergency operations.
2. All documentation is imperative for reimbursement funding from FEMA

EMERGENCY DECLARATION

3. The City may issue a local emergency declaration in accordance with City ordinance and applicable law.
4. When larger declarations are issued by the State of South Carolina or the federal government, the City should coordinate through Greenville County for disaster assistance, reporting, and reimbursement processes.

EOC TECHNOLOGY AND COMMUNICATION

2. The City should maintain the minimum technology required to support EOC operations, including laptops or desktop computers, printers, telephones, radios, display screens, maps, and internet access.

STAFF SUPPORT

3. During prolonged activations, Logistics should coordinate meals, hydration, rest breaks, and general support for EOC personnel.

DEACTIVATION

2. The Incident Manager, in consultation with the Policy Group and Command Staff, may reduce staffing, deactivate the EOC, or transition to recovery coordination when incident demands decrease.

RECOMMENDED INITIAL SIMPSONVILLE JOB AIDS

Initial city-specific job aids should include the Incident Manager, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief, Situation Unit, Documentation Unit, Resource Unit, and Mass Care Coordinator.

ANNEX A

INCIDENT COMMAND SYSTEM (ICS) FORMS

City of Simpsonville Emergency Operations Center Standard Operating Guide

ICS 201 - Incident Briefing
ICS 202 - Incident Objectives
ICS 203 - Organization Assignment List
ICS 204 - Assignment List
ICS 205 - Incident Radio Communications Plan
ICS 206 - Medical Plan
ICS 208 - Safety Message/Plan
ICS 214 - Activity Log

Blank forms reproduced from the FEMA Emergency Management Institute NIMS ICS Forms Resource Center.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____Signature: _____

ICS 201, Page 1	Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

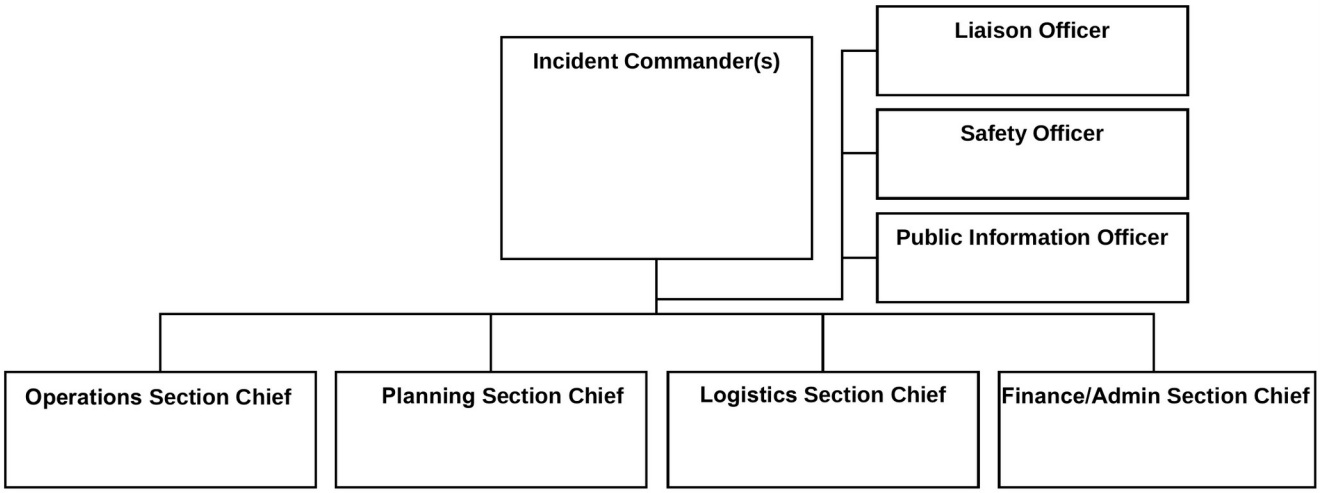
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 2 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____Signature: _____

ICS 201, Page 3 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4 Date/Time: _____

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan)**:**

☐ ICS 203	☐ ICS 207	Other Attachments:
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐ _____
☐ ICS 206		☐ _____

7. Prepared by: Name: Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202	**IAP Page** _____	Date/Time: _____

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Incident Commander(s) and Command Staff:	
IC/UCs	
Deputy	
Safety Officer	
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Comp/Claims Unit	
Cost Unit	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203 | **IAP Page** _____ | Date/Time: _____

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Branch: Division: Group: Staging Area:

4. Operations Personnel: Name Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment)**:**

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
/	
/	
/	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 204 | **IAP Page** _____ | Date/Time: _____

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time: _____

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground)**:**

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader)**:** Name: _____ Signature: _____

8. Approved by (Safety Officer)**:** Name: _____ Signature: _____

ICS 206	IAP Page _____	Date/Time: _____

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes☐ No☐
Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208	IAP Page _____	Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 Date/Time: _____